

Computer Science - H0108

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.	Desi Miller, DBA
2	Updating the Baseline Standards Form.	Desi Miller, DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Hanh Ngyueen, Accountant 2
2	Reviewing cost center verifications.	Cost Center Managers
3	Approving cost center verifications.	Cost Center Managers
4	Ensuring all cost centers are verified/approved on a timely basis.	Hanh Nguyen, Accountant 2
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Christopher Pedraza, Financial Asst.
2	Ensuring the validity of travel and expense reimbursements.	Brenda Stevens, Financial Coordinator
3	Ensuring that goods and services are received and that timely payment is made.	Christopher Pedraza, Financial Asst.
4	Ensuring correct account coding on purchases documents.	Christopher Pedraza, Financial Asst.
5	Primary contact for inquiries to expenditure transactions.	Christopher Pedraza, Financial Asst.
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.	Debbi Davis, Asst DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Debbi Davis, Asst DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Debbi Davis, Asst DBA
4	Completing termination clearance procedures.	Desi Miller, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Debbi Davis, Asst DBA
6	Maintaining departmental Personnel files.	Debbi Davis, Asst DBA
7	Ensuring valid authorization of new hires.	Debbi Davis, Asst DBA
8	Ensuring valid authorization of changes in compensation rates.	Debbi Davis, Asst DBA
9	Ensuring the accurate input of changes to the HR System.	Debbi Davis, Asst DBA
10	Consistent and efficient responses to inquiries.	Debbi Davis, Asst DBA

Submitted:

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CASH HANDLING			
1	Collecting cash, checks, etc.	Hanh Nguyen, Accountant 2	Gillian Bautista, Dept Exec Secty
2	Reconciling cash, checks, etc. to receipts.	Debbi Davis, Asst DBA	Desi Miller, DBA
3	Preparing deposits.	Hanh Nguyen, Accountant 2	Gillian Bautista, Dept Exec Secty
4	Preparing Journal Entries.	Hanh Nguyen, Accountant 2	Gillian Bautista, Dept Exec Secty
5	Verifying deposits posted correctly in the Finance System.	Debbi Davis, Asst DBA	Desi Miller, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Desi Miller, DBA	Hanh Nguyen, Accountant 2
7	Secure deposits via UHDPS to Student Financial Services.	Hanh Nguyen, Accountant 2	Desi Miller, DBA
8	Ensuring deposits are made timely.	Hanh Nguyen, Accountant 2	Desi Miller, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Desi Miller, DBA	Debbi Davis, Asst DBA
10	Updating Cash Handling Procedures as needed.	Desi Miller, DBA	Debbi Davis, Asst DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Desi Miller, DBA	Debbi Davis, Asst DBA
12	Consistent and efficient responses to inquiries.	Hanh Nguyen, Accountant 2	Debbi Davis, Asst DBA
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Debbi Davis, Asst DBA	Desi Miller, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Christopher Pedraza, Financial Asst.	Babu Sundaranam, Systems Manager
2	Ensuring the annual inventory was completed correctly.	Christopher Pedraza, Financial Asst.	Desi Miller, DBA
3	Tagging equipment.	Christopher Pedraza, Financial Asst.	Babu Sundaranam, Systems Manager
4	Approving requests for removal of equipment from campus.	Desi Miller, DBA	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Desi Miller, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Brenda Stevens, Financial Coordinator	Desi Miller, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.		

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