H0447 - University Bands Baseline Standards FY 2014

			rson(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Carol Risinger/ Office	Elizabeth A. Shepard/ Dept
	current.	Coordinator	Business Adminsitrator
2	Updating the Baseline Standards Form.	Elizabeth A. Shepard/ Dept	
		Business Adminsitrator	
FINANG	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Elizabeth A. Shepard/ Dept	
		Business Adminsitrator	
2	Reviewing cost center verifications.	Elizabeth A. Shepard/ Dept	
		Business Adminsitrator	
3	Approving cost center verifications.	David Bertman/ Director,	
		University Bands	
4	Ensuring all cost centers are verified/approved on a timely	Elizabeth A. Shepard/ Dept	
	basis.	Business Adminsitrator	
INAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Elizabeth A. Shepard/ Dept	
		Business Adminsitrator	
2	Ensuring the validity of travel and expense reimbursements.	Carol Risinger/ Office	Elizabeth A. Shepard/ Dept
		Coordinator	Business Adminsitrator
3	Ensuring that goods and services are received and that timely	Carol Risinger/ Office	Elizabeth A. Shepard/ Dept
	payment is made.	Coordinator	Business Adminsitrator
4	Ensuring correct account coding on purchases documents.	Carol Risinger/ Office	Elizabeth A. Shepard/ Dept
		Coordinator	Business Adminsitrator
5	Primary contact for inquiries to expenditure transactions.	Carol Risinger/ Office	Elizabeth A. Shepard/ Dept
		Coordinator	Business Adminsitrator
PAYRO	DLL / HUMAN RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and	Elizabeth A. Shepard/ Dept	
•	effort reports.	Business Adminsitrator	
2	Reconciling bi-weekly leave accruals to the HR System.	Elizabeth A. Shepard/ Dept	
2	Reconcining of weekly leave accruais to the The System.	Business Adminsitrator	
3	Ensuring all bi-weekly time and effort reports are submitted to	Elizabeth A. Shepard/ Dept	
3	Payroll.	Business Adminsitrator	
4	Ensuring all monthly leave is recorded and approved in the HR	Elizabeth A. Shepard/ Dept	
		Business Adminsitrator	
5	System. Reconciling time and effort reports (bi-weekly employees) and	Business Administrator	
3	ePARs (monthly employees) to the trial and final payroll	Elizabeth A Shapard/Dant	
		Elizabeth A. Shepard/ Dept	
	verification reports. Completing termination clearance procedures.	Business Adminsitrator	Elizabeth A. Shepard/ Dept
6	Completing termination clearance procedures.	Carol Risinger/ Office	
7	Enqueing terminated applications are no 1	Coordinator Elizabeth A Shapard/ Dept	Business Adminsitrator
7	Ensuring terminated employees are no longer charged to	Elizabeth A. Shepard/ Dept Business Adminsitrator	
0	departmental cost centers.		Elizabeth A Channel/D
8	Paycheck distribution.	Carol Risinger/ Office	Elizabeth A. Shepard/ Dept
	10 10 10 10 10 10 10 10 10 10 10 10 10 1	Coordinator	Business Adminsitrator
9	Maintaining departmental Personnel files.	Carol Risinger/ Office	Elizabeth A. Shepard/ Dept
4.0		Coordinator	Business Adminsitrator
10	Ensuring valid authorization of new hires.	Carol Risinger/ Office	Elizabeth A. Shepard/ Dept
		Coordinator	Business Adminsitrator
11	Ensuring valid authorization of changes in compensation rates.	Carol Risinger/ Office	Elizabeth A. Shepard/ Dept
		Coordinator	Business Adminsitrator
12	Ensuring the accurate input of changes to the HR System.	Carol Risinger/ Office	Elizabeth A. Shepard/ Dept
		Coordinator	Business Adminsitrator
	Propriety of leave account classification on time records.	Elizabeth A. Shepard/ Dept	
13	Fropriety of leave account classification on time records.		
13	Propriety of leave account classification on time records.	Business Adminsitrator	
13	Consistent and efficient responses to inquiries.	Business Adminsitrator Elizabeth A. Shepard/ Dept	

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purp	suring petty cash disoursements are not for more than \$100.	N/A	
	suring petty cash disbursements are made for only authorized rposes.	N/A	
4 App	proving petty cash disbursements.	N/A	
5 Rep	plenishing the petty cash fund timely.	N/A	
	suring the petty cash fund is balanced after each bursement.	N/A	
ONG DIST	TANCE CHARGES		
1 Man	anager review of long distance charges for unusual activity.	Elizabeth A. Shepard/ Dept	
		Business Adminsitrator	
2 Ensu	suring personal calls are reimbursed within 10 days from the	Elizabeth A. Shepard/ Dept	
	ling date.	Business Adminsitrator	
	T ADMINISTRATION		
1 Ensi	suring departmental personnel comply with contract	Elizabeth A. Shepard/ Dept	
	ministration policies/procedures.	Business Adminsitrator	
	Y MANAGEMENT	Dasiness / tullilistratol	+
KUPEKTY	I WANAGEWEN I		
1 Perf	rforming the annual inventory.	Edwin Richardson/ CLASS Technology Services	Carol Risinger/ Office Coordinator
2 Ensi	suring the annual inventory was completed correctly.	Edwin Richardson/ CLASS Technology Services	Carol Risinger/ Office Coordinator
2 17		Edwin Richardson/ CLASS	
3 Tag	gging equipment.		Carol Risinger/ Office
	gging equipment. proving requests for removal of equipment from campus.	Technology Services Edwin Richardson/ CLASS	Coordinator Carol Risinger/ Office
4 App		Technology Services	Coordinator

H0447 - University Bands Baseline Standards FY 2014

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the	David Bertman/ Director,	Elizabeth A. Shepard/ Dept
	annual Related Party disclosure statement online.	University Bands	Business Adminsitrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff	David Bertman/ Director,	Elizabeth A. Shepard/ Dept
	complete the Consulting disclosure statement online.	University Bands	Business Adminsitrator
3	Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement for	David Bertman/ Director,	Elizabeth A. Shepard/ Dept
	the Division of Research.	University Bands	Business Adminsitrator
ACCO	UNTS 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	
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	David Bertman/ Director,	Elizabeth A. Shepard/ Dept
	fund equity at year-end.	University Bands	Business Adminsitrator
2	Ensuring that research expenditures are covered by funds from	David Bertman/ Director,	Elizabeth A. Shepard/ Dept
	sponsors.	University Bands	Business Adminsitrator
DEPAF	RTMENTAL COMPUTING		
1	Management of the departments' information technology	Edwin Richardson/ CLASS	
	resources.	Technology Services	CLASS IT
2	Ensuring that critical data back up occurs.	Edwin Richardson/ CLASS	
		Technology Services	CLASS IT
3	Ensuring that procedures such as password controls are	Edwin Richardson/ CLASS	
	followed.	Technology Services	CLASS IT
4	Reporting of suspected security violations.	Carol Risinger/ Office	Edwin Richardson/ CLASS
		Coordinator	Technology Services