

Physics - H0112
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.	Jennifer Chin-Davis, (Associate Director)	NA
2	Updating the Baseline Standards Form.	Jennifer Chin-Davis, (Associate Director)	NA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Tan-Fang Pao, (Accountant 1)	Jennifer Chin-Davis, (Associate Director)
2	Reviewing cost center verifications.	Cost Center Manager	Jennifer Chin-Davis, (Associate Director)
3	Approving cost center verifications.	Cost Center Manager	NA
4	Ensuring all cost centers are verified/approved on a timely basis.	Tan-Fang Pao, (Accountant 1)	Jennifer Chin-Davis, (Associate Director)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	LaTonya McQuillon, (Financial Asst. 2) Jackqueline Owens (Financial Asst. 2)	Tan-Feng Pao (Accountant 1) Jennifer Chin-Davis (Associate Director)
2	Ensuring the validity of travel and expense reimbursements.	LaTonya McQuillon, (Financial Asst. 2) Jackqueline Owens (Financial Asst. 2)	Tan-Feng Pao (Accountant 1) Jennifer Chin-Davis (Associate Director)
3	Ensuring that goods and services are received and that timely payment is made.	LaTonya McQuillon, (Financial Asst. 2) Jackqueline Owens (Financial Asst. 2)	Tan-Feng Pao (Accountant 1) Jennifer Chin-Davis (Associate Director)
4	Ensuring correct account coding on purchases documents.	LaTonya McQuillon, (Financial Asst. 2) Jackqueline Owens (Financial Asst. 2)	Tan-Feng Pao (Accountant 1) Jennifer Chin-Davis (Associate Director)
5	Primary contact for inquiries to expenditure transactions.	LaTonya McQuillon, (Financial Asst. 2) Jackqueline Owens (Financial Asst. 2)	Tan-Feng Pao (Accountant 1) Jennifer Chin-Davis (Associate Director)
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.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Jennifer Chin-Davis, (Associate Director)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Jennifer Chin-Davis, (Associate Director)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Jennifer Chin-Davis, (Associate Director)
4	Completing termination clearance procedures.	Employee	Marcus Collins (Dept. HR/Payroll Coord. 2)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Tan-Feng Pao (Accountant 1) Jennifer Chin-Davis (Associate Director)
6	Maintaining departmental Personnel files.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Jennifer Chin-Davis, (Associate Director)
7	Ensuring valid authorization of new hires.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Jennifer Chin-Davis, (Associate Director)
8	Ensuring valid authorization of changes in compensation rates.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Jennifer Chin-Davis, (Associate Director)
9	Ensuring the accurate input of changes to the HR System.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Jennifer Chin-Davis, (Associate Director)
10	Consistent and efficient responses to inquiries.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Jennifer Chin-Davis, (Associate Director)

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CASH HANDLING			
1	Collecting cash, checks, etc.	Melissa Ieans (Financial Coord. 2) LaTonya McQuillon (Financial Asst. 2)	Jackqueline Owens (Financial Asst. 2) Jennifer Chin-Davis (Associate Director)
2	Reconciling cash, checks, etc. to receipts.	Tan-Fang Pao, (Accountant 1)	Jennifer Chin-Davis, (Associate Director)
3	Preparing deposits.	Melissa Ieans (Financial Coord. 2) LaTonya McQuillon (Financial Asst. 2)	Jackqueline Owens (Financial Asst. 2) Jennifer Chin-Davis (Associate Director)
4	Preparing Journal Entries.	Melissa Ieans (Financial Coord. 2) LaTonya McQuillon (Financial Asst. 2)	Jackqueline Owens (Financial Asst. 2) Jennifer Chin-Davis (Associate Director)
5	Verifying deposits posted correctly in the Finance System.	Tan-Fang Pao, (Accountant 1)	Jennifer Chin-Davis, (Associate Director)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Melissa Ieans (Financial Coord. 2) LaTonya McQuillon (Financial Asst. 2)	Jackqueline Owens (Financial Asst. 2) Jennifer Chin-Davis (Associate Director)
7	Secure deposits via UHDPS to Student Financial Services.	Melissa Ieans (Financial Coord. 2) LaTonya McQuillon (Financial Asst. 2)	Jackqueline Owens (Financial Asst. 2) Jennifer Chin-Davis (Associate Director)
8	Ensuring deposits are made timely.	Melissa Ieans (Financial Coord. 2) LaTonya McQuillon (Financial Asst. 2)	Jackqueline Owens (Financial Asst. 2) Jennifer Chin-Davis (Associate Director)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jennifer Chin-Davis, (Associate Director)	NA
10	Updating Cash Handling Procedures as needed.	Jennifer Chin-Davis, (Associate Director)	NA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jennifer Chin-Davis, (Associate Director)	NA
12	Consistent and efficient responses to inquiries.	Melissa Ieans (Financial Coord. 2) LaTonya McQuillon (Financial Asst. 2)	Jackqueline Owens (Financial Asst. 2) Jennifer Chin-Davis (Associate Director)
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Melissa Ieans (Financial Coord. 2) Tan-Fang Pao, (Accountant 1)	Jennifer Chin-Davis, (Associate Director)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jackqueline Owens (Financial Asst. 2)	Jennifer Chin-Davis, (Associate Director)
2	Ensuring the annual inventory was completed correctly.	Jackqueline Owens (Financial Asst. 2)	Jennifer Chin-Davis, (Associate Director)
3	Tagging equipment.	Jackqueline Owens (Financial Asst. 2)	Jennifer Chin-Davis, (Associate Director)
4	Approving requests for removal of equipment from campus.	Supervisors	Jackqueline Owens (Financial Asst. 2)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Jennifer Chin-Davis, (Associate Director)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Jennifer Chin-Davis, (Associate Director)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Marcus Collins (Dept. HR/Payroll Coord. 2)	Jennifer Chin-Davis, (Associate Director)

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Tan-Fang Pao, (Accountant 1)	Jennifer Chin-Davis, (Associate Director)
2	Ensuring that research expenditures are covered by funds from sponsors.	Tan-Fang Pao, (Accountant 1)	Jennifer Chin-Davis, (Associate Director)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Michael Smith (System Analyst 2)	Jennifer Chin-Davis, (Associate Director)
2	Ensuring that critical data back up occurs.	Michael Smith (System Analyst 2)	Jennifer Chin-Davis, (Associate Director)
3	Ensuring that procedures such as password controls are followed.	Michael Smith (System Analyst 2)	Jennifer Chin-Davis, (Associate Director)
4	Reporting of suspected security violations.	Michael Smith (System Analyst 2)	Jennifer Chin-Davis, (Associate Director)