Political Science Baseline Standards FY13

Responsible Person(s) (Name/Title)

	otion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		
TAND	ARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Asst Business Administrator	
	current.	(Vacant)	Natashia Craft/Coord, Fin 1
2	Updating the Baseline Standards Form.	Asst Business Administrator	Exec Director, College Business
		(Vacant)	Operations (Andrea Short)
INAN	CIAL REPORTING - COST CENTER VERIFICATIONS		•
1	Preparing cost center verifications.	Asst Business Administrator	
•	Tropuming cost context vermicularist	(Vacant)	Natashia Craft/Coord, Fin 1
2	Reviewing cost center verifications.	Susan Scarrow/Chair	
3	Approving cost center verifications.	Susan Scarrow/Chair	
4	Ensuring all cost centers are verified/approved on a timely basis.	Angela Parrish/DBA	Exec Director, College Business
		1 8	Operations (Andrea Short)
INAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Asst Business Administrator	Natashia Craft/Coord, Fin 1
		(Vacant)	N. 11 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
2	Ensuring the validity of travel and expense reimbursements.	Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
3	Ensuring that goods and services are received and that timely	Asst Business Administrator	Natashia Craft/Coord, Fin 1
	payment is made.	(Vacant)	r tutusiitu Grung Gooru, r in r
4	Ensuring correct account coding on purchases documents.	Asst Business Administrator	Natashia Craft/Coord, Fin 1
•	Distring correct account coding on parenases documents.	(Vacant)	radiasina Crara Coord, 1 in 1
5	Primary contact for inquiries to expenditure transactions.	Asst Business Administrator	Natashia Craft/Coord, Fin 1
3	I many contact for inquiries to expenditure transactions.		Natasina Cran/Coord, Fin 1
PAYRC	DLL / HUMAN RESOURCES	(Vacant)	
1	Reconciling approved bi-weekly leave requests to time and	Natashia Craft/Coord, Fin 1	Asst Business Administrator
	effort reports.		(Vacant)
2	Reconciling bi-weekly leave accruals to the HR System.	Natashia Craft/Coord, Fin 1	Asst Business Administrator (Vacant)
3	Ensuring all bi-weekly time and effort reports are submitted to	Natashia Craft/Coord, Fin 1	Asst Business Administrator
3	Payroll.	Natasina Cran/Coord, Fin 1	(Vacant)
4	Ensuring all monthly leave is recorded and approved in the HR	Asst Business Administrator	(vacant)
-	System.	(Vacant)	Natashia Craft/Coord, Fin 1
5	Reconciling time and effort reports (bi-weekly employees) and	Asst Business Administrator	Tvatasina Cran/Coord, Tin T
3			
	ePARs (monthly employees) to the trial and final payroll	(Vacant)	Natashia Craft/Coord, Fin 1
	verification reports. Completing termination clearance procedures.	A . D . A 1	Natasilia Craft/Coord, Fili 1
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6	Completing termination elearance procedures.	Asst Business Administrator	National Confe/Count Fig. 1
		(Vacant)	Natashia Craft/Coord, Fin 1
6 7	Ensuring terminated employees are no longer charged to	(Vacant) Asst Business Administrator	
	Ensuring terminated employees are no longer charged to departmental cost centers.	(Vacant) Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1
	Ensuring terminated employees are no longer charged to	(Vacant) Asst Business Administrator	Natashia Craft/Coord, Fin 1 Asst Business Administrator
7	Ensuring terminated employees are no longer charged to departmental cost centers. Paycheck distribution.	(Vacant) Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1	Natashia Craft/Coord, Fin 1
7	Ensuring terminated employees are no longer charged to departmental cost centers.	(Vacant) Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Asst Business Administrator	Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant)
7 8 9	Ensuring terminated employees are no longer charged to departmental cost centers. Paycheck distribution. Maintaining departmental Personnel files.	(Vacant) Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1 Asst Business Administrator
7 8	Ensuring terminated employees are no longer charged to departmental cost centers. Paycheck distribution.	(Vacant) Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Asst Business Administrator	Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1
7 8 9	Ensuring terminated employees are no longer charged to departmental cost centers. Paycheck distribution. Maintaining departmental Personnel files. Ensuring valid authorization of new hires.	(Vacant) Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Natashia Craft/Coord, Fin 1
7 8 9	Ensuring terminated employees are no longer charged to departmental cost centers. Paycheck distribution. Maintaining departmental Personnel files.	(Vacant) Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Asst Business Administrator (Vacant) Asst Business Administrator (Vacant) Asst Business Administrator	Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Natashia Craft/Coord, Fin 1 College Business Admin (Mary
7 8 9 10	Ensuring terminated employees are no longer charged to departmental cost centers. Paycheck distribution. Maintaining departmental Personnel files. Ensuring valid authorization of new hires. Ensuring valid authorization of changes in compensation rates.	(Vacant) Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Asst Business Administrator (Vacant) Asst Business Administrator (Vacant) Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Natashia Craft/Coord, Fin 1 College Business Admin (Mary Duncan)
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7 8 9 10	Ensuring terminated employees are no longer charged to departmental cost centers. Paycheck distribution. Maintaining departmental Personnel files. Ensuring valid authorization of new hires. Ensuring valid authorization of changes in compensation rates. Ensuring the accurate input of changes to the HR System.	(Vacant) Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Natashia Craft/Coord, Fin 1 College Business Admin (Mary Duncan)
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7 8 9 10 11	Ensuring terminated employees are no longer charged to departmental cost centers. Paycheck distribution. Maintaining departmental Personnel files. Ensuring valid authorization of new hires. Ensuring valid authorization of changes in compensation rates. Ensuring the accurate input of changes to the HR System.	(Vacant) Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Natashia Craft/Coord, Fin 1 College Business Admin (Mary Duncan) College Business Admin (Mary
7 8 9 10 11	Ensuring terminated employees are no longer charged to departmental cost centers. Paycheck distribution. Maintaining departmental Personnel files. Ensuring valid authorization of new hires. Ensuring valid authorization of changes in compensation rates. Ensuring the accurate input of changes to the HR System.	(Vacant) Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Asst Business Administrator	Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Natashia Craft/Coord, Fin 1 College Business Admin (Mary Duncan) College Business Admin (Mary Duncan)
7 8 9 10 11 12	Ensuring terminated employees are no longer charged to departmental cost centers. Paycheck distribution. Maintaining departmental Personnel files. Ensuring valid authorization of new hires. Ensuring valid authorization of changes in compensation rates. Ensuring the accurate input of changes to the HR System. Propriety of leave account classification on time records.	(Vacant) Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant)	Natashia Craft/Coord, Fin 1 Asst Business Administrator (Vacant) Natashia Craft/Coord, Fin 1 Natashia Craft/Coord, Fin 1 College Business Admin (Mary Duncan) College Business Admin (Mary Duncan)

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1	Collecting cash, checks, etc.	Asst Business Administrator	Natashia Craft/Coord, Fin 1
		(Vacant)	
2	Reconciling cash, checks, etc. to receipts.	Asst Business Administrator	
		(Vacant)	Isaac Davis/Asst Bus Admin-Fin
3	Preparing deposits.	Asst Business Administrator	
		(Vacant)	Isaac Davis/Asst Bus Admin-Fin
4	Preparing Journal Entries.	Asst Business Administrator	
	Treparing vountar Entries.	(Vacant)	Isaac Davis/Asst Bus Admin-Fin
	Y 10 1 1 1 1 1 1 1 T		Isaac Davis/Asst Dus Aumm-Fin
5	Verifying deposits posted correctly in the Finance System.	Asst Business Administrator	
		(Vacant)	Isaac Davis/Asst Bus Admin-Fin
6	Adequacy of physical safeguards.	Asst Business Administrator	
		(Vacant)	Isaac Davis/Asst Bus Admin-Fin
7	Transporting deposits to Student Financial Services.	Asst Business Administrator	
		(Vacant)	Isaac Davis/Asst Bus Admin-Fin
0	Promine densite on medicale	Asst Business Administrator	Isaac Davis/183t Das 18amm 1 m
8	Ensuring deposits are made timely.		T 5 1/4 5 11 1 T
		(Vacant)	Isaac Davis/Asst Bus Admin-Fin
	Ensuring all employees who handle cash have completed Cash	Asst Business Administrator	Isaac Davis/Asst Bus Admin-Fin
	Security Procedures or Cash Deposit and Security Procedures	(Vacant)	
9	training.	,	
<u> </u>	Updating Cash Handling Procedures as needed.	Asst Business Administrator	
10	opening Cash Handring Frocedures as needed.		Isaaa Davia/Aaat Daa Admin Ein
10	Division Colon W. D. C.	(Vacant)	Isaac Davis/Asst Bus Admin-Fin
	Distribution of Cash Handling Procedures to employees who	Asst Business Administrator	
11	handle cash.	(Vacant)	Isaac Davis/Asst Bus Admin-Fin
	Consistent and efficient responses to inquiries.	Asst Business Administrator	
12		(Vacant)	Isaac Davis/Asst Bus Admin-Fin
PETTY	CASH	(vacuut)	Isaac Buvis, 1133c Bus 11011111 1 III
FEITI	CASII		
	<u> </u>		
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	NA	
	1	11/1	
—	purposes.	XY 4	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each	NA	
	disbursement.		
T ONTO		+	
LONG	DISTANCE CHARGES		
1	Manager review of long distance charges for unusual activity.	Asst Business Administrator	
1		(Vacant)	Natashia Craft/Coord, Fin 1
2	Ensuring personal calls are reimbursed within 10 days from the	Asst Business Administrator	Í
1 ~	billing date.		Natashia Craft/Coord, Fin 1
CONTE	ACT ADMINISTRATION	(Vacant)	radasina Cran/Coord, Pill 1
CONTR	AACT ADMINISTRATION		
	<u> </u>	1	1
1	Ensuring departmental personnel comply with contract	Angela Parrish/DBA	Exec Director, College Business
	administration policies/procedures.		Operations (Andrea Short)
PROPE.	RTY MANAGEMENT		
1	Performing the annual inventory.	Phuong Tran/User Serv Spec 2	
1	r cironning me amuai inventory.	r nuong Tran/User Serv Spec 2	
		ļ	1
2	Ensuring the annual inventory was completed correctly.	Phuong Tran/User Serv Spec 2	Asst Business Administrator
			(Vacant)
3	Tagging equipment.	Phuong Tran/User Serv Spec 2	i í
		I sold sold spec 2	
4	A manaying appropriate for a second of a s	A set Dusing Adustria	
4	Approving requests for removal of equipment from campus.	Asst Business Administrator	, , , , , , , ,
		(Vacant)	Isaac Davis/Asst Bus Admin-Fin
DISCLO	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Asst Business Administrator	
			•
	annual Related Party disclosure statement online.	(Vacant)	Natashia Craft/Coord, Fin 1

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2	Ensuring all full time, benefits eligible, exempt faculty and staff	Asst Business Administrator	
	complete the Consulting disclosure statement online.	(Vacant)	Natashia Craft/Coord, Fin 1
3	Ensuring that all Principal and Co-Principal Investigators	Asst Business Administrator	
	complete the annual Conflict of Interest disclosure statement for	(Vacant)	
	the Division of Research.		Natashia Craft/Coord, Fin 1
ACCOU	UNTS RECEIVABLE		
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGAT	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Asst Business Administrator	Susan Scarrow/Chair
	fund equity at year-end.	(Vacant)	a a vari
2	Ensuring that research expenditures are covered by funds from	Asst Business Administrator	Susan Scarrow/Chair
DEPAR	sponsors. RTMENTAL COMPUTING	(Vacant)	
1	Management of the departments' information technology resources.	Frank Houston/CLASS IT	Phuong Tran/User Serv Spec 2
2	Ensuring that critical data back up occurs.	Frank Houston/CLASS IT	Phuong Tran/User Serv Spec 2
3	Ensuring that procedures such as password controls are followed.	Frank Houston/CLASS IT	Phuong Tran/User Serv Spec 2
4	Reporting of suspected security violations.	Frank Houston/CLASS IT	Phuong Tran/User Serv Spec 2