GCSW MHRITES H0131 Baseline Standards FY 2019

		Responsible P	Person(s) (Name/Title)
Descri	iption of Responsibility	Primary (Required)	Secondary (Optional)
	RTMENTAL POLICIES & PROCEDURES / BASELINE		
	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Marsha Wright, College Business	
	current.	Administrator	
2	Updating the Baseline Standards Form.	Marsha Wright, College Business	
		Administrator	
FINAN	NCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.		
1	rieparing cost center vernications.	Yolanda Williams, Asst Business	Marsha Wright, College Business
		Administrator	Administrator
2	Reviewing cost center verifications.	Robin Gearing, Associate	
Z	Reviewing cost center verifications.	Professor	
3	Approving cost center verifications.	Robin Gearing, Associate	
5	Typesting cost conter territoutons.	Professor	
4	Ensuring all cost centers are verified/approved on a timely	Marsha Wright, College Business	
•	basis.	Administrator	
FINAN	NCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Nakita Robinson, Financial	Liss Mantings Descende Administration
		Assistant 2	Lisa Martinez, Research Administrator
2	Ensuring the validity of travel and expense reimbursements.	Nakita Robinson, Financial	Lice Martinez, Descarab Administrator
		Assistant 2	Lisa Martinez, Research Administrator
3	Ensuring that goods and services are received and that timely	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
	payment is made.	Assistant 2	Lisa Wartinez, Research Administrator
4	Ensuring correct account coding on purchases documents.	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
		Assistant 2	Lisu Wartinez, Research / Kummstrator
5	Primary contact for inquiries to expenditure transactions.	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
		Assistant 2	
PAYR	OLL / 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
5	timely manner prior to Payroll deadlines.	Marsha Wright, CBA	Administrator
4	Ensuring all Time Reporters (new employees and transfers) are	Manaha Walaha CDA	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	Nakita Robinson Einangial Assistant
	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	Marsha Wright, CBA
	and completing the termination clearance form.	Administrator	
7	Ensuring terminated employees are no longer charged to	Yolanda Williams, Asst Business	Marsha Wright, CBA
	departmental cost centers.	Administrator	iviaisila vvilgill, CDA
	departmentar cost centers.		
8	departmental cost conters.	Yolanda Williams, Asst Business	Nakita Robinson, Financial Assistant 2

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9		Yolanda Williams, Asst Business		
	Consistent and efficient responses to inquiries.	Administrator	Marsha Wright, CBA	
10	Hire ePAR's should be processed at least 1 week prior to start	Yolanda Williams, Asst Business		
	date.	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		
ASH	HANDLING			
1	Collecting cash, checks, etc.	Lisa Martinez, Research		
1	Concerning easil, encers, etc.	Administrator	Robin Gearing, Associate Professor	
r	Deconciling cash shocks at to receipts	Lisa Martinez, Research		
2	Reconciling cash, checks, etc. to receipts.		Robin Gearing, Associate Professor	
		Administrator	-	
3	Preparing deposits.	N/A		
4	Preparing Journal Entries.	Nakita Robinson, Financial		
		Assistant 2		
5	Verifying deposits posted correctly in the Finance System.	Lisa Martinez, Research		
5	verifying deposits posted concerty in the rindice system.	Administrator		
6	Adequacy of physical safeguards of cash receipts and	Lisa Martinez, Research		
0	equivalent.	Administrator	Marsha Wright, CBA	
7	Secure deposits via UHDPS to Student Financial Services.	Administrator		
/	Secure deposits via OHDPS to Student Financial Services.	N/A		
8	Ensuring deposits are made timely.	N/A		
0				
9	Ensuring all employees who handle cash have completed Cash	Lisa Martinez, Research		
	Security Procedures or Cash Deposit and Security Procedures	Administrator	Marsha Wright, CBA	
	training.			
10	Updating Cash Handling Procedures as needed.	Marsha Wright, CBA	Lisa Martinez, Research Administrator	
			,,,	
11	Distribution of Cash Handling Procedures to employees who	Marsha Wright, CBA	Lisa Martinez, Research Administrator	
	handle cash.	0	Lisa Wartinez, Research / Kinimistrator	
12	Consistent and efficient responses to inquiries.	Lisa Martinez, Research	Marcha Wright CDA	
		Administrator	Marsha Wright, CBA	
PETTY	CASH			
1	Preparing petty cash disbursements.	NT/A		
		N/A		
2	Ensuring petty cash disbursements are not for more than \$100.			
	81.5	N/A		
3	Ensuring petty cash disbursements are made for only authorized			
5	purposes.	N/A		
4	Approving petty cash disbursements.			
-	reproving pour cash disoursements.	N/A		
5	Replenishing the petty cash fund timely.			
5	reprenising the petty cash fund unlery.	N/A		
6	Engine the netty cools fund is balance define and			
6	Ensuring the petty cash fund is balanced after each	N/A		
	disbursement.			
CONTR	RACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract	Lisa Martinez, Research	Marsha Wright, College Business	
	administration policies/procedures.	Administrator	Administrator	

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	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
		Services Manager 1	Than Dethant, Dean
DISCL	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		
-	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
1000	the Division of Research.		
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	Marsha Wright, College Business	
1	Extending of credit.	Administrator	
2	Billing.	Robin Gearing, Associate	Marsha Wright, College Business
	Dining.	Professor	Administrator
3	Collection.	Robin Gearing, Associate	Marsha Wright, College Business
		Professor	Administrator
4	Recording.	Marsha Wright, College Business	
+	i coording.	Administrator	
5	Monitoring credit extended.	Marsha Wright, College Business	
5		Administrator	
6	Approving write-offs.		Marsha Wright, College Business
		Alan Dettlaff, Dean	Administrator
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Marsha Wright, College Business	
	fund equity at year-end.	Administrator	
2	Ensuring that research expenditures are covered by funds from	Marsha Wright, College Business	
	sponsors.	Administrator	
DEPA	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	