

(H0225)-Campus Rec (H0292)-Wellness
Baseline Standards
FY 2018

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Cassandra Millhouse/DBA	Leticia Bermudez/Financial Coord 1
2	Updating the Baseline Standards Form.	Cassandra Millhouse/DBA	Leticia Bermudez/Financial Coord 1
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lanita Holmes/Accountant 2	Cassandra Millhouse/DBA
2	Reviewing cost center verifications.	Cassandra Millhouse/DBA	Georgeann Smith/Director, Business Services
3	Approving cost center verifications.	Designated Cost Center Managers	Cassandra Millhouse/DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Cassandra Millhouse/DBA	Georgenna Smith/Director, Business Services
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Leticia Bermudez/Financial Coord 1	Cassandra Millhouse/DBA
2	Ensuring the validity of travel and expense reimbursements.	Leticia Bermudez/Financial Coord 1	Cassandra Millhouse/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Leticia Bermudez/Financial Coord 1	Cassandra Millhouse/DBA
4	Ensuring correct account coding on purchases documents.	Leticia Bermudez/Financial Coord 1	Cassandra Millhouse/DBA
5	Primary contact for inquiries to expenditure transactions.	Leticia Bermudez/Financial Coord 1	Cassandra Millhouse/DBA
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.	Britney Hart/ HR /Payroll Coord 2	Cassandra Millhouse/DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Britney Hart/ HR /Payroll Coord 2	Cassandra Millhouse/DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Britney Hart/ HR /Payroll Coord 2	Cassandra Millhouse/DBA
4	Completing termination clearance procedures.	Britney Hart/ HR /Payroll Coord 2	Cassandra Millhouse/DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Britney Hart/ HR /Payroll Coord 2	Cassandra Millhouse/DBA
6	Maintaining departmental Personnel files.	Britney Hart/ HR /Payroll Coord 2	Cassandra Millhouse/DBA
7	Ensuring valid authorization of new hires.	Britney Hart/ HR /Payroll Coord 2	Cassandra Millhouse/DBA
8	Ensuring valid authorization of changes in compensation rates.	Britney Hart/ HR /Payroll Coord 2	Cassandra Millhouse/DBA
9	Ensuring the accurate input of changes to the HR System.	Britney Hart/ HR /Payroll Coord 2	Cassandra Millhouse/DBA
10	Consistent and efficient responses to inquiries.	Britney Hart/ HR /Payroll Coord 2	Cassandra Millhouse/DBA

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CASH HANDLING		
		Cassandra Millhouse/DBA
1	Collecting cash, checks, etc.	Leticia Bermudez/Finacial Coord 1
2	Reconciling cash, checks, etc. to receipts.	Leticia Bermudez/Finacial Coord 1
3	Preparing deposits.	Leticia Bermudez/Finacial Coord 1
4	Preparing Journal Entries.	Leticia Bermudez/Finacial Coord 1
5	Verifying deposits posted correctly in the Finance System	Leticia Bermudez/Finacial Coord 1
6	Adequacy of physical safeguards of cash receipts and equivalent.	Leticia Bermudez/Finacial Coord 1
7	Secure deposits via UHDPS to Student Financial Services.	Leticia Bermudez/Finacial Coord 1
8	Ensuring deposits are made timely.	Leticia Bermudez/Finacial Coord 1
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Leticia Bermudez/Finacial Coord 1
10	Updating Cash Handling Procedures as needed.	Leticia Bermudez/Finacial Coord 1
11	Distribution of Cash Handling Procedures to employees who handle cash.	Leticia Bermudez/Finacial Coord 1
12	Consistent and efficient responses to inquiries.	All members of the business services team
PETTY CASH		
1	Preparing petty cash disbursements.	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA
4	Approving petty cash disbursements.	NA
5	Replenishing the petty cash fund timely.	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA
CONTRACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Leticia Bermudez/Finacial Coord 1
PROPERTY MANAGEMENT		
1	Performing the annual inventory.	DSAES IT
		Designated Dept Property Custodian
2	Ensuring the annual inventory was completed correctly.	DSAES IT
3	Tagging equipment.	DSAES IT
4	Approving requests for removal of equipment from campus.	Devi Bala/Asst. VP, Business Services
		Georgeann Smith/Director, Business Services
DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Leticia Bermudez/Finacial Coord 1
		Cassandra Millhouse/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Leticia Bermudez/Finacial Coord 1
		Cassandra Millhouse/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Leticia Bermudez/Finacial Coord 1
		Cassandra Millhouse/DBA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	Devi Bala/Asst. VP, Business Services	Georgeann Smith/Director, Business Services
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Cassandra Millhouse/DBA	Georgeann Smith/Director, Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	Cassandra Millhouse/DBA	Georgeann Smith/Director, Business Services
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	DSAES IT	UIT
2	Ensuring that critical data back up occurs.	DSAES IT	UIT
3	Ensuring that procedures such as password controls are followed.	DSAES IT	UIT
4	Reporting of suspected security violations.	DSAES IT	UIT
For Departments listed below:			
H0225 Campus Recreation			
H0292 Wellness Center			