

University Marketing Communication  
Baseline Standards  
FY2014

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
2	Updating the Baseline Standards Form.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Barbara Newsome, Div Admin	Kimberly Delaney, DBA
2	Reviewing cost center verifications.	Steven Mueller, Exec Dir Bus Ops	
3	Approving cost center verifications.	Steven Mueller, Exec Dir Bus Ops	
4	Ensuring all cost centers are verified/approved on a timely basis.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Barbara Newsome, Div Admin	Kimberly Delaney, DBA
2	Ensuring the validity of travel and expense reimbursements.	Barbara Newsome, Div Admin	Kimberly Delaney, DBA
3	Ensuring that goods and services are received and that timely payment is made.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	
	<i>Univ Marketing/Multimedia Mktg</i>	Lisa Rose, Admin Asst	
4	Ensuring correct account coding on purchases documents.	Barbara Newsome, Div Admin	Kimberly Delaney, DBA
5	Primary contact for inquiries to expenditure transactions.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	
	<i>Univ Marketing/Multimedia Mktg</i>	Lisa Rose, Admin Asst	
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Thuan Nguyen, ABA	
2	Reconciling bi-weekly leave accruals to the HR System.	Thuan Nguyen, ABA	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Thuan Nguyen, ABA	Kimberly Delaney, DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Thuan Nguyen, ABA	Kimberly Delaney, DBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Thuan Nguyen, ABA	Kimberly Delaney, DBA
6	Completing termination clearance procedures.	Thuan Nguyen, ABA	Barbara Newsome, Div Admin
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Thuan Nguyen, ABA	
8	Paycheck distribution.	Thuan Nguyen, ABA	Kimberly Delaney, DBA
9	Maintaining departmental Personnel files.	Thuan Nguyen, ABA	Barbara Newsome, Div Admin
10	Ensuring valid authorization of new hires.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops

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11	Ensuring valid authorization of changes in compensation rates.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
12	Ensuring the accurate input of changes to the HR System.	Barbara Newsome, Div Admin	
13	Propriety of leave account classification on time records.	Thuan Nguyen, ABA	
14	Consistent and efficient responses to inquiries.	Barbara Newsome, Div Admin	Thuan Nguyen, ABA
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	
	<i>Univ Marketing/Multimedia Mktg</i>	Lisa Rose, Admin Asst	
2	Reconciling cash, checks, etc. to receipts.	Barbara Newsome, Div Admin	Kimberly Delaney, DBA
3	Preparing deposits.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	
	<i>Univ Marketing/Multimedia Mktg</i>	Lisa Rose, Admin Asst	
4	Preparing Journal Entries.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	Kimberly Delaney, DBA
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	Kimberly Delaney, DBA
	<i>Univ Marketing/Multimedia Mktg</i>	Lisa Rose, Admin Asst	Kimberly Delaney, DBA
5	Verifying deposits posted correctly in the Finance System.	Barbara Newsome, Div Admin	Kimberly Delaney, DBA
6	Adequacy of physical safeguards.	Barbara Newsome, Div Admin	Kimberly Delaney, DBA
7	Transporting deposits to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.		
	<i>VC/VP University Relations</i>	Dianah Hobbs, Admin Asst	
	<i>Univ Communication</i>	Gina Lopez, Exec Secy	
	<i>Univ Marketing/Multimedia Mktg</i>	Lisa Rose, Admin Asst	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
10	Updating Cash Handling Procedures as needed.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
11	Distribution of Cash Handling Procedures to employees who handle cash.	Barbara Newsome, Div Admin	
12	Consistent and efficient responses to inquiries.	Barbara Newsome, Div Admin	Kimberly Delaney, DBA
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	

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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			
1	Manager review of long distance charges for unusual activity.	Kimberly Delaney, DBA	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Kimberly Delaney, DBA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Paul Chiang, Microsys Analyst 2	
2	Ensuring the annual inventory was completed correctly.	Paul Chiang, Microsys Analyst 2	Steven Mueller, Exec Dir Bus Ops
3	Tagging equipment.	Paul Chiang, Microsys Analyst 2	
4	Approving requests for removal of equipment from campus.	Steven Mueller, Exec Dir Bus Ops	Barbara Newsome, Div Admin
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Barbara Newsome, Div Admin	Steven Mueller, Exec Dir Bus Ops
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.	Barbara Newsome, Div Admin	Kimberly Delaney, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Paul Chiang, Microsys Analyst 2	Steven Mueller, Exec Dir Bus Ops
2	Ensuring that critical data back up occurs.	Paul Chiang, Microsys Analyst 2	Steven Mueller, Exec Dir Bus Ops
3	Ensuring that procedures such as password controls are followed.	Paul Chiang, Microsys Analyst 2	Steven Mueller, Exec Dir Bus Ops

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4	Reporting of suspected security violations.	All Staff	
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