

Alumni Relations
Baseline Standards
FY 2016

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.	Susanne Johnston, Director, Finance & Business Operations	Steven Mueller, Executive Director, Business Operations
2	Updating the Baseline Standards Form.	Susanne Johnston, Director, Finance & Business Operations	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Zewuse Ladzekpo, DBA	
2	Reviewing cost center verifications.	Susanne Johnston, Director, Finance & Business Operations	
3	Approving cost center verifications.	Susanne Johnston, Director, Finance & Business Operations	
4	Ensuring all cost centers are verified/approved on a timely basis.	Susanne Johnston, Director, Finance & Business Operations	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Zewuse Ladzekpo, DBA	Thuan Nguyen, ABA
2	Ensuring the validity of travel and expense reimbursements.	Zewuse Ladzekpo, DBA	Thuan Nguyen, ABA
3	Ensuring that goods and services are received and that timely payment is made.	Michelle Raffety, Adminn Asst	
4	Ensuring correct account coding on purchases documents.	Zewuse Ladzekpo, DBA	Thuan Nguyen, ABA
5	Primary contact for inquiries to expenditure transactions.	Zewuse Ladzekpo, DBA	Thuan Nguyen, ABA
PAYROLL / HUMAN RESOURCES			
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	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Thuan Nguyen, ABA	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Thuan Nguyen, ABA	
6	Completing termination clearance procedures.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Thuan Nguyen, ABA	Danette Spencer, ABA
8	Paycheck distribution.	Thuan Nguyen, ABA	Danette Spencer, ABA
9	Maintaining departmental Personnel files.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
10	Ensuring valid authorization of new hires.	Nicole Broyles, Dir Div Bus Ops	Steven Mueller, Exec Dir Bus Ops
11	Ensuring valid authorization of changes in compensation rates.	Nicole Broyles, Dir Div Bus Ops	Steven Mueller, Exec Dir Bus Ops
12	Ensuring the accurate input of changes to the HR System.	Danette Spencer, ABA	Nicole Broyles, Dir Div Bus Ops
13	Propriety of leave account classification on time records.	Thuan Nguyen, ABA	Danette Spencer, ABA
14	Consistent and efficient responses to inquiries.	Thuan Nguyen, ABA	Danette Spencer, ABA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
2	Reconciling cash, checks, etc. to receipts.	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
3	Preparing deposits.	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
4	Preparing Journal Entries.	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
5	Verifying deposits posted correctly in the Finance System.	Thuan Nguyen, ABA	Susanne Johnston, Director, Finance & Business Ops
6	Adequacy of physical safeguards.	Thuan Nguyen, ABA	Susanne Johnston, Director, Finance & Business Ops
7	Transporting deposits to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.	Ronnie Calhoun, Mgr Gift Processing & Records	Beth Ladd, Exec Dir Gift Mgmt
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Susanne Johnston, Director, Finance & Business Operations	
10	Updating Cash Handling Procedures as needed.	Susanne Johnston, Director, Finance & Business Operations	Steven Mueller, Exec Dir Bus Ops
11	Distribution of Cash Handling Procedures to employees who handle cash.	Susanne Johnston, Director, Finance & Business Operations	
12	Consistent and efficient responses to inquiries.	Zewuse Ladzekpo, DBA	Susanne Johnston, Director, Finance & Business Ops
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			
1	Manager review of long distance charges for unusual activity.	N/A	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Akii Jordan, Program Mgr II	Steven Mueller, Exec Dir Bus Ops
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Akii Jordan, Program Mgr II	Stephen Evans, Mgr Div Info Svcs
2	Ensuring the annual inventory was completed correctly.	Akii Jordan, Program Mgr II	Stephen Evans, Mgr Div Info Svcs
3	Tagging equipment.	Paul Chiang, Microsys Analyst 2	Stephen Evans, Mgr Div Info Svcs
4	Approving requests for removal of equipment from campus.	Akii Jordan, Program Mgr II	Stephen Evans, Mgr Div Info Svcs

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nicole Broyles, Dir Div Bus Ops	Danette Spencer, ABA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nicole Broyles, Dir Div Bus Ops	Danette Spencer, ABA
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.	Susanne Johnston, Director, Finance & Business Operations	Zewuse Ladzekpo, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Stephen Evans, Mgr Div Info Svcs	Steven Mueller, Exec Dir Bus Ops
2	Ensuring that critical data back up occurs.	Stephen Evans, Mgr Div Info Svcs	Paul Chiang, Microsys Analyst 2
3	Ensuring that procedures such as password controls are followed.	Stephen Evans, Mgr Div Info Svcs	Paul Chiang, Microsys Analyst 2
4	Reporting of suspected security violations.	All Staff	