

School of Art-H0083
Baseline Standards
FY 2019

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.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
2	Updating the Baseline Standards Form.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
2	Reviewing cost center verifications.	M. Beckham Dossett (Director)	Ornela Santee, Dir, College Business Operations
3	Approving cost center verifications.	M. Beckham Dossett (Director)	Ornela Santee, Dir, College Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Andrea Johnson (Admin. Asst.)	Jessica Torres (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
3	Ensuring that goods and services are received and that timely payment is made.	Andrea Johnson (Admin. Asst.)	Jessica Torres (DBA)
4	Ensuring correct account coding on purchases documents.	Andrea Johnson (Admin. Asst.)	Jessica Torres (DBA)
5	Primary contact for inquiries to expenditure transactions.	Andrea Johnson (Admin. Asst.)	Jessica Torres (DBA)
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.	Time Approvers, Andrea Johnson, Jessica Torres	Ornela Santee, Dir, College Business Operations
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Time Approvers, Jessica Torres	Ornela Santee, Dir, College Business Operations
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Andrea Johnson (bi-weekly) Jessica Torres (monthly)	Ornela Santee, Dir, College Business Operations
4	Completing termination clearance procedures.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
6	Maintaining departmental Personnel files.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
7	Ensuring valid authorization of new hires.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
8	Ensuring valid authorization of changes in compensation rates.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
9	Ensuring the accurate input of changes to the HR System.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations

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10 Consistent and efficient responses to inquiries.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
CASH HANDLING		
1 Collecting cash, checks, etc.	Andrea Johnson (Admin. Asst.)	Jessica Torres (DBA)
2 Reconciling cash, checks, etc. to receipts.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
3 Preparing deposits.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
4 Preparing Journal Entries.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
5 Verifying deposits posted correctly in the Finance System.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
6 Adequacy of physical safeguards of cash receipts and equivalent.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
7 Secure deposits via UHDPS to Student Financial Services.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
8 Ensuring deposits are made timely.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
10 Updating Cash Handling Procedures as needed.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
11 Distribution of Cash Handling Procedures to employees who handle cash.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
12 Consistent and efficient responses to inquiries.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
PETTY CASH		
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	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Joseph Lazzaro (Micro Analyst 2)	Paul Rouse, Asst Dir, Facility Operations

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2	Ensuring the annual inventory was completed correctly.	Joseph Lazzaro (Micro Analyst 2)	M. Beckham Dossett (Director)
3	Tagging equipment.	Joseph Lazzaro (Micro Analyst 2)	Paul Rouse, Asst Dir, Facility Operations
4	Approving requests for removal of equipment from campus.	Joseph Lazzaro (Micro Analyst 2)	Paul Rouse, Asst Dir, Facility Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
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.	Jessica Torres (DBA) M. Beckham Dossett (Director)	Ornela Santee, Dir, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Jessica Torres (DBA)	Ornela Santee, Dir, College Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Joseph Lazzaro (Micro Analyst 2)	Paul Rouse, Asst Dir, Facility Operations
2	Ensuring that critical data back up occurs.	Joseph Lazzaro (Micro Analyst 2)	Paul Rouse, Asst Dir, Facility Operations
3	Ensuring that procedures such as password controls are followed.	Joseph Lazzaro (Micro Analyst 2)	Paul Rouse, Asst Dir, Facility Operations
4	Reporting of suspected security violations.	Joseph Lazzaro (Micro Analyst 2)	Paul Rouse, Asst Dir, Facility Operations