C.T. Bauer College of Business Baseline Standards Form FY 2014

		Responsible Person(s) (Name/Title)	
	ption of Responsibility	Primary (Required)	Secondary (Optional)
	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Sara Brown, Director Business	
	current.	Operations	
2	Updating the Baseline Standards Form.	Sara Brown, Director Business	
		Operations	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
	1-		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst	Terrolyn Gunter, Asst. Business
			Administrator - Finance
2	Reviewing cost center verifications.	Sara Brown, Director Business	
		Operations	
3	Approving cost center verifications.	Sara Brown, Director Business	
		Operations	
4	Ensuring all cost centers are verified/approved on a timely	Sara Brown, Director Business	
	basis.	Operations	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
11112111	CHE REI ORTHO EM EMPITORE INTROMETIONS		
1	Ensuring valid authorization of purchase documents.	Terrolyn Gunter, Asst. Business	
1	Ensuring valid authorization of purchase documents.	Administrator - Finance	Sara Brown, Director Business Operations
			Sara Brown, Director Business Operations
2	Ensuring the validity of travel and expense reimbursements.	Terrolyn Gunter, Asst. Business	
		Administrator - Finance	Sara Brown, Director Business Operations
3	Ensuring that goods and services are received and that timely	Terrolyn Gunter, Asst. Business	
	payment is made.	Administrator - Finance	Sara Brown, Director Business Operations
4	Ensuring correct account coding on purchases documents.	Terrolyn Gunter, Asst. Business	
		Administrator - Finance	
5	Primary contact for inquiries to expenditure transactions.	Terrolyn Gunter, Asst. Business	
	Timaly contact for inquiries to emperioritate transactions.	Administrator - Finance	Sara Brown, Director Business Operations
DAVDO	DLL / HUMAN RESOURCES	7 tulimistrator 1 manee	Sara Brown, Director Business Operations
IAIK	SEL / HOWAIV RESOURCES		
1	Reconciling leave records to time and effort reports.	Alejandra Rodriguez, HR/Payroll	
1	Reconcining leave records to time and errort reports.		
	T	Coordinator 2	D.I. C. A. D.I.
2	Reconciling leave accruals to the payroll system.	Alejandra Rodriguez, HR/Payroll	Rebecca Guzman, Asst. Business
		Coordinator 2	Administrator
3	Ensuring all time and effort reports are submitted to Payroll.	Alejandra Rodriguez, HR/Payroll	Rebecca Guzman, Asst. Business
		Coordinator 2	Administrator
4	Reconciling time and effort reports to check registers.	Alejandra Rodriguez, HR/Payroll	Rebecca Guzman, Asst. Business
		Coordinator 2	Administrator
5	Completing termination clearance procedures.	Alejandra Rodriguez, HR/Payroll	Talling date
	Completing termination clearance procedures.	Coordinator 2	
	Eitit-		V11-N
6	Ensuring terminated employees are no longer charged to	Rebecca Guzman, Asst. Business	Khanh Nguyen, Financial Analyst
	departmental cost centers.	Administrator	
7	Paycheck distribution.	Rebecca Guzman, Asst. Business	Alejandra Rodriguez, HR/Payroll Coordinator
		Administrator (Staff)	2
8	Maintaining departmental Personnel files	Rebecca Guzman, Asst. Business	Alejandra Rodriguez, HR/Payroll Coordinator
		Administrator	2
9	Ensuring valid authorization of new hires.	Alejandra Rodriguez, HR/ Payroll	Rebecca Guzman, Asst. Business
		Coordinator 2	Administrator
		Avani Dave, Faculty Affairs Manager	- I - I - I - I - I - I - I - I - I - I
		-	
10	Enguring welld outhorization of -1	(Faculty) Sara Brown, Director Business	
	Ensuring valid authorization of changes in compensation rates.		
1.		Operations	
11	Ensuring the accurate input of changes to the payroll system.	Alejandra Rodriguez, HR/Payroll	
		Coordinator 2	
12	Propriety of leave account classification on time records.	Alejandra Rodriguez, HR/Payroll	
		Coordinator 2	Sara Brown, Director Business Operations
13	Consistent and efficient responses to inquiries.	Sara Brown, Director Business	
13	Consistent and efficient responses to inquiries.	Operations	
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C.T. Bauer College of Business Baseline Standards Form FY 2014

Lori Watey, Lucy Hernandez, Kimberly Fernandez, Nicole Grower, Marie Tighe, Linda Gaerreco, Calyon Lewis, Efroya Rogers, Melissa Luna, Fallon Leverson, Anseia Lamont, Saira Nadeem, Kathy Dominiquez, Cathy Hutzell, Patsy Woods, Joi Bartholonew, Zoila Parra Preparing deposits Preparing deposits Preparing deposits Preparing deposits Preparing deposits of the financial system. Preparing deposits to the financial syste	_		Responsible Person(s) (Name/Title)	
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Nadeem, Kathy Dominguez, Carby Hartzell, Pasty Woods, Joi Barrholomew, Zoila Parra				
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C.T. Bauer College of Business Baseline Standards Form FY 2014

		Responsible Person(s) (Name/Title)	
escri	ption of Responsibility	Primary (Required)	Secondary (Optional)
4	Approving requests for removal of equipment from campus.	Department Chairs and Directors	Sara Brown, Director Business Operations
ISCL	OSURE FORMS		Sata Brown, Director Business Operations
1	Ensuring all employees with purchasing influence complete a		
	Related Party disclosure statement.	Sara Brown, Director Business Operations	
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Sara Brown, Director Business Operations	
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Sara Brown, Director Business Operations	
.CCO	UNTS RECEIVABLE		
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
IEGA	TIVE BALANCES		
1	Ensuring that all fund groups have positive fund equity at year- end.	Khanh Nguyen, Financial Analyst	Sara Brown, Director Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst	Sara Brown, Director Business Operations
EPA	RTMENTAL COMPUTING	0-17,	3 political 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
1	Management of the departments' information technology resources.	Sara Brown, Director Business Operations	Peter Truong, Mgr, Network Control
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Brad Baxter, Systems Analyst 2
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr, Network Control	Brad Baxter, Systems Analyst 2
4	Reporting of suspected security violations.	Sara Brown, Director Business Operations	Peter Truong, Mgr, Network Control

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