

Human Resources
Baseline Standards FY10

| Human Resources 2010 | | Responsible Person(s) (Name/Title) | |
|--|---|------------------------------------|----------------------|
| Description of Responsibility | | Primary (Required) | Secondary (Optional) |
| DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS | | | |
| 1 | Ensuring the Departmental Policy and Procedures manual is current. | Cody Pelletier | |
| 2 | Updating the Baseline Standards Form. | Virginia Miller | |
| FINANCIAL REPORTING - COST CENTER VERIFICATIONS | | | |
| 1 | Preparing cost center verifications. | Virginia Miller | |
| 2 | Reviewing cost center verifications. | Virginia Miller | |
| 3 | Approving cost center verifications. | Virginia Miller | |
| 4 | Verifying deposits to the financial system. | Virginia Miller | |
| FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS | | | |
| 1 | Ensuring valid authorization of purchase documents. | Virginia Miller | |
| 2 | Ensuring the validity of travel and expense reimbursements. | Virginia Miller | |
| 3 | Ensuring that goods and services are received and that timely payment is made. | Virginia Miller | |
| 4 | Ensuring correct account coding on purchases documents. | Virginia Miller | |
| 5 | Primary contact for inquiries to expenditure transactions. | Virginia Miller | |
| PAYROLL / HUMAN RESOURCES | | | |
| 1 | Verifying deposits to the financial system. | Virginia Miller | |
| 2 | Reconciling leave accruals to the payroll system. | Virginia Miller | |
| 3 | Ensuring all time and effort reports are submitted to Payroll. | Virginia Miller | |
| 4 | Reconciling time and effort reports to check registers. | Virginia Miller | |
| 5 | Completing termination clearance procedures. | Virginia Miller | |
| 6 | Ensuring terminated employees are no longer charged to departmental cost centers. | Virginia Miller | |
| 7 | Paycheck distribution. | Virginia Miller | |
| 8 | Maintaining departmental Personnel files | Virginia Miller | |
| 9 | Ensuring valid authorization of new hires. | Clausezette Davis | |
| 10 | Ensuring valid authorization of changes in compensation rates. | Sara Chelette | |
| 11 | Ensuring the accurate input of changes to the payroll system. | Virginia Miller/Sara Chelette | |
| 12 | Propriety of leave account classification on time records. | Virginia Miller | |
| 13 | Consistent and efficient responses to inquiries. | All | |
| CASH HANDLING | | | |
| 1 | Collecting cash, checks, etc. | Diane Sylvester | |
| 2 | Reconciling cash, checks, etc. to receipts. | Diane Sylvester | |

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| 3 | Preparing deposits. | Diane Sylvester | |
| 4 | Preparing Journal Entries. | Diane Sylvester | |
| 5 | Verifying deposits to the financial system. | Diane Sylvester | |
| 6 | Adequacy of physical safeguards. | Diane Sylvester | |
| 7 | Transporting deposits to Student Financial Services. | Diane Sylvester | |
| 8 | Ensuring deposits are made timely. | TaShawna Wilson | |
| 9 | Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees. | TaShawna Wilson | |
| 10 | Updating Cash Handling Procedures as needed. | TaShawna Wilson | |
| 11 | Consistent and efficient responses to inquiries. | TaShawna Wilson | |
| 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 | |
| LONG DISTANCE / CELL PHONE CHARGES | | | |
| 1 | Forwarding employees long distance and cell phone charge reports. | Virginia Miller | |
| 2 | Ensuring employees review their long distance and/or cell phone charge reports. | Virginia Miller | |
| 3 | Ensuring personal calls are reimbursed within 10 days from the billing date. | Virginia Miller | |
| CONTRACT ADMINISTRATION | | | |
| 1 | Ensuring departmental personnel comply with contract administration policies/procedures. | All | |
| PROPERTY MANAGEMENT | | | |
| 1 | Performing the annual inventory. | Virginia Miller | |
| 2 | Ensuring the annual inventory was completed correctly. | Virginia Miller | |
| 3 | Tagging equipment. | Virginia Miller | |
| 4 | Approving requests for removal of equipment from campus. | Virginia Miller | |
| DISCLOSURE FORMS | | | |
| 1 | Ensuring all employees with purchasing influence complete a Related Party disclosure statement. | Virginia Miller | |
| 2 | Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement. | Virginia Miller | |
| 3 | Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement. | Virginia Miller | |

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| ACCOUNTS RECEIVABLE | | | |
| 1 | Extending of credit. | NA | |
| 2 | Billing. | NA | |
| 5 | Monitoring credit extended. | NA | |
| 6 | Approving write-offs. | NA | |
| NEGATIVE BALANCES | | | |
| 1 | Ensuring that all fund groups have positive fund equity at year-end. | TaShawna Wilson/Virginia Miller | |
| 2 | Ensuring that research expenditures are covered by funds from sponsors. | NA | |
| DEPARTMENTAL COMPUTING | | | |
| 1 | Management of the departments' information technology resources. | IT | |
| 2 | Ensuring that critical data back up occurs. | IT | |
| 3 | Ensuring that procedures such as password controls are followed. | Sara Chelette | |
| 4 | Reporting of suspected security violations. | Sara Chelette | |