

Academic Affairs  
Baseline Standards  
FY2013

<b>Enrollment Management - Academic Affairs</b>			
<b>Responsible for the Business Operations for the departments:</b>			
<b>Dept: H0209/H0210/H0211/H0212/H0213/H0217/H0218/H0471/H0661</b>			
<b>Director, EM Business Services-Brenda Cook</b>			
<b>Asst Dept Business Administrators (ADBA)-Tracy Vaughns/Belinda Collins</b>			
<b>Accountants 3 &amp; 1-Kim-Hue Tran/Kelly Nguyen/Mary Robson</b>			
<b>Office Coordinator-Maria Balderas/Financial Assistants-Celia Galvan/Isaac Spencer</b>			
<b>Office Assistant-Judy Mathis</b>			
<b>Secretaries-Stephanie Anderson/Karen Kneziak</b>			
<b>Description of Responsibility</b>		<b>Responsible Person(s) (Name/Title-see above)</b>	
		<b>Primary (Required)</b>	
		<b>Secondary (Optional)</b>	
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Brenda Cook	Tracy Vaughns/Belinda Collins
2	Updating the Baseline Standards Form.	Brenda Cook	Tracy Vaughns/Belinda Collins
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Tracy Vaughns/Belinda Collins	Kim Tran/Kelly Nguyen/Mary Robson(H0213 only)
2	Reviewing cost center verifications.	Brenda Cook	
3	Approving cost center verifications.	Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Enrollment Management Administrators and Accountants	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Tracy Vaughns/Belinda Collins	Brenda Cook
2	Ensuring the validity of travel and expense reimbursements.	Tracy Vaughns/Belinda Collins	Brenda Cook
3	Ensuring that goods and services are received and that timely payment is made.	Tracy Vaughns/Belinda Collins	Brenda Cook
4	Ensuring correct account coding on purchases documents.	Tracy Vaughns/Belinda Collins	Brenda Cook
5	Primary contact for inquiries to expenditure transactions.	Tracy Vaughns/Belinda Collins	Brenda Cook
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Tracy Vaughns/Belinda Collins	
2	Reconciling bi-weekly leave accruals to the HR System.	Tracy Vaughns/Belinda Collins	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Tracy Vaughns/Belinda Collins	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Tracy Vaughns/Belinda Collins	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tracy Vaughns/Belinda Collins	
6	Completing termination clearance procedures.	Tracy Vaughns/Belinda Collins	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Tracy Vaughns/Belinda Collins	
8	Paycheck distribution.	Tracy Vaughns/Belinda Collins	
9	Maintaining departmental Personnel files.	Tracy Vaughns/Belinda Collins	Department Supervisor
10	Ensuring valid authorization of new hires.	Tracy Vaughns/Belinda Collins	

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		Primary (Required)	Secondary (Optional)
11	Ensuring valid authorization of changes in compensation rates.	Tracy Vaughns/Belinda Collins	Brenda Cook
12	Ensuring the accurate input of changes to the HR System.	Tracy Vaughns/Belinda Collins	Brenda Cook
13	Propriety of leave account classification on time records.	Tracy Vaughns/Belinda Collins	
14	Consistent and efficient responses to inquiries.	Tracy Vaughns/Belinda Collins	Brenda Cook
CASH HANDLING-NOTE: Staff within Admissions & RAR prepare fee documentation which is processed directly by Student Financial Services			
1	Collecting cash, checks, etc.	Appointed Admissions & RAR Records staff/Appointed Financial & Ofc Assts	
2	Reconciling cash, checks, etc. to receipts.	Appointed Admissions & RAR Records staff/Financial Assistants/SFA Accountant 1	
3	Preparing deposits.	Appointed Admissions & RAR Records staff/SFA Accountant & Accountant Assistants	
4	Preparing Journal Entries.	Student Financial Services staff/Appointed Admissions & RAR Records staff/SFA Accountant & Accountant Assistants	
5	Verifying deposits posted correctly in the Finance System.	Student Financial Services staff /ADBAs/Accountants	Brenda Cook
6	Adequacy of physical safeguards.	Appointed Admissions & RAR Records staff/Financial Assistants/ ADBAs/ Accountants	Brenda Cook
7	Transporting deposits to Student Financial Services.	Appointed Admissions & RAR Records staff/Department calls police for pick up	
8	Ensuring deposits are made timely.	Appointed Admissions & RAR Records staff/Financial Assistants/ ADBAs/ Accountants	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Tracy Vaughns/Belinda Collins	Brenda Cook
10	Updating Cash Handling Procedures as needed.	Appointed Admissions & RAR Records staff/Tracy Vaughns/Belinda Collins/SFA Accountants	Brenda Cook
11	Distribution of Cash Handling Procedures to employees who handle cash.	Appointed Admissions & RAR Records staff/Tracy Vaughns/Belinda Collins/SFA Accountants	Brenda Cook
12	Consistent and efficient responses to inquiries.	Appointed Admissions & RAR Records staff/Tracy Vaughns/Belinda Collins/SFA Accountants	Brenda Cook
PETTY CASH		N/A for Enrollment Management	
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	
LONG DISTANCE CHARGES			

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		<b>Responsible Person(s) (Name/Title-see above)</b>	
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
1	Manager review of long distance charges for unusual activity.	Tracy Vaughns/Belinda Collins	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Tracy Vaughns/Belinda Collins	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Tracy Vaughns/Belinda Collins	Brenda Cook
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Dept Property Custodians	
2	Ensuring the annual inventory was completed correctly.	Dept Property Custodians	Brenda Cook
3	Tagging equipment.	Dept Property Custodians	
4	Approving requests for removal of equipment from campus.	Department Heads/Property Custodians	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Tracy Vaughns/Belinda Collins	Brenda Cook
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Tracy Vaughns/Belinda Collins	Brenda Cook
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
<b>ACCOUNTS RECEIVABLE</b>			
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	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Tracy Vaughns/Belinda Collins	Brenda Cook
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Designated IT Manager	
2	Ensuring that critical data back up occurs.	Designated IT Manager	
3	Ensuring that procedures such as password controls are followed.	Designated IT Manager	
4	Reporting of suspected security violations.	Enrollment Mangement Staff have the capability	