Dean's Office Baseline Standards FY 2016

		Responsible Person(s) (Name/Title)		
Description of Responsibility		Primary (Required)	Secondary (Optional)	
DEPA	RTMENTAL POLICIES & PROCEDURES / BASELINE			
STAN	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Micki Miles/Executive Director,	Lynn Smith/College Business	
	current.	College Business Operations	Administrator	
2	Updating the Baseline Standards Form.	Micki Miles/Executive Director,	Lynn Smith/College Business	
		College Business Operations	Administrator	
FINAN	ICIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lynn Smith/College Business	Micki Miles/Executive Director,	
		Administrator	College Business Operations	
2	Reviewing cost center verifications.	Lynn Smith/College Business	Micki Miles/Executive Director,	
		Administrator	College Business Operations	
3	Approving cost center verifications.	Micki Miles/Executive Director,	Mary Duncan/College Business	
		College Business Operations	Administrator	
4	Ensuring all cost centers are verified/approved on a timely basis.		Micki Miles/Executive Director,	
· .		Administrator	College Business Operations	
FINAN	ICIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Lynn Smith/College Business	Micki Miles/Executive Director,	
_		Administrator	College Business Operations	
2	Ensuring the validity of travel and expense reimbursements.	Lynn Smith/College Business	Micki Miles/Executive Director,	
_	Ensuring the variately of travel and expense reinfoursements.	Administrator	College Business Operations	
3	Ensuring that goods and services are received and that timely	Cathy Medina\Administrative	Lynn Smith/College Business	
3	payment is made.	Coordinator or Juanita	Administrator	
4	Ensuring correct account coding on purchases documents.	Lynn Smith/College Business	- Idiministrator	
	Ensuring correct account counts on parentages accuments.	Administrator		
5	Primary contact for inquiries to expenditure transactions.	Lynn Smith/College Business	Mary Duncan/College Business	
	Timaly contact for inquiries to expenditure transactions.	Administrator	Administrator	
PAYR	OLL / HUMAN RESOURCES	Training and the	Transmortator	
1	Ensuring all bi-weekly reported time and leave are approved		Micki Miles/Executive Director,	
	before the deadlines set by Payroll, so that the correct hours are	Brandon Carter/Financial	College Business Operations	
	recorded and paid on each bi-weekly paycheck.	Assistant 2		
2	Ensuring all monthly leave is recorded accurately and approved	Brandon Carter/Financial	Micki Miles/Executive Director,	
2	before the deadlines set by Payroll.	Assistant 2	College Business Operations	
3	Ensuring all TRAM high level exceptions are corrected in a	Brandon Carter/Financial	Micki Miles/Executive Director,	
3	timely manner prior to Payroll deadlines.	Assistant 2	College Business Operations	
4	Ensuring all Time Reporters (new employees and transfers) are	Micki Miles/Executive Director,	College Busiliess Operations	
4	assigned to Time Approvers in TRAM.	College Business Operations	Brandon Carter/Financial Assistant 2	
5	Reconciling approved reported time and leave (bi-weekly &	Conege Business Operations	Dianon Carton Inductar Assistant 2	
	monthly employees) and ePARs (biweekly & monthly			
	employees) to the trial and final payroll verification reports and	Brandon Carter/Financial	Lynn Smith/College Business	
	off-cycle payrolls	Assistant 2	Administrator	
6	Completing termination ePAR's within 24 hours of termination	Cathy Medina\ Administrative	Mary Duncan/College Business	
U	and completing the termination clearance form.	Coordinator	Administrator	
7	Ensuring terminated employees are no longer charged to	Lynn Smith/College Business	Mary Duncan/College Business	
,	departmental cost centers.	Administrator	Administrator	
8	departmental cost centers.	Mary Duncan/ College Business	Micki Miles/Executive Director,	
0	Maintaining departmental personnel files.	•		
9	mannanning departmental personnel files.	Administrator Mary Duncan/ College Business	College Business Operations Micki Miles/Evacutive Director	
9	Consistant and afficient responses to in avinte	I =	Micki Miles/Executive Director,	
10	Consistent and efficient responses to inquiries.	Administrator	College Business Operations	
10	Hire ePAR's should be processed at least 1 week prior to start	Mary Duncan/ College Business	Micki Miles/Executive Director,	
	date.	Administrator	College Business Operations	
11	Ensure all security access requests and training courses are	Mary Duncan/ College Business	Micki Miles/Executive Director,	
	completed 48 hours prior to necessary access changes.	Administrator	College Business Operations	

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Dean's Office Baseline Standards FY 2016

			son(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	Cathy Medina\Administrative	Lynn Smith/College Business
1	Concerning cash, checks, etc.	Coordinator or Juanita	Administrator
2	Reconciling cash, checks, etc. to receipts.	Lynn Smith/College Business	Micki Miles/Executive Director.
	reconcining cash, electes, etc. to recorpts.	Administrator	College Business Operations
3	Preparing deposits.	Cathy Medina/ Administrative	Lynn Smith/College Business
	Treputing deposits	Coordinator	Administrator
4	Preparing Journal Entries.	Lynn Smith/College Business	Mary Duncan/College Business
	r. g	Administrator	Administrator
5	Verifying deposits posted correctly in the Finance System.	Lynn Smith/College Business	Micki Miles/Executive Director,
		Administrator	College Business Operations
6	Adequacy of physical safeguards of cash receipts and	Mary Duncan/ College Business	Lynn Smith/College Business
	equivalent.	Administrator	Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Juanita Terrell/Office Coordinator	Lynn Smith/College Business
			Administrator
8	Ensuring deposits are made timely.	Lynn Smith/College Business	Mary Duncan/ College Business
	,	Administrator	Administrator
9	Ensuring all employees who handle cash have completed Cash	Micki Miles/Executive Director,	
	Security Procedures or Cash Deposit and Security Procedures	College Business Operations	Mary Duncan/College Business
	training.		Administrator
10	Updating Cash Handling Procedures as needed.	Lynn Smith/College Business	Micki Miles/Executive Director,
		Administrator	College Business Operations
11	Distribution of Cash Handling Procedures to employees who	Lynn Smith/College Business	Micki Miles/Executive Director,
	handle cash.	Administrator	College Business Operations
12	Consistent and efficient responses to inquiries.	Lynn Smith/College Business	Micki Miles/Executive Director,
	• •	Administrator	College Business Operations
ETTY	CASH		
1	Preparing petty cash disbursements.	N/A	
1	repairing petry cash disoursements.	IVA	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
- 2	Engraine metty each disharmon and the second of the second	NI/A	
3	Ensuring petty cash disbursements are made for only authorized	IN/A	
4	purposes. Approving petty cash disbursements.	N/A	
4	Approving petty cash dispursements.	IN/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each	N/A	
	disbursement.		
CONTE	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Micki Miles/Executive Director,	
1	administration policies/procedures.	College Business Operations	
PROPE	RTY MANAGEMENT	Conege Dusiness Operations	
NOFE	KTT MANAQEMENT		
1	Performing the annual inventory.	Frank Houston/ College IT	
•		Manager	
2	Ensuring the annual inventory was completed correctly.	Frank Houston/ College IT	
		Manager	
3	Tagging equipment.	Frank Houston/ College IT	
		Manager	
	Approving requests for removal of equipment from campus.	Frank Houston/ College IT	
•	11 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Manager	

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DISCL	OSURE FORMS		
	T=		
1	Ensuring all employees with purchasing influence complete the	Lynn Smith/College Business	Micki Miles/Executive Director,
	annual Related Party disclosure statement online.	Administrator	College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff		Mary Duncan/College Business
	complete the Consulting disclosure statement online.	Administrator	Administrator
3	Ensuring that all Principal and Co-Principal Investigators		Micki Miles/Executive Director,
	complete the annual Conflict of Interest disclosure statement for		College Business Operations
	the Division of Research.	Administrator	
ACCO	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	
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Micki Miles/Executive Director,	Lynn Smith/College Business
	fund equity at year-end.	College Business Operations	Administrator
2	Ensuring that research expenditures are covered by funds from	Micki Miles/Executive Director,	Lynn Smith/College Business
_	sponsors.	College Business Operations	Administrator
DEPAI	RTMENTAL COMPUTING	·	
1	Management of the departments' information technology	Frank Houston/ College IT	Micki Miles/Executive Director,
	resources.	Manager	College Business Operations
2	Ensuring that critical data back up occurs.	Frank Houston/ College IT	Micki Miles/Executive Director,
		Manager	College Business Operations
3	Ensuring that procedures such as password controls are	Frank Houston/ College IT	Micki Miles/Executive Director,
	followed.	Manager	College Business Operations
4	Reporting of suspected security violations.	Frank Houston/ College IT	Micki Miles/Executive Director,
		Manager	College Business Operations

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