

Enrollment Services
Baseline Standards
FY2015

Enrollment Services			
Responsible for the Business Operations for the departments as well as the Scholarships & Grants (H0213):			
Dept: H0209/H0210/H0211/H0212/H0213/H0471/H0661			
Business Office Staff			
Director, EM Business Services-Brenda Cook			
Dept Business Administrators (DBA's)-Tracy Vaughns/Belinda Collins			
Accountants 3 & 1-Kim-Hue Tran/Kelly Nguyen/Mary Robson			
Financial Coordinators: Celia Galvan/Maria Balderas/Delbert Adivnovak			
Department Support Staff			
Office Assistant-Judy Mathis			
Secretaries-Barbara Rusin Yacovangelo(H0210)/Karen Knezick (H0211)			
Records Associates/Assistant: (H0211) MonicaBennett/Jean Palmquist/Annie Aguanno			
Responsible Person(s) (Name/Title-see above)			
Description of Responsibility	Primary (Required)	Secondary (Optional)	
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Brenda Cook-All documentation is provided through a web based/sharepoint/electronic means	Tracy Vaughns/Belinda Collins
2	Updating the Baseline Standards Form.	Brenda Cook	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Tracy Vaughns/Belinda Collins-Kim Tran/Kelly Nguyen/Mary Robson (H0213 only)	
2	Reviewing cost center verifications.	Brenda Cook	
3	Approving cost center verifications.	Cost Center Managers (H0213 only -Delegation given to Brenda Cook)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Tracy Vaughns/Belinda Collins-Kim Tran/Kelly Nguyen/Mary Robson (H0213 only)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Tracy Vaughns/Belinda Collins	Brenda Cook
2	Ensuring the validity of travel and expense reimbursements.	Tracy Vaughns/Belinda Collins	Brenda Cook
3	Ensuring that goods and services are received and that timely payment is made.	Tracy Vaughns/Belinda Collins	Brenda Cook
4	Ensuring correct account coding on purchases documents.	Tracy Vaughns/Belinda Collins	Brenda Cook
5	Primary contact for inquiries to expenditure transactions.	Tracy Vaughns/Belinda Collins	Brenda Cook
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Tracy Vaughns/Belinda Collins	
2	Reconciling bi-weekly leave accruals to the HR System.	Tracy Vaughns/Belinda Collins	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Tracy Vaughns/Belinda Collins	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Tracy Vaughns/Belinda Collins	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tracy Vaughns/Belinda Collins	
6	Completing termination clearance procedures.	Tracy Vaughns/Belinda Collins/Maria Balderas	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Tracy Vaughns/Belinda Collins	
8	Paycheck distribution.	Tracy Vaughns/Belinda Collins/Maria Balderas/ Celia Galvan/Delbert Adivnovak	
9	Maintaining departmental Personnel files.	Tracy Vaughns/Belinda Collins	
10	Ensuring valid authorization of new hires.	Tracy Vaughns/Belinda Collins	

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		Primary (Required)	Secondary (Optional)
11	Ensuring valid authorization of changes in compensation rates.	Tracy Vaughns/Belinda Collins	Brenda Cook
12	Ensuring the accurate input of changes to the HR System.	Tracy Vaughns/Belinda Collins	Brenda Cook
13	Propriety of leave account classification on time records.	Tracy Vaughns/Belinda Collins	
14	Consistent and efficient responses to inquiries.	Tracy Vaughns/Belinda Collins	Brenda Cook
CASH HANDLING-Note: Staff within Admissions & RAR prepare fee documentation which is processed directly by Student Financial Services			
1	Collecting cash, checks, etc.	Delbert Adivnovak/Maria Balderas/Celia Galvan/Barbara Rusin/Monica Bennett/Jean Palmquist/Annie Aguanno/Kelly Nguyen/Mary Robson/Judy Mathis	Tracy Vaughns/Belinda Collins-Kim Tran
2	Reconciling cash, checks, etc. to receipts.	Tracy Vaughns/Belinda Collins/Delbert Adivnovak-Kim Tran/Kelly Nguyen/Mary Robson (H0213 only)	
3	Preparing deposits.	Delbert Adivnovak/Maria Balderas/Celia Galvan/Monica Bennett/Jean Palmquist/Annie Aguanno/Kelly Nguyen/Mary Robson (H0213 only)	Tracy Vaughns/Belinda Collins-Kim Tran
4	Preparing Journal Entries.	Delbert Adivnovak/Maria Balderas/Celia Galvan-Kelly Nguyen/Mary Robson (H0213 only)	Tracy Vaughns/Belinda Collins-Kim Tran
5	Verifying deposits posted correctly in the Finance System.	Tracy Vaughns/Belinda Collins-Kim Tran (H0213 only)	Brenda Cook
6	Adequacy of physical safeguards.	Tracy Vaughns/Belinda Collins-Kim Tran	Delbert Adivnovak/Maria Balderas/Celia Galvan-Kelly Nguyen/Mary Robson (H0213 only)
7	Transporting deposits to Student Financial Services.	Department business staff call police for pick up	
8	Ensuring deposits are made timely.	Tracy Vaughns/Belinda Collins/Delbert Adivnovak/Maria Balderas/Celia Galvan/Monica Bennett/Jean Palmquist/Annie Aguanno/Kim Tran/Kelly Nguyen/Mary Robson (H0213 only)	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Brenda Cook	Tracy Vaughns/Belinda Collins
10	Updating Cash Handling Procedures as needed.	Tracy Vaughns/Belinda Collins-Kim Tran	Brenda Cook
11	Distribution of Cash Handling Procedures to employees who handle cash.	Tracy Vaughns/Belinda Collins-Kim Tran	Brenda Cook
12	Consistent and efficient responses to inquiries.	Brenda Cook/Tracy Vaughns/Belinda Collins-Kim Tran	Delbert Adivnovak/Maria Balderas/Celia Galvan-Kelly Nguyen/Mary Robson (H0213 only)
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	
LONG DISTANCE CHARGES			

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		Primary (Required)	Secondary (Optional)
1	Manager review of long distance charges for unusual activity.	Tracy Vaughns/Belinda Collins	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Tracy Vaughns/Belinda Collins	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Tracy Vaughns/Belinda Collins	Brenda Cook
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Dept Property Custodians	
2	Ensuring the annual inventory was completed correctly.	Dept Property Custodians	Brenda Cook
3	Tagging equipment.	Dept Property Custodians	
4	Approving requests for removal of equipment from campus.	Department Heads/Property Custodians	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Online self-disclosure-Brenda Cook run query to verify completion	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Online self-disclosure-Brenda Cook run query to verify completion	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Tracy Vaughns/Belinda Collins/Kim Tran (H0213 only)	Brenda Cook
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Designated IT Manager for each department	
2	Ensuring that critical data back up occurs.	Designated IT Manager for each department	
3	Ensuring that procedures such as password controls are followed.	Designated IT Manager for each department	
4	Reporting of suspected security violations.	Enrollment Mangement Staff have the capability of reporting	