GCSW Development Office H0445
Baseline Standards
FY 2019

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Marsha Wright, College Business Administrator	
2	Updating the Baseline Standards Form.	Marsha Wright, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Yolanda Williams, Asst Business Administrator	Marsha Wright, College Business Administrator
2	Reviewing cost center verifications.	Januari Leo, Director Of Development	
3	Approving cost center verifications.	Januari Leo, Director Of Development	
4	Ensuring all cost centers are verified/approved on a timely basis.	Marsha Wright, College Business Administrator	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
2	Ensuring the validity of travel and expense reimbursements.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Yolanda Williams, Asst Business Administrator; Nakita Robinson, Financial Assistant 2	Marsha Wright, CBA
4	Ensuring correct account coding on purchases documents.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
5	Primary contact for inquiries to expenditure transactions.	Yolanda Williams, Asst Business Administrator; Nakita Robinson, Financial Assistant 2	Marsha Wright, CBA
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Marsha Wright, CBA	Yolanda Williams, Asst Business Administrator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Marsha Wright, CBA	Yolanda Williams, Asst Business Administrator
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Yolanda Williams, Asst Business Administrator	Nakita Robinson, Financial Assistant 2
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
8	Maintaining departmental personnel files.	Yolanda Williams, Asst Business Administrator	Nakita Robinson, Financial Assistant 2
9	Consistent and efficient responses to inquiries.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Marsha Wright, CBA	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Elizabeth Wingfield, Executive Administrative Assistant	Januari Leo, Advancement Director
2	Reconciling cash, checks, etc. to receipts.	Nakita Robinson, Financial Assistant 2	Yolanda Williams, Asst Business Administrator
3	Preparing deposits.	Nakita Robinson, Financial Assistant 2	Yolanda Williams, Asst Business Administrator
4	Preparing Journal Entries.	Nakita Robinson, Financial Assistant 2	Yolanda Williams, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Marsha Wright, CBA	Yolanda Williams, Asst Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
8	Ensuring deposits are made timely.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Marsha Wright, CBA	
10	Updating Cash Handling Procedures as needed.	Marsha Wright, CBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Marsha Wright, CBA	
12	Consistent and efficient responses to inquiries.	Marsha Wright, CBA	
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than $100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lisa Martinez, Research Administrator	Marsha Wright, College Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Haydee Rodriguez, User Services Specialist 1	David Nguyen, Coll/Dev Info Services Manager 1
2	Ensuring the annual inventory was completed correctly.	David Nguyen, Coll/Dev Info Services Manager 1	Marsha Wright, College Business Administrator
3	Tagging equipment.	Haydee Rodriguez, User Services Specialist 1	David Nguyen, Coll/Dev Info Services Manager 1
4	Approving requests for removal of equipment from campus.	David Nguyen, Coll/Dev Info Services Manager 1	Alan Dettlaff, Dean
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Marsha Wright, College Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Marsha Wright, College Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lisa Martinez, Research Administrator	Marsha Wright, College Business Administrator

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Marsha Wright, College Business Administrator	
2	Billing.	Januari Leo, Director Of Development	Marsha Wright, College Business Administrator
3	Collection.	Januari Leo, Director Of Development	Marsha Wright, College Business Administrator
4	Recording.	Marsha Wright, College Business Administrator	
5	Monitoring credit extended.	Marsha Wright, College Business Administrator	
6	Approving write-offs.	Alan Dettlaff, Dean	Marsha Wright, College Business Administrator
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Marsha Wright, College Business Administrator	
2	Ensuring that research expenditures are covered by funds from sponsors.	Marsha Wright, College Business Administrator	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Nguyen, Coll/Dev Info Services Manager 1	
2	Ensuring that critical data back up occurs.	David Nguyen, Coll/Dev Info Services Manager 1	
3	Ensuring that procedures such as password controls are followed.	David Nguyen, Coll/Dev Info Services Manager 1	
4	Reporting of suspected security violations.	David Nguyen, Coll/Dev Info Services Manager 1	