

CLASS Dean's Office (H0082)  
Baseline Standards  
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Micki Miles/Executive Director, College Business Operations	Lynn Smith/College Business Administrator
2	Updating the Baseline Standards Form.	Micki Miles/Executive Director, College Business Operations	Lynn Smith/College Business Administrator
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Lynn Smith/College Business Administrator	Micki Miles/Executive Director, College Business Operations
2	Reviewing cost center verifications.	Lynn Smith/College Business Administrator	Micki Miles/Executive Director, College Business Operations
3	Approving cost center verifications.	Micki Miles/Executive Director, College Business Operations	Mary Duncan/College Business Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Lynn Smith/College Business Administrator	Micki Miles/Executive Director, College Business Operations
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Lynn Smith/College Business Administrator	Micki Miles/Executive Director, College Business Operations
2	Ensuring the validity of travel and expense reimbursements.	Lynn Smith/College Business Administrator	Micki Miles/Executive Director, College Business Operations
3	Ensuring that goods and services are received and that timely payment is made.	Cathy Medina/Administrative Coordinator or Juanita	Lynn Smith/College Business Administrator
4	Ensuring correct account coding on purchases documents.	Lynn Smith/College Business Administrator	
5	Primary contact for inquiries to expenditure transactions.	Lynn Smith/College Business Administrator	Mary Duncan/College Business Administrator
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Alma Flores/Financial Coordinator 1	Micki Miles/Executive Director, College Business Operations
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Alma Flores/Financial Coordinator 1	Micki Miles/Executive Director, College Business Operations
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Lynn Smith/College Business Administrator	
4	Completing termination clearance procedures.	Mary Duncan/ College Business Administrator	Jessica Torres/Department Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Lynn Smith/College Business Administrator	Mary Duncan/College Business Administrator
6	Maintaining departmental Personnel files.	Mary Duncan/ College Business Administrator	Micki Miles/Executive Director, College Business Operations
7	Ensuring valid authorization of new hires.	Micki Miles/Executive Director, College Business Operations	Mary Duncan/ College Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Micki Miles/Executive Director, College Business Operations	Mary Duncan/ College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Mary Duncan/ College Business Administrator	Jessica Torres/Department Business Administrator
10	Consistent and efficient responses to inquiries.	Mary Duncan/ College Business Administrator	Jessica Torres/Department Business Administrator

CLASS Dean's Office (H0082)  
Baseline Standards  
FY 2017

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
<b>CASH HANDLING</b>		
1	Collecting cash, checks, etc.	Cathy Medina\Administrative Coordinator or Juanita Lynn Smith/College Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Lynn Smith/College Business Administrator Micki Miles/Executive Director, College Business Operations
3	Preparing deposits.	Cathy Medina/ Administrative Coordinator Lynn Smith/College Business Administrator
4	Preparing Journal Entries.	Lynn Smith/College Business Administrator Mary Duncan/College Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Lynn Smith/College Business Administrator Micki Miles/Executive Director, College Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mary Duncan/ College Business Administrator Lynn Smith/College Business 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 Administrator Mary Duncan/ College Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Micki Miles/Executive Director, College Business Operations Mary Duncan/College Business Administrator
10	Updating Cash Handling Procedures as needed.	Lynn Smith/College Business Administrator Micki Miles/Executive Director, College Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Lynn Smith/College Business Administrator Micki Miles/Executive Director, College Business Operations
12	Consistent and efficient responses to inquiries.	Lynn Smith/College Business Administrator Micki Miles/Executive Director, College Business Operations
<b>PETTY CASH</b>		
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
<b>CONTRACT ADMINISTRATION</b>		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Micki Miles/Executive Director, College Business Operations
<b>PROPERTY MANAGEMENT</b>		
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
4	Approving requests for removal of equipment from campus.	Frank Houston/ College IT Manager
<b>DISCLOSURE FORMS</b>		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lynn Smith/College Business Administrator Micki Miles/Executive Director, College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lynn Smith/College Business Administrator Mary Duncan/College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lynn Smith/College Business Administrator Micki Miles/Executive Director, College Business Operations

CLASS Dean's Office (H0082)  
Baseline Standards  
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS 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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Micki Miles/Executive Director, College Business Operations	Lynn Smith/College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Micki Miles/Executive Director, College Business Operations	Lynn Smith/College Business Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston/ College IT Manager	Micki Miles/Executive Director, College Business Operations
2	Ensuring that critical data back up occurs.	Frank Houston/ College IT Manager	Micki Miles/Executive Director, College Business Operations
3	Ensuring that procedures such as password controls are followed.	Frank Houston/ College IT Manager	Micki Miles/Executive Director, College Business Operations
4	Reporting of suspected security violations.	Frank Houston/ College IT Manager	Micki Miles/Executive Director, College Business Operations