

Center for Nuclear Receptors and Cell Signaling - H0515  
Baseline Standards  
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
2	Updating the Baseline Standards Form.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Heidi Scheier, Financial Coordinator 2	Katrina Woods, Financial Assistant 2
2	Reviewing cost center verifications.	Cost Center Managers	Emily Merrell, DBA
3	Approving cost center verifications.	Cost Center Managers	Emily Merrell, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
2	Ensuring the validity of travel and expense reimbursements.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
4	Ensuring correct account coding on purchases documents.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
5	Primary contact for inquiries to expenditure transactions.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
4	Completing termination clearance procedures.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
6	Maintaining departmental Personnel files.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
7	Ensuring valid authorization of new hires.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
8	Ensuring valid authorization of changes in compensation rates.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
9	Ensuring the accurate input of changes to the HR System.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
10	Consistent and efficient responses to inquiries.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Heidi Scheier, Financial Coordinator 2	Holly Laurenzana, Administrative Assistant

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2	Reconciling cash, checks, etc. to receipts.	Emily Merrell, DBA	Holly Laurenzana, Administrative Assistant
3	Preparing deposits.	Heidi Scheier, Financial Coordinator 2	Holly Laurenzana, Administrative Assistant
4	Preparing Journal Entries.	Heidi Scheier, Financial Coordinator 2	Holly Laurenzana, Administrative Assistant
5	Verifying deposits posted correctly in the Finance System.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
7	Secure deposits via UHDPS to Student Financial Services.	Heidi Scheier, Financial Coordinator 2	Holly Laurenzana, Administrative Assistant
8	Ensuring deposits are made timely.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
10	Updating Cash Handling Procedures as needed.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
11	Distribution of Cash Handling Procedures to employees who handle cash.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
12	Consistent and efficient responses to inquiries.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
<b>PETTY CASH</b>			
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
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Katrina Woods, Financial Assistant 2	Emily Merrell, DBA
2	Ensuring the annual inventory was completed correctly.	Katrina Woods, Financial Assistant 2	Emily Merrell, DBA
3	Tagging equipment.	Katrina Woods, Financial Assistant 2	Emily Merrell, DBA
4	Approving requests for removal of equipment from campus.	Katrina Woods, Financial Assistant 2	Emily Merrell, DBA
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2

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2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Emily Merrell, DBA	Holly Laurenzana, Administrative Assistant
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Emily Merrell, DBA	Holly Laurenzana, Administrative Assistant
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
2	Ensuring that research expenditures are covered by funds from sponsors.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Adil Alvi, Systems Analyst 2	NSM IT Dept
2	Ensuring that critical data back up occurs.	Adil Alvi, Systems Analyst 2	NSM IT Dept
3	Ensuring that procedures such as password controls are followed.	Adil Alvi, Systems Analyst 2	NSM IT Dept
4	Reporting of suspected security violations.	Adil Alvi, Systems Analyst 2	NSM IT Dept