Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
EPAF	RTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations
2	Updating the Baseline Standards Form.	Sara Brown, Executive Director, College Business Op	Terrolyn Gunter, Asst Business Administrator - Finance
NAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Reviewing cost center verifications.	Sara Brown, Executive Director, College Business Op	Latha Ramchand, Dean
3	Approving cost center verifications.	Sara Brown, Executive Director, College Business Op	Latha Ramchand, Dean
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director, College Business Op	Latha Ramchand, Dean
NAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
2	Ensuring the validity of travel and expense reimbursements.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
3	Ensuring that goods and services are received and that timely payment is made.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
4	Ensuring correct account coding on purchases documents.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
5	Primary contact for inquiries to expenditure transactions.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
6	Ensuring access and use of P-Cards and T-Cards are secure.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
AYRO	DLL / 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.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, Business Operations
9	Maintaining departmental personnel files.	Rebecca Guzman, Asst Business Administrator - Admi	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Rebecca Guzman, Asst Business Administrator - Admi	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Rebecca Guzman, Asst Business Administrator - Admi	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Rebecca Guzman, Asst Business Administrator - Admi	Melissa Niles, College Business Administrator

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Descrij	ption of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	Lonnie Deggins, Development Coordinator	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Lori Watley, Department Business Administrator Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Terrolyn Gunter, Asst Business Administrator - Financ	Sara Brown - Executive Director, Business Operations
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Administrator - Financ	Sara Brown - Executive Director, Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Asst Business Administrator - Financ	Sara Brown - Executive Director, Business Operations
12	Consistent and efficient responses to inquiries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown - Executive Director, Business Operations
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown - Executive Director, Business Operations
14	Ensuring all access and use of credit card information is secure.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown - Executive Director, Business Operations
PETTY	CASH / CHANGE FUNDS		
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	N/A
2	Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
5	Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONTI	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
PROPE	ERTY MANAGEMENT		
1	Performing the annual inventory.	Lori Watley, Dept Business Administrator	Melissa Niles, College Business Administrator
2	Ensuring the annual inventory was completed correctly.	Lori Watley, Dept Business Administrator	Melissa Niles, College Business Administrator
3	Tagging equipment.	Lori Watley, Dept Business Administrator	Melissa Niles, College Business Administrator
4	Approving requests for removal of equipment from campus.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations

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Descri	 ption of Responsibility	Primary (Required)	Secondary (Optional)
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, 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.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	Fallon Leverson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
2	Billing.	Fallon Leverson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
3	Collection.	Fallon Leverson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
4	Recording.	Fallon Leverson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
5	Monitoring credit extended.	Fallon Leverson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
6	Approving write-offs.	Fallon Leverson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year- end.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Peter Truong, Network Control Mgr, Bauer Div of Tec	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Network Control Mgr, Bauer Div of Tec	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Network Control Mgr, Bauer Div of Tec	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Network Control Mgr, Bauer Div of Tec	Thomas J. George, Sr. Associate Dean for Faculty Affairs

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Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Linda Guerrero, DBA	Kaye Newberry, Chair
2	Updating the Baseline Standards Form.	Linda Guerrero, DBA	Sara Brown, Executive Director, Business Operations
FINANG	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Linda Guerrero, DBA/ Kaye Newberry/ Chair	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Linda Guerrero, DBA/ Kaye Newberry/ Chair	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director Business Operations	Latha Ramchand, Dean
FINANG	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Linda Guerrero, DBA	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Linda Guerrero, DBA	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Linda Guerrero, DBA	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Linda Guerrero, DBA	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Linda Guerrero, DBA	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Linda Guerrero, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Linda Guerrero, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Linda Guerrero, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
PAYRO	LL / 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.	Cecilia Pittman, OC/Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Cecilia Pittman, OC/Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Cecilia Pittman, OC/Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Linda Guerrero, DBA	Khanh Nguyen, Financial Analyst 2
9	Maintaining departmental personnel files.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Linda Guerrero, DBA	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Linda Guerrero, DBA	Melissa Niles, College Business Administrator

CASH I	HANDLING		
1	Collecting cash, checks, etc.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Administrator -	Sarah Kole, Asst Business Administrator
3	Preparing deposits.	Finance Terrolyn Gunter, Asst Business Administrator -	Sarah Kole, Asst Business Administrator
4	Preparing Journal Entries.	Finance Terrolyn Gunter, Asst Business Administrator -	Sarah Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Finance	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
7	Secure deposits via UHDPS to Student Financial Services.	N/A Terrolyn Gunter, Asst Business Administrator -	Terrolyn Gunter, Asst Business Administrator - Finance
		Finance	Sarah Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Linda Guerrero, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Linda Guerrero, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY	CASH / CHANGE FUNDS		
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	N/A
3	Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100.	N/A N/A	N/A N/A
4	Ensuring petty cash disbursements are not for more than \$100. Ensuring petty cash disbursements are made for only authorized purposes.		
		N/A	N/A
5	Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
7 8	Ensuring the perty cash fund is balanced after each disbursement. Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
	2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2	N/A	N/A
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Linda Guerrero, DBA	Sarah Kole, Asst Business Administrator/ Terrolyn Gunter - Asst Business Administrator - Finance
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Linda Guerrero, DBA
2	Ensuring the annual inventory was completed correctly.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Melissa Niles, College Business Administrator
3	Tagging equipment.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Linda Guerrero, DBA
DISCLO	Approving requests for removal of equipment from campus. OSURE FORMS	Linda Guerrero/Kaye Newberry, Chair	Melissa Niles, College Business Administrator
1	Ensuring all employees with purchasing influence complete the annual Related	Linda Guerrero, DBA	Sara Brown, Executive Director, Business Operations
2	Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff complete the	Linda Guerrero, DBA	*
3	Consulting disclosure statement online. Ensuring that all Principal and Co-Principal Investigators complete the annual	Linda Guerrero, DBA	Melissa Niles, College Business Administrator
	Conflict of Interest disclosure statement for the Division of Research.	Linda Guerrero, DBA	Melissa Niles, College Business Administrator
ACCOL	INTS 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 N/A
6 NEGAT	Approving write-offs. IVE BALANCES	N/A	N/A
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	end. Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
DEPAR	TMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs

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	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Calyon Lewis, DBA	Steve Werner, Chair
2	Updating the Baseline Standards Form.	Calyon Lewis, DBA	Sara Brown, Executive Director, Business Operations
INAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Calyon Lewis, DBA/ Steve Werner, Chair	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Calyon Lewis, DBA/ Steve Werner, Chair	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director, Business Operations	Latha Ramchand, Dean
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Calyon Lewis, DBA	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Calyon Lewis, DBA	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Calyon Lewis, DBA	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Calyon Lewis, DBA	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Calyon Lewis, DBA	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
PAYRO	DLL / 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.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manne prior to Payroll deadlines.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and fin-	•	
6	payroll verification reports and off-cycle payrolls.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
7	Completing termination ePAR's within 24 hours of termination. Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Calyon Lewis, DBA Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin Rebecca Guzman, Asst Business Administrator - Admin
8	departments no more than two weeks after termination. Ensuring terminated employees are no longer charged to departmental coscienters.	Calyon Lewis, DBA	Khanh Nguyen - Financial Analyst 2
9	Centers. Maintaining departmental personnel files.	Calyon Lewis, DBA	Melissa Niles, College Business Administrator
10	Namaning departmental personnel rues. Consistent and efficient responses to inquiries.	Calvon Lewis, DBA	Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Calyon Lewis, DBA	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Calyon Lewis, DBA	Melissa Niles, College Business Administrator

CASH	ANDLING		
	Collecting cash, checks, etc.		
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
		Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.		
10	Updating Cash Handling Procedures as needed.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
		Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY	CASH / CHANGE FUNDS		
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	N/A
2	Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized purposes.		
5	Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
		N/A	N/A
	ACT ADMINISTRATION Ensuring departmental personnel comply with contract administration		Sarah Kole, Asst Business Administrator/ Terrolyn
*		i e	, and a second
	policies/procedures.	Calyon Lewis, DBA	Gunter - Asst Business Administrator - Finance
	RTY MANAGEMENT	Calyon Lewis, DBA	Gunter - Asst Business Administrator - Finance
1	Performing the annual inventory.	Calyon Lewis, DBA Calyon Lewis, DBA	Gunter - Asst Business Administrator - Finance Melissa Niles, College Business Administrator
1 2	RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.		
2	Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment.	Calyon Lewis, DBA	Melissa Niles, College Business Administrator
1 2	RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	Calyon Lewis, DBA Calyon Lewis, DBA	Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator
1 2 3 4	Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment.	Calyon Lewis, DBA Calyon Lewis, DBA Calyon Lewis, DBA	Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator
1 2 3 4	Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. SURE FORMS Ensuring all employees with purchasing influence complete the annual	Calyon Lewis, DBA Calyon Lewis, DBA Calyon Lewis, DBA	Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator Sara Brown, Executive Director, College Business Operations
1 2 3 4 DISCLO	Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. SURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online Ensuring all full time, benefits eligible, exempt faculty and staff complete the	Calyon Lewis, DBA Calyon Lewis, DBA Calyon Lewis, DBA Steve Werner, Chair Calyon Lewis, DBA	Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator Sara Brown, Executive Director, College Business Operations Sara Brown, Executive Director, College Business Operations
1 2 3 4 DISCLO	Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. SURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online Ensuring that all Principal and Co-Principal Investigators complete the	Calyon Lewis, DBA Calyon Lewis, DBA Calyon Lewis, DBA Steve Werner, Chair Calyon Lewis, DBA Calyon Lewis, DBA	Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator Sara Brown, Executive Director, College Business Operations
1 2 3 4 DISCLO	Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. SURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Calyon Lewis, DBA Calyon Lewis, DBA Calyon Lewis, DBA Steve Werner, Chair Calyon Lewis, DBA Calyon Lewis, DBA	Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator Sara Brown, Executive Director, College Business Operations Sara Brown, Executive Director, College Business Operations
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1 2 3 4 4 DISCLC 1 2 3 4 4 5 5 6 NEGAT 1 2 DEPAR	Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. SURE FORMS Ensuring all employees with purchasing influence complete the annual Related Parry disclosure statement online Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research NTS RECEIVABLE Extending of credit Billing. Collection. Recording. Monitoring credit extended Approving write-offs. IVE BALANCES Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Ensuring that research expenditures are covered by funds from sponsors.	Calyon Lewis, DBA Calyon Lewis, DBA Calyon Lewis, DBA Steve Werner, Chair Calyon Lewis, DBA Calyon Lewis, DBA Calyon Lewis, DBA N/A N/A N/A N/A N/A N/A N/A N/A N/A N	Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator Sara Brown, Executive Director, College Business Operations Sara Brown, Executive Director, College Business Operations Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator N/A N/A N/A N/A N/A N/A N/A N/
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D	-41	Duimour (Dogwined)	Secondary (Ontional)
DEDAT	ption of Responsibility RTMENTAL POLICIES & PROCEDURES / BASELINE	Primary (Required)	Secondary (Optional)
	DARDS		
1 1	Ensuring the Departmental Policy and Procedures manual is	LaToya Brannon, Department Business	
1	current.	Administrator, Decision and Information Science	Everette Gardner, Chair, Decision and Information Sciences
2	Updating the Baseline Standards Form.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sara Brown, Executive Director, College Business Operations
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis	Sara Brown, Executive Director, Business Operations	Latha Ramchand, Dean
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university	LaToya Brannon, Department Business Administrator, Decision and Information Science	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university	LaToya Brannon, Department Business Administrator, Decision and Information Science	Terrolyn Gunter, Asst Business Administrator - Finance
PAYRO	OLL / 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.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Rebecca Guzman, Asst Business Administrator - Admin
2		LaToya Brannon, Department Business Administrator, Decision and Information Science	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Zak Bond - OC LaToya Brannon, DBA	Rebecca Guzman, Asst Business Administrator - Admin
4		Zak Bond - OC LaToya Brannon, DBA	Rebecca Guzman, Asst Business Administrator - Admin
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Zak Bond - OC	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Zak Bond - OC LaToya Brannon, DBA	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination	Zak Bond - OC LaToya Brannon, DBA	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Khanh Nguyen; Financial Analyst 2
9	Maintaining departmental personnel files.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Melissa Niles, College Business Administrator

CASH	HANDLING		
1	Collecting cash, checks, etc.		
2	Reconciling cash, checks, etc. to receipts.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
	-	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
3	Preparing deposits.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
4	Preparing Journal Entries.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
8	Ensuring deposits are made timely.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	LaToya Brannon, Department Business	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Administrator, Decision and Information Science N/A	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY	CASH / CHANGE FUNDS		
1	Submitting Annual Reauthorization for Petty Cash/Change	N/A	N/A
2	Funds. Preparing petty cash disbursements	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
5	Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each	N/A	N/A
8	disbursement. Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONTE	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	LaToya Brannon, Department Business	Sarah Kole, Asst Business Administrator/ Terrolyn
	administration policies/procedures	Administrator, Decision and Information Science	Gunter - Asst Business Administrator - Finance
PROPE 1	RTY MANAGEMENT Performing the annual inventory.	Zak Bond - OC	LaToya Brannon, Department Business Administrator, Decision and
2		LaToya Brannon, DBA Zak Bond - OC	Information Sciences
	Ensuring the annual inventory was completed correctly.	LaToya Brannon, DBA	Melissa Niles, College Business Administrator
3	Tagging equipment.	Zak Bond - OC LaToya Brannon, DBA	LaToya Brannon, Department Business Administrator, Decision and Information Sciences
4	Approving requests for removal of equipment from campus.	Everette Gardner, Chair, Decision and Information Science	Sara Brown - Executive Director, Business Operations
DISCLO	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online		Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement fo		Melissa Niles, College Business Administrator
	the Division of Research	Melissa Niles, College Business Administrator	
	UNTS RECEIVABLE		
1	Extending of credit.	N/A	N/A
<u> </u>	-		
2	Billing.	N/A	N/A
3	-	N/A N/A	N/A N/A
	Billing.		
3	Billing. Collection.	N/A	N/A
3	Billing. Collection. Recording.	N/A N/A	N/A N/A
3 4 5 6	Billing. Collection. Recording. Monitoring credit extended.	N/A N/A N/A	N/A N/A N/A
3 4 5 6	Billing. Collection. Recording. Monitoring credit extended. Approving write-offs. TVE BALANCES Ensuring that all fund groups for each Dept ID have positive	N/A N/A N/A	N/A N/A N/A
3 4 5 6 NEGAT	Billing. Collection. Recording. Monitoring credit extended. Approving write-offs. TIVE BALANCES Ensuring that all fund groups for each Dept ID have positive fund equity at year-end Ensuring that research expenditures are covered by funds from	N/A N/A N/A N/A N/A Khanh Nguyen, Financial Analyst 2	N/A N/A N/A N/A N/A Sara Brown, Executive Director, Business Operations
3 4 5 6 NEGAT 1 2	Billing. Collection. Recording. Monitoring credit extended. Approving write-offs. TIVE BALANCES Ensuring that all fund groups for each Dept ID have positive fund equity at year-end Ensuring that research expenditures are covered by funds from sponsors.	N/A N/A N/A N/A	N/A N/A N/A N/A
3 4 5 6 NEGAT 1 2	Billing. Collection. Recording. Monitoring credit extended. Approving write-offs. TIVE BALANCES Ensuring that all fund groups for each Dept ID have positive fund equity at year-end Ensuring that research expenditures are covered by funds from	N/A N/A N/A N/A N/A Khanh Nguyen, Financial Analyst 2	N/A N/A N/A N/A N/A Sara Brown, Executive Director, Business Operations
3 4 5 6 NEGAT 1 2 DEPAR	Billing. Collection. Recording. Monitoring credit extended. Approving write-offs. TIVE BALANCES Ensuring that all fund groups for each Dept ID have positive fund equity at year-end Ensuring that research expenditures are covered by funds from sponsors. TTMENTAL COMPUTING Management of the departments' information technology resources.	N/A N/A N/A N/A N/A Khanh Nguyen, Financial Analyst 2	N/A N/A N/A N/A N/A Sara Brown, Executive Director, Business Operations
3 4 5 6 NEGAT 1 2 DEPAR 1 2	Billing. Collection. Recording. Monitoring credit extended. Approving write-offs. IIVE BALANCES Ensuring that all fund groups for each Dept ID have positive fund equity at year-end Ensuring that research expenditures are covered by funds from sponsors. TIMENTAL COMPUTING Management of the departments' information technology resources. Ensuring that critical data back up occurs.	N/A N/A N/A N/A N/A Khanh Nguyen, Financial Analyst 2 Khanh Nguyen, Financial Analyst 2	N/A N/A N/A N/A N/A Sara Brown, Executive Director, Business Operations Sara Brown, Executive Director, Business Operations
3 4 5 6 NEGAT 1 2 DEPAR 1	Billing. Collection. Recording. Monitoring credit extended. Approving write-offs. TIVE BALANCES Ensuring that all fund groups for each Dept ID have positive fund equity at year-end Ensuring that research expenditures are covered by funds from sponsors. TTMENTAL COMPUTING Management of the departments' information technology resources.	N/A N/A N/A N/A N/A N/A Khanh Nguyen, Financial Analyst 2 Khanh Nguyen, Financial Analyst 2 Peter Truong, Mgr, Network Control	N/A N/A N/A N/A N/A Sara Brown, Executive Director, Business Operations Sara Brown, Executive Director, Business Operations Thomas J. George, Sr. Associate Dean for Faculty Affairs

Descrir	otion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE	(qui)	(option)
STANE	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Fallon Leverson, Assistant Business Administrator	Michelle Poullard, Director, Academic Operations
2	Updating the Baseline Standards Form.	Fallon Leverson, Assistant Business Administrator	Sara Brown, Executive Director, College Business Operations
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Reviewing cost center verifications.	Fallon Leverson, Assistant Business Administrator	Sara Brown, Executive Director, College Business Operations
3	Approving cost center verifications.	Michelle Poullard, Director, Academic Operations	Sara Brown, Executive Director, College Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis	Sara Brown, Executive Director, College Business	Latha Ramchand, Dean
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Fallon Leverson, Assistant Business Administrator	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Fallon Leverson, Assistant Business Administrator	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Fallon Leverson, Assistant Business Administrator	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Fallon Leverson, Assistant Business Administrator	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Fallon Leverson, Assistant Business Administrator	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Fallon Leverson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university	Fallon Leverson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university	Fallon Leverson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
PAYRO	DLL / 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.	Fallon Leverson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Fallon Leverson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Fallon Leverson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Fallon Leverson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Fallon Leverson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Fallon Leverson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination.	Fallon Leverson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Fallon Leverson, Assistant Business Administrator	Khanh Nguyen; Financial Analyst 2
9	Maintaining departmental personnel files.	Fallon Leverson, Assistant Business Administrator	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Fallon Leverson, Assistant Business Administrator	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Fallon Leverson, Assistant Business Administrator	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Fallon Leverson, Assistant Business Administrator	Melissa Niles, College Business Administrator

Graduate Professional Programs - H0051/ H0272 Baseline Standards FY 2016

CASH	HANDLING		
1	Collecting cash, checks, etc.	Fallon Lawarran Assistant Puninger Admit 1	Torrolun Guntar Acet Business Administrator Finance
2	Reconciling cash, checks, etc. to receipts.	Fallon Leverson, Assistant Business Administrator Terrolyn Gunter, Asst Business Administrator -	-
3	Preparing deposits.	Finance Terrolyn Gunter, Asst Business Administrator -	Sarah Kole - Asst Business Administrator
4		Finance Terrolyn Gunter, Asst Business Administrator -	Sarah Kole - Asst Business Administrator
	Preparing Journal Entries.	Finance	Sarah Kole - Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Fallon Leverson, Assistant Business Administrator	Khanh Nguyen, Financial Analyst 2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Fallon Leverson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
8	Ensuring deposits are made timely.	Fallon Leverson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Fallon Leverson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Fallon Leverson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Fallon Leverson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Fallon Leverson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Fallon Leverson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	Fallon Leverson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
ETTY	CASH/CHANGE FUNDS	,	
1	Submitting Annual Reauthorization for Petty Cash/Change	N/A	
2	Funds. Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized	N/A	N/A
5	purposes. Approving petty cash disbursements.	N/A	N/A
			N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Fallon Leverson, Assistant Business Administrator	Sarah Kole, Asst Business Administrator/ Terrolyn Gunter Asst Business Administrator - Finance
1 PROPE	Ensuring departmental personnel comply with contract administration policies/procedures RTY MANAGEMENT	Fallon Leverson, Assistant Business Administrator	
1 PROPE	administration policies/procedures.	Fallon Leverson, Assistant Business Administrator Ramona Taylor, Program Director, EMBA	
	administration policies/procedures. RTY MANAGEMENT		Asst Business Administrator - Finance Fallon Leverson, Assistant Business Administrator
1	administration policies/procedures RTY MANAGEMENT Performing the annual inventory.	Ramona Taylor, Program Director, EMBA	Asst Business Administrator - Finance Fallon Leverson, Assistant Business Administrator
1 2	administration policies/procedures RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly.	Ramona Taylor, Program Director, EMBA Fallon Leverson, Assistant Business Administrator Fallon Leverson, Assistant Business Administrator	Asst Business Administrator - Finance Fallon Leverson, Assistant Business Administrator Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator
1 2 3 4	administration policies/procedures RTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment.	Ramona Taylor, Program Director, EMBA Fallon Leverson, Assistant Business Administrator	Asst Business Administrator - Finance Fallon Leverson, Assistant Business Administrator Melissa Niles, College Business Administrator
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DEPARTMENTAL POLICIES & PROCEDURES / BASELINE	
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	or - Admin
timely manner prior to Payroll deadlines.	or - Admin
4 Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM. Anesia Lamont Finance Dept Business Administrator Rebecca Guzman, Asst Business Administrator	or - Admin
5 Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls. Anesia Lamont Finance Dept Business Administrator Rebecca Guzman, Asst Business Administrator off-cycle payrolls.	or - Admin
6 Completing termination ePAR's within 24 hours of termination. Anesia Lamont Finance Dept Business Administrator Rebecca Guzman, Asst Business Administrator	or - Admin
7 Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination. Anesia Lamont Finance Dept Business Administrator termination.	or - Admin
8 Ensuring terminated employees are no longer charged to departmental cost centers. Anesia Lamont Finance Dept Business Administrator Khanh Nguyen; Financial Analyst 2	
9 Maintaining departmental personnel files. Anesia Lamont Finance Dept Business Administrator Melissa Niles, College Business Administrator	or
10 Consistent and efficient responses to inquiries. Anesia Lamont Finance Dept Business Administrator Melissa Niles, College Business Administrator	or
Hire ePAR's should be processed at least 1 week prior to start date. Anesia Lamont Finance Dept Business Administrator Melissa Niles, College Business Administrator	or
12	or

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	HANDLING Collecting each chacks atc		
	Collecting cash, checks, etc.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
11	Distribution of Cash Handling Procedures to employees who	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
12	handle cash. Consistent and efficient responses to inquiries.	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY	CASH / CHANGE FUNDS		June, 1 to Sustance 1 Million and - 1 marce
l l	Submitting Annual Reauthorization for Petty Cash/Change	N/A	N/A
2	Funds. Preparing petty cash disbursements.		
	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
		N/A	N/A
	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
	Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONTR	ACT ADMINISTRATION		
	Ensuring departmental personnel comply with contract	Anesia Lamont - Dept Business Administrator	Sarah Kole, Asst Business Administrator/ Terrolyn Gunter - Asst Business Administrator - Finance
	administration policies/procedures. RTY MANAGEMENT		Gunta - Asst Business Administrator - I mance
1	Performing the annual inventory.	Anesia Lamont Finance Dept Business Administrator/	Anesia Lamont - Dept Business Administrator
	Ensuring the annual inventory was completed correctly.	Ieshia Deal Finance Dept Office Coordinator Anesia Lamont Finance Dept Business Administrator/	
2			Melissa Niles, College Business Administrator
	Tagging equipment.	Ieshia Deal Finance Dept Office Coordinator Anesia Lamont Finance Dept Business Administrator/	Melissa Niles, College Business Administrator Melissa Niles, College Business Administrator
3		Ieshia Deal Finance Dept Office Coordinator Anesia Lamont Finance Dept Business Administrator/ Ieshia Deal Finance Dept Office Coordinator	Melissa Niles, College Business Administrator
3	Tagging equipment. Approving requests for removal of equipment from campus.	Ieshia Deal Finance Dept Office Coordinator Anesia Lamont Finance Dept Business Administrator/	
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Description of Responsibility		Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Melissa Niles, College Business Administrator	Peter Truong, Interim Director, Bauer Div of Technology
2	Updating the Baseline Standards Form.	Lori Watley, DBA	Sara Brown, Executive Director, College Business Operations
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Reviewing cost center verifications.	Lori Watley, DBA	Sara Brown, Executive Director, College Business Operations
3	Approving cost center verifications.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director, Busine	Latha Ramchand, Dean
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Lori Watley, DBA	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Lori Watley, DBA	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Lori Watley, DBA	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Lori Watley, DBA	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Lori Watley, DBA	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
PAYRO	DLL / 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.	DeAun Ardoin, Office Coordinator / Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Lori Watley, DBA	Melissa Niles, College Business Administrator
6	Completing termination ePAR's within 24 hours of termination.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
7	Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Alejandra Rodriguez, Asst Business Administrator	Khanh Nguyen, Financial Analyst 2
9	Maintaining departmental personnel files.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator

CASH	HANDLING		
LASH I	Collecting cash, checks, etc.		
		Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
6	Adequacy of physical safeguards of cash receipts and	Terrolyn Gunter, Asst Business	Sarah Kole, Asst Business Administrator
7	equivalent. Secure deposits via UHDPS to Student Financial Services.	Administrator - Finance Terrolyn Gunter, Asst Business	Sarah Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	Administrator - Finance Terrolyn Gunter, Asst Business	Sarah Kole, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash	Administrator - Finance Terrolyn Gunter, Asst Business	Total Total Sushiess Hammardo
	Security Procedures or Cash Deposit and Security Procedures training.	Administrator - Finance	Sara Brown, Executive Director, College Business Operations
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
12	Consistent and efficient responses to inquiries.	Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card	Terrolyn Gunter, Asst Business	
	journals have completed the Credit Card Accounting training.	Administrator - Finance	Sara Brown, Executive Director, College Business Operations
14	Ensuring all access and use of credit card information is secure.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
PETTY	CASH / CHANGE FUNDS		
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	N/A
2	Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only		
5	authorized purposes. Approving petty cash disbursements.	N/A	N/A
6		N/A	N/A
	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONTR	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Lori Watley, DBA	Sarah Kole, Asst Business Administrator/ Terrolyn
PROPE	administration policies/procedures. RTY MANAGEMENT		Gunter - Asst Business Administrator - Finance
1	Performing the annual inventory.	Melissa Niles, College Business	Sara Brown, Executive Director, College Business Operations
2	Ensuring the annual inventory was completed correctly.	Administrator Melissa Niles, College Business	Sara Brown, Executive Director, College Business Operations
3	Tagging equipment.	Administrator Melissa Niles, College Business	
4	Approving requests for removal of equipment from campus.	Administrator	Sara Brown, Executive Director, College Business Operations
		Melissa Niles, College Business Admin	Sara Brown, Executive Director, College Business Operations
	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Melissa Niles, College Business Admini	Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Niles, College Business Admini	Melissa Niles, College Business Administrator
ACCOL	JNTS RECEIVABLE		
1	Extending of credit.	N/A	N/A
3	Billing. Collection.	N/A N/A	N/A N/A
4 5	Recording. Monitoring credit extended.	N/A N/A	N/A N/A
6	Approving write-offs.	N/A	N/A
NEGAT	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
DEPAR	TMENTAL COMPUTING		
1	Management of the departments' information technology	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	resources. Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are		
	followed. Reporting of suspected security violations.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs Thomas J. George, Sr. Associate Dean for Faculty Affairs
4		Peter Truong, Mgr, Network Control	

	otion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE DARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Frank Kelley, Associate Dean	Kathy Dominguez, Dept Business Administrator
2	Updating the Baseline Standards Form.	Kathy Dominguez, Dept Business Administrator	Sara Brown, Executive Director, Business Operations
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Kathy Dominguez, Dept Business Administrator	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Frank Kelley, Associate Dean	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis	Sara Brown, Director, College Business Operation	Latha Ramchand, Dean
	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Amy Tran, Administrative Coordinator	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Amy Tran, Administrative Coordinator	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Amy Tran, Administrative Coordinator	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Kathy Dominguez, Dept Business Administrator	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Kathy Dominguez, Dept Business Administrator	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
	DLL / 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.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
7	Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Kathy Dominguez, Dept Business Administrator	Khanh Nguyen, Financial Analyst 2
9	Maintaining departmental personnel files.	Kathy Dominguez, Dept Business Administrator	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Kathy Dominguez, Dept Business Administrator	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Kathy Dominguez, Dept Business Administrator	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Kathy Dominguez, Dept Business Administrator	Melissa Niles, College Business Administrator

CASHI	IANDLING		
l l	Collecting cash, checks, etc.		
2		Amy Tran, Administrative Coordinator	Terrolyn Gunter, Asst Business Administrator - Finance
	Reconciling cash, checks, etc. to receipts.	Amy Tran, Administrative Coordinator	Sarah Kole, Asst Business Administrator
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Amy Tran, Administrative Coordinator	Sara Brown, Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and	Amy Tran, Administrative Coordinator	Terrolyn Gunter, Asst Business Administrator - Finance
7	equivalent. Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - F	Sarah Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash	,	
	Security Procedures or Cash Deposit and Security Procedures training.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.		
	·	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
	CASH / CHANGE FUNDS	N/A	
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	N/A
2	Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
5	Approving petty cash disbursements.	N/A	
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each	N/A	N/A
8	disbursement. Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
			N/A
CONTR	ACT ADMINISTRATION Ensuring departmental personnel comply with contract	Kathy Dominguez, Dept Business Administrator	
1	administration policies/procedures.	Kamy Dominguez, Dept Business Administrator	Sarah Kole, Asst Business Administrator/ Terrolyn Gunter - Asst Business Administrator - Finance
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Amy Tran, Administrative Coordinator	Kathy Dominguez, Dept Business Administrator
2	Ensuring the annual inventory was completed correctly.	Kathy Dominguez, Dept Business Administrator	Frank Kelley
3	Tagging equipment.	Amy Tran, Administrative Coordinator	Kathy Dominguez, Dept Business Administrator
4	Approving requests for removal of equipment from campus.	Frank Kelley, Associate Dean	Sara Brown - Executive Director, Business Operations
DISCLO	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Terrolyn Gunter, Asst Business Administrator -	Sara Brown, Executive Director, Business Operations
2	annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff	Finance	Melissa Niles, College Business Administrator
3	complete the Consulting disclosure statement online. Ensuring that all Principal and Co-Principal Investigators	Melissa Niles, College Business Administrator	Telesia Titos, Conego Dunicio Tumino Lito
	complete the annual Conflict of Interest disclosure statement fo the Division of Research.	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
ACCOL	INTS RECEIVABLE	2	
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
	IVE BALANCES		
NEGAT 1	IVE BALANCES Ensuring that all fund groups for each Dept ID have positive	Khanh Nguyen, Financial Analyst 2	
2	fund equity at year-end. Ensuring that research expenditures are covered by funds from	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
	sponsors.		Sara Brown, Executive Director, College Business Operations
DEPAR 1	TMENTAL COMPUTING Management of the departments' information technology		
2	resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
			orange, or recommendation recommy remains

Marketing Department - H0049/H0435/H0056 Baseline Standards FY2016

Descrin	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE		Timary (Required)	Secondary (Optional)
STAND			
1	Ensuring the Departmental Policy and Procedures manual is current.	Marie Tighe - Department Business Administrator	Ed Blair, Chair
2	Updating the Baseline Standards Form.	Ed Blair, Chair/Marie Tighe - Department Business Administrator	Sara Brown - Executive Director, Business Operations
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Ed Blair, Chair/Marie Tighe, DBA (H0049);Ed Blair/Saira Nadeem, Prog. Mgr. (H0435), Ed Blair/Mary Partin, Admin. Coord. (H0056)	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Ed Blair, Chair	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director, Business Operations	Latha Ramchand, Dean
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Marie Tighe - Department Business Administrator	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Marie Tighe, DBA/Linda Monita, Ofc. Coord.(H0049);Saira Nadeem, Prog. Mgr.(H0435);Mary Partin, Admin. Coord. (H0056);Ed Blair, Chair - all	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049); Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university	Marie Tighe, DBA);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin Coord. (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
PAYRO	LL / 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.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049); Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
4	assigned to Time Approvers in TRAM.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees to the trial and final payroll verification reports and off-cycle payrolls.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049); Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Khanh Nguyen; Financial Analyst 2
9	Maintaining departmental personnel files.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Melissa Niles, College Business Administrator
11		Marie Tighe, DBA;Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Marie Tighe, DBA (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin. Admin. Coord. (H0056)	Melissa Niles, College Business Administrator

Marketing Department - H0049/H0435/H0056 Baseline Standards FY2016

	AANDLING		
1	Collecting cash, checks, etc.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435),Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
8	Ensuring deposits are made timely.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Annepha Pemberton (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435),Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY	CASH / CHANGE FUNDS		
1	Submitting Annual Reauthorization for Petty Cash/Change	N/A	N/A
2	Funds. Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized	N/A	N/A
5	purposes. Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Sarah Kole, Asst Business Administrator/ Terrolyn Gunter
DDODE	administration policies/procedures RTY MANAGEMENT		Asst Business Administrator - Finance
1	Performing the annual inventory.	Linda Monita, Ofc. Coord. (H0049), Saira Nadeem, Prog. Mgr. (H0435);	Mai Tib Danier Prim Administra
2	Ensuring the annual inventory was completed correctly.	Mary Partin. Admin. Coord. (H0056) Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog.	Marie Tighe, Department Business Administrator
3	Tagging equipment.	Mgr. (H0435), Mary Partin. Admin. Coord. (H0056) Linda Monita, Ofc. Coord. (H0049), Saira Nadeem, Prog. Mgr. (H0435);	Melissa Niles - College Business Administrator
4	Approving requests for removal of equipment from campus.	Mary Partin. Admin. Coord. (H0056)	Melissa Niles - College Business Administrator
		Ed Blair, Dept. Chair	Sara Brown, Executive Director, Business Operations
DISCLO	OSURE FORMS Ensuring all employees with purchasing influence complete the		
2	annual Related Party disclosure statement online	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
3	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online Ensuring that all Principal and Co-Principal Investigators	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
,	Ensuring that an Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
	INTS 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
NEGAT	IVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
DEPAR	TMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
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3	Ensuring that procedures such as password controls are followed	Peter Truong, Mgr. Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Control Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs Thomas J. George, Sr. Associate Dean for Faculty Affairs

Description of Responsibility		Primary (Required)	Secondary (Optional)
	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI 1	Ensuring the Departmental Policy and Procedures manual is		
•	current.	Jeremy Warren, DBA	Jamie Belinne, Assistant Dean
2	Updating the Baseline Standards Form.	Jeremy Warren, DBA	Sara Brown, Executive Director, Business Operations
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Jeremy Warren, DBA	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Jeremy Warren, DBA / Jamie Belinne, Asst. Dean	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis	Sara Brown, Director, College Business Operations	Latha Ramchand, Dean
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Jeremy Warren, DBA	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Jeremy Warren, DBA	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made	Jeremy Warren, DBA	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Jeremy Warren, DBA	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Jeremy Warren, DBA	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
PAYRO	OLL / 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.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Jeremy Warren, DBA	Khanh Nguyen - Financial Analyst 2
9	Maintaining departmental personnel files.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator

CASH F	HANDLING		
	Collecting cash, checks, etc.	Language Wagner DDA	Township Control And Punings Administrator Finance
	Reconciling cash, checks, etc. to receipts.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
	Preparing deposits.	Jeremy Warren, DBA Terrolyn Gunter - Asst Business Administrator -	Terrolyn Gunter, Asst Business Administrator - Finance
	Preparing Journal Entries.	Finance Terrolyn Gunter - Asst Business Administrator -	Terrolyn Gunter, Asst Business Administrator - Finance
	· -	Finance	Terrolyn Gunter, Asst Business Administrator - Finance
	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, Business Operations
	Adequacy of physical safeguards of cash receipts and equivalent.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter - Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
8	Ensuring deposits are made timely.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY	CASH/CHANGE FUNDS		
1	Submitting Annual Reauthorization for Petty Cash/Change	N/A	N/A
2	Funds. Preparing petty cash disbursements.	N/A	N/A
	Ensuring petty cash disbursements are not for more than \$100.		
	Ensuring petty cash disbursements are made for only authorized	N/A	N/A
	purposes. Approving petty cash disbursements.	N/A	N/A
		N/A	N/A
	Replenishing the petty cash fund timely.	N/A	N/A
	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures	Jeremy Warren, DBA	Sarah Kole, Asst Business Administrator/ Terrolyn Gunter - Asst Business Administrator - Finance
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
2	Ensuring the annual inventory was completed correctly.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
3	Tagging equipment.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
4	Approving requests for removal of equipment from campus.	Jamie Belinne, Asst. Dean	Melissa Niles, College Business Administrator
DISCLO	OSURE FORMS		
	Ensuring all employees with purchasing influence complete the		Sara Brown, Executive Director, Business Operations
	Ensuring all full time, benefits eligible, exempt faculty and staff	Finance Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
	complete the Consulting disclosure statement online Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement for the Division of Research	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
ACCOU	INTS 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
NEGAT	TVE BALANCES		
	Ensuring that all fund groups for each Dept ID have positive	Khanh Nauven, Financial Analyst 2	Sara Brown Evecutive Director Duciness Connections
	fund equity at year-end Ensuring that research expenditures are covered by funds from	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
	sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
	TMENTAL COMPUTING Management of the departments' information technology		
	resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
	Ensuring that procedures such as password controls are	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
	followed. Reporting of suspected security violations.	recer traolig, Mgr, recwork control	