Hobby Center of Public Policy Baseline Standards FY 2016

	H0128 HOBBY CENTER FOR PUBLIC POLICY		Person(s) (Name/Title)
	ption of Responsibility	Primary (Required)	Secondary (Optional)
DEPAI	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Lauren Neely, Assistant Director,	
	current.	Business & Administration	
2	Updating the Baseline Standards Form.	Lauren Neely, Assistant Director,	New ABA - Sept 2015
		Business & Administration	
FINAN	ICIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Lauren Neely, Assistant Director,	New ABA - Sept 2015
		Business & Administration	<u>I</u>
2	Reviewing cost center verifications.	Lauren Neely, Assistant Director,	
		Business & Administration	
3	Approving cost center verifications.	Lauren Neely, Assistant Director,	
3	in approximate control reminentations.	Business & Administration	
4	Ensuring all cost centers are verified/approved on a timely basis		
r	2.1.5.1.1.1.5 and costs contents and verifical approved on a tilliery basis	Business & Administration	
INAN	I ICIAL REPORTING - EXPENDITURE TRANSACTIONS	Dusmess & Administration	
111/11	TEMERAL ORTING - LAI ENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Lauren Neely, Assistant Director,	New ABA - Sept 2015
1	Ensuring valid addiofization of purchase documents.	Business & Administration	110 м АВА - Бері 2013
2	Ensuring the validity of travel and expense reimbursements.	Lauren Neely, Assistant Director,	New ABA - Sept 2015
2	Ensuring the valuity of travel and expense reinibursements.	Business & Administration	New ADA - Sept 2013
2	Ensuring that goods and services are received and that timely	Lauren Neely, Assistant Director,	Navy ADA Cont 2015
3		3 7	New ABA - Sept 2015
A	payment is made.	Business & Administration	Novy ADA Cont 2015
4	Ensuring correct account coding on purchases documents.	Lauren Neely, Assistant Director,	New ABA - Sept 2015
-	D: Programme and	Business & Administration	N. A.D.A. G. (2015
5	Primary contact for inquiries to expenditure transactions.	Lauren Neely, Assistant Director,	New ABA - Sept 2015
		Business & Administration	
PAYRO	OLL / HUMAN RESOURCES		
			15
1	Ensuring all bi-weekly reported time and leave are approved	Lauren Neely, Assistant Director,	New ABA - Sept 2015
	before the deadlines set by Payroll, so that the correct hours are	Business & Administration	
	recorded and paid on each bi-weekly paycheck.		
2	Ensuring all monthly leave is recorded accurately and approved	Lauren Neely, Assistant Director,	New ABA - Sept 2015
	before the deadlines set by Payroll.	Business & Administration	Î
3	Ensuring all TRAM high level exceptions are corrected in a	Lauren Neely, Assistant Director,	New ABA - Sept 2015
	timely manner prior to Payroll deadlines.	Business & Administration	
4	Ensuring all Time Reporters (new employees and transfers) are	Lauren Neely, Assistant Director,	New ABA - Sept 2015
	assigned to Time Approvers in TRAM.	Business & Administration	
5	Reconciling approved reported time and leave (bi-weekly &	Lauren Neely, Assistant Director,	New ABA - Sept 2015
	monthly employees) and ePARs (biweekly & monthly	Business & Administration	
	employees) to the trial and final payroll verification reports and		
	off-cycle payrolls		
6	Completing termination ePAR's within 24 hours of termination	Lauren Neely, Assistant Director,	New ABA - Sept 2015
O	and completing the termination clearance form.	Business & Administration	1.0 11511 Sopt 2015
7	Ensuring terminated employees are no longer charged to	Lauren Neely, Assistant Director,	New ABA - Sept 2015
,	departmental cost centers.	Business & Administration	Тен тыт бері 2013
n	departmental cost centers.	Lauren Neely, Assistant Director,	New ABA - Sept 2015
8	Maintaining departmental personnal files		New ADA - Sept 2015
0	Maintaining departmental personnel files.	Business & Administration	Nov. ADA Cont 2015
9		Lauren Neely, Assistant Director,	New ABA - Sept 2015
10	Consistent and efficient responses to inquiries.	Business & Administration	N 484 G 4825
10	Hire ePAR's should be processed at least 1 week prior to start	Lauren Neely, Assistant Director,	New ABA - Sept 2015
	date.	Business & Administration	
11	Ensure all security access requests and training courses are	Lauren Neely, Assistant Director,	New ABA - Sept 2015
	completed 48 hours prior to necessary access changes.	Business & Administration	

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Hobby Center of Public Policy Baseline Standards FY 2016

	H0128 HOBBY CENTER FOR PUBLIC POLICY	Responsible Person(s) (Name/Title)		
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)	
	HANDLING			
1	Collecting cash, checks, etc.	Lauren Neely (Research	Diana Benitez, Program Manager	
		Development Administrator)		
2	Reconciling cash, checks, etc. to receipts.	Lauren Neely (Research	Diana Benitez, Program Manager	
		Development Administrator)		
4	Preparing deposits.	Lauren Neely (Research	Diana Benitez, Program Manager	
		Development Administrator)		
	Preparing Journal Entries.	Lauren Neely (Research	Diana Benitez, Program Manager	
		Development Administrator)	17 17 2 2017	
5	Verifying deposits posted correctly in the Finance System.	Lauren Neely (Research	New ABA - Sept 2015	
		Development Administrator)	D: D : D	
6	Adequacy of physical safeguards of cash receipts and	Lauren Neely (Research	Diana Benitez, Program Manager	
	equivalent.	Development Administrator)		
7	Secure deposits via UHDPS to Student Financial Services.	Lauren Neely (Research	Diana Benitez, Program Manager	
		Development Administrator)		
8	Ensuring deposits are made timely.	Lauren Neely (Research	Diana Benitez, Program Manager	
-		Development Administrator)		
9	Ensuring all employees who handle cash have completed Cash	Lauren Neely, Assistant Director,		
	Security Procedures or Cash Deposit and Security Procedures	Business & Administration		
	training.			
10	Updating Cash Handling Procedures as needed.	Lauren Neely, Assistant Director,		
		Business & Administration		
11	Distribution of Cash Handling Procedures to employees who	Lauren Neely, Assistant Director,		
	handle cash.	Business & Administration		
12	Consistent and efficient responses to inquiries.	Lauren Neely, Assistant Director,		
		Business & Administration		
PETTY	CASH			
		27/1		
1	Preparing petty cash disbursements.	N/A		
2	E	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	NT/A		
3		N/A		
4	purposes. Approving petty cash disbursements.	N/A		
4	Approving petty cash disoursements.	IN/A		
5	Replenishing the petty cash fund timely.	N/A		
3	Replemsning the petty cash fund timery.	IV/A		
6	Ensuring the petty cash fund is balanced after each	N/A		
U	disbursement.	IV/A		
TONT	RACT ADMINISTRATION			
OIVI	RACI ADMINISTRATION			
1	Ensuring departmental personnel comply with contract	Lauren Neely, Assistant Director,		
1	administration policies/procedures.	Business & Administration		
PROPE	ERTY MANAGEMENT	Zames & Hammstation		
1.011				
	Performing the annual inventory.	Diana Benitez, Program Manager		
1		zemiez, riogium munugei		
1				
	Ensuring the annual inventory was completed correctly	Diana Benitez, Program Manager		
2	Ensuring the annual inventory was completed correctly.	Diana Benitez, Program Manager		
2				
	Ensuring the annual inventory was completed correctly. Tagging equipment.	Diana Benitez, Program Manager Diana Benitez, Program Manager		
2				

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Description of Responsibility		Primary (Required)	Secondary (Optional)
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Lauren Neely, Assistant Director,	New ABA - Sept 2015
	annual Related Party disclosure statement online.	Business & Administration	
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Lauren Neely, Assistant Director,	New ABA - Sept 2015
	complete the Consulting disclosure statement online.	Business & Administration	
3	Ensuring that all Principal and Co-Principal Investigators	Lauren Neely, Assistant Director,	New ABA - Sept 2015
	complete the annual Conflict of Interest disclosure statement for	Business & Administration	
	the Division of Research.		
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	Asst VP, Academic Operations	Exec Dir, Acad Budgets & Admin
2	Billing.	Lauren Neely, Assistant Director,	New ABA - Sept 2015
2	Billing.		New ABA - Sept 2015
3	Collection.	Business & Administration Lauren Neely, Assistant Director,	New ABA - Sept 2015
3	Conection.	Business & Administration	New ABA - Sept 2013
4	Recording.	Lauren Neely, Assistant Director,	New ABA - Sept 2015
4	Recording.	Business & Administration	New ABA - Sept 2013
5	Monitoring credit extended.	Lauren Neely, Assistant Director,	New ABA - Sept 2015
3	Wolffornig Credit extended.	Business & Administration	New ABA - Sept 2015
6	Approving write-offs.	Asst VP, Academic Operations	Exec Dir, Acad Budgets & Admin
	ripproving write ons.	rissi VI, reddefile Operations	Like Dii, Medd Budgets & Mainin
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Lauren Neely, Assistant Director,	Jim Granato (Director)
	fund equity at year-end.	Business & Administration	
2	Ensuring that research expenditures are covered by funds from	Lauren Neely, Assistant Director,	Jim Granato (Director)
	sponsors.	Business & Administration	
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology	Isaiah Warner, Program Mamager	
	resources.		
2	Ensuring that critical data back up occurs.	CLASS IT	
3	Ensuring that procedures such as password controls are	CLASS IT	
	followed.		
4	Reporting of suspected security violations.	CLASS IT	

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