

Department of Sociology
Baseline Standards
FY2013

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.	Asst Business Administrator (ABA)	Financial Coordinator 2
2	Updating the Baseline Standards Form.	ABA	Mary J. Duncan, CBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	ABA	Financial Coordinator 2
2	Reviewing cost center verifications.	Xavia Karner, CHAIR; PIs&DIRs	
3	Approving cost center verifications.	Xavia Karner, CHAIR; PIs&DIRs	Andrea Short, Exec Dir, CBO
4	Ensuring all cost centers are verified/approved on a timely basis.	ABA	Mary J. Duncan, CBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	ABA	
2	Ensuring the validity of travel and expense reimbursements.	ABA	
3	Ensuring that goods and services are received and that timely payment is made.	ABA	
4	Ensuring correct account coding on purchases documents.	Linda L. Harris, Office Coord	ABA
5	Primary contact for inquiries to expenditure transactions.	Linda L. Harris, Office Coord	ABA
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Financial Coordinator 2	
2	Reconciling bi-weekly leave accruals to the HR System.	Financial Coordinator 2	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Financial Coordinator 2	ABA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Financial Coordinator 2	ABA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Financial Coordinator 2	
6	Completing termination clearance procedures.	Linda L. Harris, Office Coord	Financial Coordinator 2
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Financial Coordinator 2	ABA
8	Paycheck distribution.	N/A	
9	Maintaining departmental Personnel files.	Financial Coordinator 2	
10	Ensuring valid authorization of new hires.	Financial Coordinator 2	Mary J. Duncan. CBA
11	Ensuring valid authorization of changes in compensation rates.	Andrea Short, Exec Dir, CBO	
12	Ensuring the accurate input of changes to the HR System.	Financial Coordinator 2	ABA
13	Propriety of leave account classification on time records.	Financial Coordinator 2	ABA
14	Consistent and efficient responses to inquiries.	Financial Coordinator 2	ABA
CASH HANDLING			

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1	Collecting cash, checks, etc.	ABA	PIs and DIRs
2	Reconciling cash, checks, etc. to receipts.	ABA	PIs and DIRs
3	Preparing deposits.	Linda L. Harris, Office Coord	ABA
4	Preparing Journal Entries.	Linda L. Harris, Office Coord	ABA
5	Verifying deposits posted correctly in the Finance System.	ABA	
6	Adequacy of physical safeguards.	ABA	Linda L. Harris, Office Coord
7	Transporting deposits to Student Financial Services.	U of H Dept. of Public Safety	
8	Ensuring deposits are made timely.	ABA	Linda L. Harris, Office Coord
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	ABA	
10	Updating Cash Handling Procedures as needed.	ABA	Mary J. Duncan, CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	ABA	
12	Consistent and efficient responses to inquiries.	ABA	
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 / CELL PHONE CHARGES			
1	Manager review of long distance charges for unusual activity.	ABA	
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.	Xavia Karner, CHAIR Andrea Short, Exec Dir, CBO	ABA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Linda L. Harris, Office Coord	ABA
2	Ensuring the annual inventory was completed correctly.	ABA	Xavia Karner, CHAIR
3	Tagging equipment.	ABA Linda L. Harris, Office Coord	PIs and DIRs
4	Approving requests for removal of equipment from campus.	Xavia Karner, CHAIR	
DISCLOSURE FORMS			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	ABA, Financial Coordinator 2	Xavia Karner, CHAIR
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	ABA, Financial Coordinator 2	Xavia, Karner, CHAIR
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	ABA, Financial Coordinator 2	Xavia Karner, CHAIR
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.	ABA	Isaac Davis, ACA-Finance
2	Ensuring that research expenditures are covered by funds from sponsors.	ABA Linda L. Harris, Office Coord	PIs and DIRs
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Xavia Karner, CHAIR	
2	Ensuring that critical data back up occurs.	CLASS, College Information Systems	
3	Ensuring that procedures such as password controls are followed.	CLASS, College Information Systems	
4	Reporting of suspected security violations.	CLASS, College Information Systems	