

Communication Sciences Disorders
(H0087) Baseline Standards
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair
2	Updating the Baseline Standards Form.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Elizabeth Shepard, DBA	
2	Reviewing cost center verifications.	Lynn M. Maher, Dept. Chair	
3	Approving cost center verifications.	Lynn M. Maher, Dept. Chair	
4	Ensuring all cost centers are verified/approved on a timely basis.	Elizabeth Shepard, DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair
2	Ensuring the validity of travel and expense reimbursements.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair
3	Ensuring that goods and services are received and that timely payment is made.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair
4	Ensuring correct account coding on purchases documents.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair
5	Primary contact for inquiries to expenditure transactions.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair
PAYROLL / HUMAN RESOURCES			
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.	Elizabeth Shepard, DBA	Melissa Bruce, Clinic Director
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Elizabeth Shepard, DBA	Samantha Ary, Program Manager
4	Completing termination clearance procedures.	Elizabeth Shepard, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Elizabeth Shepard, DBA	
6	Maintaining departmental Personnel files.	Elizabeth Shepard, DBA	Melissa Bruce, Clinic Director
7	Ensuring valid authorization of new hires.	Elizabeth Shepard, DBA	Samantha Ary, Program Manager
8	Ensuring valid authorization of changes in compensation rates.	Elizabeth Shepard, DBA	Samantha Ary, Program Manager
9	Ensuring the accurate input of changes to the HR System.	Elizabeth Shepard, DBA	
10	Consistent and efficient responses to inquiries.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair

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CASH HANDLING			
1	Collecting cash, checks, etc.	Michele Ozgen, Office Asst 2	Sharita Bourgeois-Clark, Clinic Coordinator
2	Reconciling cash, checks, etc. to receipts.	Michele Ozgen, Office Asst 2	Elizabeth Shepard, DBA
3	Preparing deposits.	Elizabeth Shepard, DBA	Sharita Bourgeois-Clark, Clinic Coordinator
4	Preparing Journal Entries.	Elizabeth Shepard, DBA	Sharita Bourgeois-Clark, Clinic Coordinator
5	Verifying deposits posted correctly in the Finance System.	Elizabeth Shepard, DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Elizabeth Shepard, DBA	Michele Ozgen, Office Asst 2
7	Secure deposits via UHDPS to Student Financial Services.	Elizabeth Shepard, DBA	Michele Ozgen, Office Asst 2
8	Ensuring deposits are made timely.	Elizabeth Shepard, DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elizabeth Shepard, DBA	Samantha Ary, Program Manager
10	Updating Cash Handling Procedures as needed.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair
12	Consistent and efficient responses to inquiries.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lynn M. Maher, Dept. Chair	Elizabeth Shepard, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Samantha Ary, Program Manager	Elizabeth Shepard, DBA
2	Ensuring the annual inventory was completed correctly.	Samantha Ary, Program Manager	Elizabeth Shepard, DBA
3	Tagging equipment.	Samantha Ary, Program Manager	Elizabeth Shepard, DBA
4	Approving requests for removal of equipment from campus.	Samantha Ary, Program Manager	Elizabeth Shepard, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Samantha Ary, Program Manager	Elizabeth Shepard, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Samantha Ary, Program Manager	Elizabeth Shepard, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Elizabeth Shepard, DBA	Lynn M. Maher, Dept. Chair

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Michele Ozgen, Office Asst 2	Elizabeth Shepard, DBA
3	Collection.	Michele Ozgen, Office Asst 2	Elizabeth Shepard, DBA
4	Recording.	Michele Ozgen, Office Asst 2	Elizabeth Shepard, DBA
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Elizabeth Shepard, DBA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Elizabeth Shepard, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Elizabeth Shepard, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	CLASS IT	
2	Ensuring that critical data back up occurs.	CLASS IT	
3	Ensuring that procedures such as password controls are followed.	CLASS IT	
4	Reporting of suspected security violations.	CLASS IT	Lynn Maher, Dept. Chair