GCSW Information Technology H0555 Baseline Standards FY 2019

	<u>.</u>	Responsible P	Person(s) (Name/Title)
Descrin	tion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE	Timary (Required)	Secondary (Optionar)
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Marsha Wright, College Business	
1	•	Administrator	
2	current. Updating the Baseline Standards Form.	Marsha Wright, College Business	
2	opuating the Baseinie Standards Form.	Administrator	
FINANO	CIAL REPORTING - COST CENTER VERIFICATIONS	Administrator	
1 11 11 11	CHIE REI ORTH (O COST CENTER VERM ICITIONS		
1	Preparing cost center verifications.	Yolanda Williams, Asst Business Administrator	Marsha Wright, College Business Administrator
			1 turning tutor
2	Reviewing cost center verifications.	David Nguyen, Coll/Dev Info	
		Services Manager 1	
3	Approving cost center verifications.	David Nguyen, Coll/Dev Info	
		Services Manager 1	
4	Ensuring all cost centers are verified/approved on a timely	Marsha Wright, College Business	Alan Dettlaff, Dean
	basis.	Administrator	man Bettiant, Bean
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1		Walanda Williama Aast Daainaa	
1	Ensuring valid authorization of purchase documents.	Yolanda Williams, Asst Business	Marsha Wright, CBA
		Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
2	Forming that and and aminor are made and that time la		
3	Ensuring that goods and services are received and that timely	Yolanda Williams, Asst Business	Marsha Wright CDA
	payment is made.	Administrator; Nakita Robinson,	Marsha Wright, CBA
4	Ensuring correct account coding on purchases documents.	Financial Assistant 2 Yolanda Williams, Asst Business	
4	Ensuring correct account coding on purchases documents.	Administrator	Marsha Wright, CBA
5	Primary contact for inquiries to expenditure transactions.	Yolanda Williams, Asst Business	
3	Finding contact for inquiries to expenditure transactions.	Administrator; Nakita Robinson,	Marsha Wright, CBA
		Financial Assistant 2	Wight, CDA
DAVDO	L DLL / HUMAN RESOURCES	Tillaliciai Assistant 2	
IAIKO	DEL/ 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	Yolanda Williams, Asst Business	Marsha Wright, CBA
	recorded and paid on each bi-weekly paycheck.	Administrator	
2	Ensuring all monthly leave is recorded accurately and approved	Yolanda Williams, Asst Business	
	before the deadlines set by Payroll.	Administrator	Marsha Wright, CBA
3	Ensuring all TRAM high level exceptions are corrected in a		Yolanda Williams, Asst Business
	timely manner prior to Payroll deadlines.	Marsha Wright, CBA	Administrator
4	Ensuring all Time Reporters (new employees and transfers) are		Yolanda Williams, Asst Business
	assigned to Time Approvers in TRAM.	Marsha Wright, CBA	Administrator
5	Reconciling approved reported time and leave (bi-weekly &		
	monthly employees) and ePARs (biweekly & monthly	Yolanda Williams, Asst Business	
	employees) to the trial and final payroll verification reports and	Administrator	Nakita Robinson, Financial Assistant 2
	off-cycle payrolls.		
6	Completing termination ePAR's within 24 hours of termination	Yolanda Williams, Asst Business	M. J. W. J. CD.
	and completing the termination clearance form.	Administrator	Marsha Wright, CBA
7	Ensuring terminated employees are no longer charged to	Yolanda Williams, Asst Business	Manala Waiala CDA
	departmental cost centers.	Administrator	Marsha Wright, CBA

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Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
8		Yolanda Williams, Asst Business	Nakita Robinson, Financial Assistant 2
	Maintaining departmental personnel files.	Administrator	Ivakita Robinson, Financiai Assistant 2
9		Yolanda Williams, Asst Business	Marsha Wright, CBA
	Consistent and efficient responses to inquiries.	Administrator	Waisha Wiight, CDA
10	Hire ePAR's should be processed at least 1 week prior to start	Yolanda Williams, Asst Business	Marsha Wright, CBA
	date.	Administrator	Maisha Wiight, CBA
11	Ensure all security access requests and training courses are	Marsha Wright, CBA	
	completed 48 hours prior to necessary access changes.	Marsha Wright, CDA	
CASH	HANDLING		
1	Collecting cash, checks, etc.	N/A	
		IV/A	
2	Reconciling cash, checks, etc. to receipts.	N/A	
3	Preparing deposits.		
J	Tropuling deposits.	N/A	
4	Preparing Journal Entries.	N/A	
		N/A	
5	Verifying deposits posted correctly in the Finance System.	N/A	
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	
7	Secure deposits via UHDPS to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	N/A	
9	Ensuring all employees who handle cash have completed Cash		
	Security Procedures or Cash Deposit and Security Procedures training.	N/A	
10	Updating Cash Handling Procedures as needed.	Marsha Wright, College Business	
10	opating cash Handing Procedures as needed.	Administrator	
11	Distribution of Cash Handling Procedures to employees who		
	handle cash.	N/A	
12	Consistent and efficient responses to inquiries.		
	Consistent and consistent responses to inquintest	N/A	
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	N/A	
	disbursement.		
CONTI	RACT ADMINISTRATION		

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
1	Ensuring departmental personnel comply with contract	Lisa Martinez, Research	Marsha Wright, College Business
	administration policies/procedures.	Administrator	Administrator
ROPE	ERTY MANAGEMENT		
1	Performing the annual inventory.	Haydee Rodriguez, User Services	David Nguyen, Coll/Dev Info Services
_		Specialist 1	Manager 1
2	Ensuring the annual inventory was completed correctly.	David Nguyen, Coll/Dev Info	Marsha Wright, College Business
		Services Manager 1	Administrator
3	Tagging equipment.	Haydee Rodriguez, User Services	David Nguyen, Coll/Dev Info Services
		Specialist 1	Manager 1
4	Approving requests for removal of equipment from campus.	David Nguyen, Coll/Dev Info	Alan Dettlaff, Dean
TO OT	OCUPE FORMS	Services Manager 1	Alan Dettian, Dean
OISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Marsha Wright, College Business	
	annual Related Party disclosure statement online.	Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Marsha Wright, College Business	
	complete the Consulting disclosure statement online.	Administrator	
3	Ensuring that all Principal and Co-Principal Investigators	Lisa Martinez, Research	Marsha Wright, College Business
	complete the annual Conflict of Interest disclosure statement for	Administrator	Administrator
	the Division of Research.	Administrator	Administrator
CCO	UNTS RECEIVABLE		
1	Extending of credit.	Marsha Wright, College Business	
-	2	Administrator	
2	Billing.	Alan Dettlaff, Dean	
3	Collection.	Alan Dettlaff, Dean	
4	Recording.	Marsha Wright, College Business	
4	Recording.	Administrator	
5	Monitoring credit extended.	Marsha Wright, College Business	
3	Monitoring credit extended.	Administrator	
6	Approving write-offs.	Administrator	Marsha Wright, College Business
	ripproving write ons.	Alan Dettlaff, Dean	Administrator
NEGA'	TIVE BALANCES		7 tommorutor
1	Ensuring that all fund groups for each Dept ID have positive	Marsha Wright, College Business	
1	fund equity at year-end.	Administrator	
2	Ensuring that research expenditures are covered by funds from	Marsha Wright, College Business	
_	sponsors.	Administrator	
EPAI	RTMENTAL COMPUTING		
1	Management of the departments' information technology	David Nguyen, Coll/Dev Info	
	resources.	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	David Nguyen, Coll/Dev Info	
	followed.	Services Manager 1	
4	Reporting of suspected security violations.	David Nguyen, Coll/Dev Info	
		Services Manager 1	

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