Band Baseline Standards FY 2016

		Responsible Person(s) (Name/Title)		
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE			
STAND				
1	Ensuring the Departmental Policy and Procedures manual is	Kristin Deville, DBA		
	current.		Carol Risinger, Admin. Coord.	
2	Updating the Baseline Standards Form.	Kristin Deville, DBA		
		,		
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Kristin Deville, DBA		
•	Tropuling cost conter vermounts	Tangun Bevine, BB11		
2	Reviewing cost center verifications.	Kristin Deville, DBA		
2	Reviewing cost center verifications.	Kristin Bevine, BB/1		
3	Approving cost center verifications.	David Bertman, Director		
3	Approving cost center verifications.	David Bertinan, Director		
4	Ensuring all cost centers are verified/approved on a timely basis.	Vrigtin Davilla DDA		
4	remouring an cost centers are verified/approved on a timery basis.	KIISHII DEVIIIE, DDA		
EINI A NI	CIAL DEDODTING EVDENDITUDE TO ANG A CTIONS		+	
rinan(CIAL REPORTING - EXPENDITURE TRANSACTIONS			
		With Day	G IB::	
1	Ensuring valid authorization of purchase documents.	Kristin Deville, DBA	Carol Risinger, Admin. Coord.	
2	Ensuring the validity of travel and expense reimbursements.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA	
3	Ensuring that goods and services are received and that timely	Carol Risinger, Admin. Coord.	Kristin Deville, DBA	
	payment is made.			
4	Ensuring correct account coding on purchases documents.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA	
5	Primary contact for inquiries to expenditure transactions.		Kristin Deville, DBA	
		Carol Risinger, Admin. Coord.		
PAYRO	LL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved	Kristin Deville, DBA		
	before the deadlines set by Payroll, so that the correct hours are	·		
	recorded and paid on each bi-weekly paycheck.		Carol Risinger, Admin. Coord.	
2		With D. III. D.D.A	Carol Risinger, Admin. Coord.	
2		Kristin Deville, DBA	G ID:: All: G I	
	before the deadlines set by Payroll.		Carol Risinger, Admin. Coord.	
3	Ensuring all TRAM high level exceptions are corrected in a	Kristin Deville, DBA		
	timely manner prior to Payroll deadlines.			
4	Ensuring all Time Reporters (new employees and transfers) are	Kristin Deville, DBA		
	assigned to Time Approvers in TRAM.			
5	Reconciling approved reported time and leave (bi-weekly &	Kristin Deville, DBA		
	monthly employees) and ePARs (biweekly & monthly			
	employees) to the trial and final payroll verification reports and			
	off-cycle payrolls			
6	Completing termination ePAR's within 24 hours of termination		Kristin Deville, DBA	
	and completing the termination clearance form.	Carol Risinger, Admin. Coord.		
7	Ensuring terminated employees are no longer charged to	Kristin Deville, DBA		
	departmental cost centers.	·	Carol Risinger, Admin. Coord.	
8	*	Kristin Deville, DBA		
~	Maintaining departmental personnel files.		Carol Risinger, Admin. Coord.	
9		Kristin Deville, DBA	2 2	
,	Consistent and efficient responses to inquiries.	Tansan Bevine, BBA	Carol Risinger, Admin. Coord.	
10	Hire ePAR's should be processed at least 1 week prior to start		Kristin Deville, DBA	
	1	Carol Disinger Admin Coord	Kilsun Devine, DBA	
11	date. Ensure all security access requests and training courses are	Carol Risinger, Admin. Coord.		
11	, ,	Kristin Deville, DBA	G 18::	
	completed 48 hours prior to necessary access changes.	ļ	Carol Risinger, Admin. Coord.	

8/26/2014 1 of 3

Band Baseline Standards FY 2016

Descrir	Responsible Person(s)		
	otion of Responsibility	Primary (Required)	Secondary (Optional)
ASH	HANDLING		
			With D. III DDA
1	Collecting cash, checks, etc.	G ID:: All: G I	Kristin Deville, DBA
2	Description and short-state to assist	Carol Risinger, Admin. Coord.	Maintin Dentille DDA
2	Reconciling cash, checks, etc. to receipts.	G ID:: All: G I	Kristin Deville, DBA
3	Preparing deposits.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA
3	Preparing deposits.	Carol Risinger, Admin. Coord.	Kristili Deville, DBA
4	Preparing Journal Entries.	Caror Risinger, Admin. Coord.	Kristin Deville, DBA
4	Freparing Journal Entries.	Carol Risinger, Admin. Coord.	Kristili Deville, DBA
5	Verifying deposits posted correctly in the Finance System.	Kristin Deville, DBA	
3	verifying deposits posted correctly in the Philance System.	Kristin Devine, DBA	
6	Adequacy of physical safeguards of cash receipts and		Kristin Deville, DBA
U	equivalent.	Carol Risinger, Admin. Coord.	Kirsun Bevine, BB/1
7	Secure deposits via UHDPS to Student Financial Services.	Caror Risinger, Admin. Coord.	Kristin Deville, DBA
,	Secure deposits via OTIDI 5 to Student i maneiai Services.	Carol Risinger, Admin. Coord.	Kristin Devine, DBA
8	Ensuring deposits are made timely.	Carol Risinger, Admin. Coold.	
U	Ensuring deposits are made timery.	Carol Risinger, Admin. Coord.	Carol Risinger, Admin. Coord.
9	Ensuring all employees who handle cash have completed Cash	Kristin Deville, DBA	Carol Risinger, Admin. Coold.
,	Security Procedures or Cash Deposit and Security Procedures	Misum Devine, DDA	
	training.		
10	Updating Cash Handling Procedures as needed.	Kristin Deville, DBA	
10	Opdating Cash Handring Frocedures as needed.	Kristin Devine, DBA	Carol Risinger, Admin. Coord.
11	Distribution of Cash Handling Procedures to employees who	Kristin Deville, DBA	Carol Risiliger, Admin. Coord.
11	handle cash.	Klistili Deville, DBA	Carol Risinger, Admin. Coord.
12	Consistent and efficient responses to inquiries.		Kristin Deville, DBA
12	Consistent and efficient responses to inquiries.	Corol Disinger Admin Coord	Kristili Deville, DBA
ETTV	CASH	Carol Risinger, Admin. Coord.	
CIII	CASH		
1	Preparing petty cash disbursements.	N/A	
1	Freparing petty cash disoursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
2	Ensuring petry cash disoursements are not for more than \$100.	IV/A	
3	Ensuring petty cash disbursements are made for only authorized	NI/A	
3	purposes.	IV/A	
4	Approving petty cash disbursements.	N/A	
		14/11	
4			
		N/A	
5	Replenishing the petty cash fund timely.	N/A	
5	Replenishing the petty cash fund timely.		
	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each	N/A N/A	
5	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement.		
5	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each		
5 6 CONTI	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION		Kristin Deville DRA
5 6 CONTI	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract	N/A	Kristin Deville, DBA
5 6 CONTE	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract administration policies/procedures.		Kristin Deville, DBA
5 6 CONTE	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract	N/A	Kristin Deville, DBA
5 6 CONTE 1 PROPE	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT	N/A Carol Risinger, Admin. Coord.	Kristin Deville, DBA
5 6 CONTE	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract administration policies/procedures.	N/A	Kristin Deville, DBA
5 6 CONTE	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory.	N/A Carol Risinger, Admin. Coord. Edwin Richardson, USS2	
5 6 CONTE 1 PROPE	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT	N/A Carol Risinger, Admin. Coord.	Kristin Deville, DBA Kristin Deville, DBA
5 6 CONTH 1 PROPE 1 2	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	N/A Carol Risinger, Admin. Coord. Edwin Richardson, USS2 Edwin Richardson, USS2	
5 6 CONTE 1 PROPE	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory.	N/A Carol Risinger, Admin. Coord. Edwin Richardson, USS2	
5 6 CONTE 1 PROPE 1 2	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract administration policies/procedures. RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	N/A Carol Risinger, Admin. Coord. Edwin Richardson, USS2 Edwin Richardson, USS2	

8/26/2014 2 of 3

Band Baseline Standards FY 2016

		Responsible Person(s) (Name/Title)		
Description of Responsibility		Primary (Required)	Secondary (Optional)	
	OSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kristin Deville, DBA	David Bertman, Director	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kristin Deville, DBA	David Bertman, Director	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kristin Deville, DBA		
ACCO	UNTS RECEIVABLE			
1	Extending of credit.	N/A		
2	Billing.	N/A		
3	Collection.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA	
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 fund equity at year-end.	David Bertman, Director	Kristin Deville, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Kristin Deville, DBA	David Bertman, Director	
DEPA	RTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Edwin Richardson, USS2		
2	Ensuring that critical data back up occurs.	Edwin Richardson, USS2		
3	Ensuring that procedures such as password controls are followed.	Edwin Richardson, USS2		
4	Reporting of suspected security violations.	Edwin Richardson, USS2		

8/26/2014 3 of 3