## Chemistry - H0107 Baseline Standards FY 2016

Elsis Myers, DBA   Sylvia Harris, Asst. DBA   Sylvia Harris, Asst. DBA			Responsible Person(s) (Name/Title)	
Ensuring the Departmental Policy and Procedures manual is current.			Primary (Required)	Secondary (Optional)
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In Preparing cost center verifications.    Preparing cost center verifications.	2	Updating the Baseline Standards Form.	Elsia Marana DDA	Calais Hamis Asst DDA
Preparing cost center verifications.			Elsie Myers, DBA	Sylvia Harris, Asst. DBA
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employees) to the trial and final payroll verification reports and off-cycle payrolls.  Crystal Gonzalez, Administrative Coordinator  Crystal Gonzalez, Administrative Vacant, Financial Coord (payroll)  Crystal Gonzalez, Administrative Vacant, Financial Coord (payroll)  Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental personnel files.  Coordinator  Crystal Gonzalez, Administrative Coordinator  Vacant, Financial Coord (payroll)  Crystal Gonzalez, Administrative Vacant, Financial Coord (payroll)  Ensure all security access requests and training courses are  Crystal Gonzalez, Administrative Vacant, Financial Coord (payroll)	5	S 11 1 × 5		
off-cycle payrolls.  Coordinator  Crystal Gonzalez, Administrative  Completing termination ePAR's within 24 hours of termination.  Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental personnel files.  Coordinator  Crystal Gonzalez, Administrative  Coordinator  Vacant, Financial Coord (payroll)  Crystal Gonzalez, Administrative  Coordinator  Crystal Gonzalez, Administrative  Coordinator  Vacant, Financial Coord (payroll)  Crystal Gonzalez, Administrative			Crystal Gonzalez, Administrative	
Crystal Gonzalez, Administrative Coordinator  Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.  Elsie Myers, DBA  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental personnel files.  Coordinator  Crystal Gonzalez, Administrative Coordinator  Vacant, Financial Coord (payroll)  Vacant, Financial Coord (payroll)  Ensure all security access requests and training courses are  Crystal Gonzalez, Administrative Crystal Gonzalez, Administrative Coordinator  Vacant, Financial Coord (payroll)			-	Vacant, Financial Coord (payroll)
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11 Hire ePAR's should be processed at least 1 week prior to start date.  Crystal Gonzalez, Administrative Coordinator  Coordinator  Vacant, Financial Coord (payroll)  Crystal Gonzalez, Administrative  Corystal Gonzalez, Administrative	10	Consistent and officient responses to in suiting	-	Vacant Financial Coard (record)
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12 Ensure all security access requests and training courses are Crystal Gonzalez, Administrative	11		The state of the s	Vacant Financial Coord (payroll)
	12			racam, rmanciai Coord (payroil)
	12	completed 48 hours prior to necessary access changes.	Coordinator	Vacant, Financial Coord (payroll)

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## Chemistry - H0107 Baseline Standards FY 2016

			son(s) (Name/Title)
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
2	Reconciling cash, checks, etc. to receipts.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
3	Preparing deposits.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
4	Preparing Journal Entries.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
5	Verifying deposits posted correctly in the Finance System.	Olivia Nixon, Financial Analyst / Sylvia Harris, Asst DBA (formal	
		cost center reconciliation)	Sylvia Harris, Asst. DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
7	Secure deposits via UHDPS to Student Financial Services.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
8	Ensuring deposits are made timely.	Olivia Nixon, Financial Analyst Caleb Prestridge, Financial Coord	Elsie Myers, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
10	Updating Cash Handling Procedures as needed.	Elsie Myers, DBA	Caleb Prestridge, Financial Coord
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
12	Consistent and efficient responses to inquiries.	Elsie Myers, DBA	Caleb Prestridge, Financial Coord
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
14	Ensuring all access and use of credit card information is secure.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
PETTY	CASH / CHANGE FUNDS		
1	Submitting Annual Reauthorization for Petty Cash/Change	N/A	NY/A
2	Funds. Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized	N/A	N/A
5	purposes. Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each	N/A	N/A
8	disbursement. Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
0	Ensuring the change fund is balanced ually, weekly or monthly.	N/A	N/A
	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Chris Muscarello, Financial Coord. 2	Elsie Myers, DBA
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Mark Bushman, Property Custodian	Chris Muscarello, Financial Coord. 2
2	Ensuring the annual inventory was completed correctly.	Mark Bushman, Property Custodian	Chris Muscarello, Financial Coord. 2
3	Tagging equipment.	Chris Muscarello, Financial Coord. 2	Mark Bushman, Property Custodian
4	Approving requests for removal of equipment from campus.	Mark Bushman, Property Custodian	Elsie Myers, DBA

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## Chemistry - H0107 Baseline Standards FY 2016

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	Elsie Myers, DBA	
2	Billing.	Caleb Prestridge, Financial Coord	
3	Collection.	Caleb Prestridge, Financial Coord	
4	Recording.	Caleb Prestridge, Financial Coord	
5	Monitoring credit extended.	Elsie Myers, DBA	
6	Approving write-offs.	Elsie Myers, DBA	
NEGA'	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Elsie Myers, DBA	Sylvia Harris, Asst DBA, Olivia Nixon, Financial Analyst
DEPAF	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Jerry Do, User Svs Spec	NSM IT Dept
2	Ensuring that critical data back up occurs.	Jerry Do, User Svs Spec	NSM IT Dept
3	Ensuring that procedures such as password controls are followed.	Jerry Do, User Svs Spec	NSM IT Dept
4	Reporting of suspected security violations.	Jerry Do, User Svs Spec	NSM IT Dept

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