

CLASS Dean's Office (H0082)
Baseline Standards
FY 2019

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.	James McKee/Executive Director, College Business Operations	Connie Barr/Program Director
2	Updating the Baseline Standards Form.	James McKee/Executive Director, College Business Operations	Connie Barr/Program Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Connie Barr/Program Director	James McKee/Executive Director, College Business Operations
2	Reviewing cost center verifications.	Connie Barr/Program Director	James McKee/Executive Director, College Business Operations
3	Approving cost center verifications.	James McKee/Executive Director, College Business Operations	James McKee/Executive Director, College Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Connie Barr/Program Director	James McKee/Executive Director, College Business Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Connie Barr/Program Director	James McKee/Executive Director, College Business Operations
2	Ensuring the validity of travel and expense reimbursements.	Connie Barr/Program Director	James McKee/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.	Connie Barr/Program Director	James McKee/Executive Director, College Business Operations
5	Primary contact for inquiries to expenditure transactions.	Connie Barr/Program Director	Mary Duncan/College Business Administrator
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.	Alma Flores/Financial Coordinator 1	James McKee/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	James McKee/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.	Connie Barr/Program Director	Mary Duncan/ College Business Administrator
4	Completing termination clearance procedures.	Mary Duncan/ College Business Administrator	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Mary Duncan/College Business Administrator	
6	Maintaining departmental Personnel files.	Mary Duncan/ College Business Administrator	James McKee/Executive Director, College Business Operations
7	Ensuring valid authorization of new hires.	James McKee/Executive Director, College Business Operations	Mary Duncan/ College Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	James McKee/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	

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10 Consistent and efficient responses to inquiries.	Mary Duncan/ College Business Administrator	
CASH HANDLING		
1 Collecting cash, checks, etc.	Cathy Medina\Administrative Coordinator or Juanita	Connie Barr/Program Director
2 Reconciling cash, checks, etc. to receipts.	Connie Barr/Program Director	Mary Duncan/College Business Administrator
3 Preparing deposits.	Cathy Medina/ Administrative Coordinator	Connie Barr/Program Director
4 Preparing Journal Entries.	Connie Barr/Program Director	Mary Duncan/College Business Administrator
5 Verifying deposits posted correctly in the Finance System.	Connie Barr/Program Director	Mary Duncan/College Business Administrator
6 Adequacy of physical safeguards of cash receipts and equivalent.	Mary Duncan/ College Business Administrator	Connie Barr/Program Director
7 Secure deposits via UHDPS to Student Financial Services.	Juanita Terrell/Office Coordinator	Connie Barr/Program Director
8 Ensuring deposits are made timely.	Connie Barr/Program Director	Mary Duncan/ College Business Administrator
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	James McKee/Executive Director, College Business Operations	Mary Duncan/College Business Administrator
10 Updating Cash Handling Procedures as needed.	Connie Barr/Program Director	James McKee/Executive Director, College Business Operations
11 Distribution of Cash Handling Procedures to employees who handle cash.	Connie Barr/Program Director	James McKee/Executive Director, College Business Operations
12 Consistent and efficient responses to inquiries.	Connie Barr/Program Director	James McKee/Executive Director, College Business Operations
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.	James McKee/Executive Director, College Business Operations	
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Frank Houston/ College IT Manager	

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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	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Connie Barr/Program Director	James McKee/Executive Director, College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Connie Barr/Program Director	James McKee/Executive Director, College Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Latricia Vaughns/CLASS Research Liaison	James McKee/Executive Director, College Business Operations
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.	James McKee/Executive Director, College Business Operations	Connie Barr/Program Director
2	Ensuring that research expenditures are covered by funds from sponsors.	James McKee/Executive Director, College Business Operations	Connie Barr/Program Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston/ College IT Manager	James McKee/Executive Director, College Business Operations
2	Ensuring that critical data back up occurs.	Frank Houston/ College IT Manager	James McKee/Executive Director, College Business Operations
3	Ensuring that procedures such as password controls are followed.	Frank Houston/ College IT Manager	James McKee/Executive Director, College Business Operations
4	Reporting of suspected security violations.	Frank Houston/ College IT Manager	James McKee/Executive Director, College Business Operations