		Enrollment Services Business Services	
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	
2	Reviewing cost center verifications.	Brenda Cook	
3	Approving cost center verifications.	Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Tracy Vaughns/Belinda Collins-Kim Tran/Kelly Nguyen/Mary Robson	
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
6	Ensuring access and use of P-Cards and T-Cards are secure.	P & T Card holders and Tracy Vaughns/Belinda Collins/Maria Balderas/Celia Galvan/May Lew	
7	Ensuring P-Card transactions are adequately documented and benefit the university.	P Card holders and Tracy Vaughns/Belinda Collins	
8	Ensuring T-Card transactions are adequately documented and benefit the university.	T Card holders and Tracy Vaughns/Belinda Collins	
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.	Tracy Vaughns/Belinda Collins	Maria Balderas/May Lew/Celia Galvan
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Tracy Vaughns/Belinda Collins	Maria Balderas/May Lew/Celia Galvan
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Tracy Vaughns/Belinda Collins	Maria Balderas/May Lew/Celia Galvan
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Tracy Vaughns/Belinda Collins	Maria Balderas/May Lew/Celia Galvan
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.	Tracy Vaughns/Belinda Collins	Maria Balderas/May Lew/Celia Galvan
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Tracy Vaughns/Belinda Collins/Maria Balderas/Celia Galvan/May lew	
7	Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination.	Tracy Vaughns/Belinda Collins/Maria Balderas/Celia Galvan/May lew	
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Tracy Vaughns/Belinda Collins	Celia Galvan/May Lew/Maria Balderas
9	Maintaining departmental personnel files.	Tracy Vaughns/Belinda Collins	Celia Galvan/May Lew/Maria Balderas
10	Consistent and efficient responses to inquiries.	Tracy Vaughns/Belinda Collins	Celia Galvan/May Lew/Maria Balderas
11	Hire ePAR's should be processed at least 1 week prior to start date.	Tracy Vaughns/Belinda Collins	Celia Galvan/May Lew/Maria Balderas

	Description of Responsibility	Enrollment Services Business Services	
		Primary (Required)	Secondary (Optional)
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	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.	May Lew/Maria Balderas/Celia Galvan/Kelly Nguyen/Mary Robson/ Orientation: Laura Galloway Recruitment Applications: Yvonne Morales/Kelly Schulz OUR: Curtis Wallace/Monica Bennet/LaKeshia Johnson/ Donisha Grundy Miranda Lindsey/Jean Palmquist	Tracy Vaughns/Belinda Collins-Kim Tran
2	Reconciling cash, checks, etc. to receipts.	Tracy Vaughns/Belinda Collins/May Lew/Kim Tran/Kelly Nguyen/Mary Robson	
3	Preparing deposits.	May Lew/Maria Balderas/Celia Galvan/Kelly Nguyen/Mary Robson	Tracy Vaughns/Belinda Collins-Kim Tran
4	Preparing Journal Entries.	May Lew/Maria Balderas/Celia Galvan-Kelly Nguyen/Mary Robson	Tracy Vaughns/Belinda Collins-Kim Tran
5	Verifying deposits posted correctly in the Finance System.	Tracy Vaughns/Belinda Collins-Kim Tran	Brenda Cook
6	Adequacy of physical safeguards of cash receipts and equivalent.	Tracy Vaughns/Belinda Collins-Kim Tran	May Lew/Maria Balderas/Celia Galvan-Kelly Nguyen/Mary Robson
7	Secure deposits via UHDPS to Student Financial Services.	Department business staff call police for pick up	
8	Ensuring deposits are made timely.	Tracy Vaughns/Belinda Collins/May Lew/Maria Balderas/Celia Galvan/Kim Tran/Kelly Nguyen/Mary Robson	
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.	Tracy Vaughns/Belinda Collins/Kim Tran/Brenda Cook	May Lew/Maria Balderas/Celia Galvan-Kelly Nguyen/Mary Robson
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Tracy Vaughns/Belinda Collin/Brenda Cook	
14	Ensuring all access and use of credit card information is secure.	Tracy Vaughns/Belinda Collins/May Lew/Kim Tran/Kelly Nguyen/Mary Robson	
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	
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	
CONTRACT ADMINISTRATION			

Submitted: 8/17/2017 Brenda Cook, Dir, Business Svcs

Description of Responsibility		Enrollment Services Business Services	
		Primary (Required)	Secondary (Optional)
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	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 Services Staff have the capability of reporting	
H0021	Business Services		
H0205	Ofc of the VPSAES		
H0209	Enrollment Services Administration		
H0210	Admissions		
H0211	Records and Registration		
H0212	Scholarships and Financial Aid (Operations)		
H0213	Scholarships and Financial Aid (Grants/Loans/Scholarships)		
H0471	Student Communication and Marketing		
H0661	Enrollment Management Production Support		

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