

Hilton College - HRM
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.	Theodore Liang, DBA	Deepu Kurian, Dir. Bus Ops
2	Updating the Baseline Standards Form.	Deepu Kurian, Dir. Bus Ops	Theodore Liang, DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Linsey Ho, Fin. Coordinator	Sylvia Vera, Fin. Coordinator
2	Reviewing cost center verifications.	Deepu Kurian, Dir. Bus Ops	Theodore Liang, DBA
3	Approving cost center verifications.	Deepu Kurian, Dir. Bus Ops	Theodore Liang, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Deepu Kurian, Dir. Bus Ops	Theodore Liang, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Sylvia Vera, Fin. Coordinator	Ahantal Atanley, Fin. Assistant
2	Ensuring the validity of travel and expense reimbursements.	Ahantal Atanley, Fin. Assistant	Sylvia Vera, Fin. Coordinator
3	Ensuring that goods and services are received and that timely payment is made.	Sylvia Vera, Fin. Coordinator	Cassie Millings, Fin Assistant
4	Ensuring correct account coding on purchases documents.	Sylvia Vera, Fin. Coordinator	Deepu Kurian, Dir. Bus Ops
5	Primary contact for inquiries to expenditure transactions.	Sylvia Vera, Fin. Coordinator	Theodore Liang, DBA
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.	Alfredo Fernandez, Fin. Asst.	Theodore Liang, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Theodore Liang, DBA	Deepu Kurian, Dir. Bus Ops
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Alfredo Fernandez, Fin. Asst.	Theodore Liang, DBA
4	Completing termination clearance procedures.	Theodore Liang, DBA	Deepu Kurian, Dir. Bus Ops
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Theodore Liang, DBA	Alfredo Fernandez, Fin. Asst.
6	Maintaining departmental Personnel files.	Theodore Liang, DBA	Alfredo Fernandez, Fin. Asst.
7	Ensuring valid authorization of new hires.	Theodore Liang, DBA	Alfredo Fernandez, Fin. Asst.
8	Ensuring valid authorization of changes in compensation rates.	Deepu Kurian, Dir. Bus Ops	Theodore Liang, DBA
9	Ensuring the accurate input of changes to the HR System.	Theodore Liang, DBA	Alfredo Fernandez, Fin. Asst.
10	Consistent and efficient responses to inquiries.	Theodore Liang, DBA	Alfredo Fernandez, Fin. Asst.

Hilton College - HRM
Baseline Standards
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Alfredo Fernandez, Fin. Asst.	Cassie Millings, Fin Assistant
2	Reconciling cash, checks, etc. to receipts.	Alfredo Fernandez, Fin. Asst.	Cassie Millings, Fin Assistant
3	Preparing deposits.	Alfredo Fernandez, Fin. Asst.	Cassie Millings, Fin Assistant
4	Preparing Journal Entries.	Alfredo Fernandez, Fin. Asst.	Cassie Millings, Fin Assistant
5	Verifying deposits posted correctly in the Finance System.	Alfredo Fernandez, Fin. Asst.	Cassie Millings, Fin Assistant
6	Adequacy of physical safeguards of cash receipts and equivalent.	Alfredo Fernandez, Fin. Asst.	Cassie Millings, Fin Assistant
7	Secure deposits via UHDPS to Student Financial Services.	Alfredo Fernandez, Fin. Asst.	Cassie Millings, Fin Assistant
8	Ensuring deposits are made timely.	Alfredo Fernandez, Fin. Asst.	Cassie Millings, Fin Assistant
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Alfredo Fernandez, Fin. Asst.	Theodore Liang, DBA
10	Updating Cash Handling Procedures as needed.	Theodore Liang, DBA	Deepu Kurian, Dir. Bus Ops
11	Distribution of Cash Handling Procedures to employees who handle cash.	Theodore Liang, DBA	Deepu Kurian, Dir. Bus Ops
12	Consistent and efficient responses to inquiries.	Alfredo Fernandez, Fin. Asst.	Theodore Liang, DBA
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.	Sylvia Vera, Fin. Coordinator	Deepu Kurian, Dir. Bus Ops
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Alfredo Fernandez, Fin. Asst.	Theodore Liang, DBA
2	Ensuring the annual inventory was completed correctly.	Alfredo Fernandez, Fin. Asst.	Theodore Liang, DBA
3	Tagging equipment.	Gautam Taneja, Asst. Mgr IT	Theodore Liang, DBA
4	Approving requests for removal of equipment from campus.	Theodore Liang, DBA	Deepu Kurian, Dir. Bus Ops
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Theodore Liang, DBA	Deepu Kurian, Dir. Bus Ops
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Theodore Liang, DBA	Deepu Kurian, Dir. Bus Ops
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Theodore Liang, DBA	Deepu Kurian, Dir. Bus Ops

Hilton College - HRM
 Baseline Standards
 FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Deepu Kurian, Dir. Bus Ops	Cassie Millings, Fin Assistant
2	Billing.	Cassie Millings, Fin Assistant	Deepu Kurian, Dir. Bus Ops
3	Collection.	Cassie Millings, Fin Assistant	Deepu Kurian, Dir. Bus Ops
4	Recording.	Cassie Millings, Fin Assistant	Deepu Kurian, Dir. Bus Ops
5	Monitoring credit extended.	Cassie Millings, Fin Assistant	Deepu Kurian, Dir. Bus Ops
6	Approving write-offs.	Deepu Kurian, Dir. Bus Ops	Dr. Dennis Reynolds, Dean
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Deepu Kurian, Dir. Bus Ops	Theodore Liang, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Deepu Kurian, Dir. Bus Ops	Theodore Liang, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Michael Scott, Director IT	Gautam Taneja, Asst. Mgr IT
2	Ensuring that critical data back up occurs.	Michael Scott, Director IT	Gautam Taneja, Asst. Mgr IT
3	Ensuring that procedures such as password controls are followed.	Michael Scott, Director IT	Gautam Taneja, Asst. Mgr IT
4	Reporting of suspected security violations.	Michael Scott, Director IT	Gautam Taneja, Asst. Mgr IT