

CSC - H0045
Baseline Standards
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Jeremy Warren, DBA	Jamie Belinne, Assistant Dean
2	Updating the Baseline Standards Form.	Jeremy Warren, DBA	Sara Brown, Executive Director, Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen	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	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
4	Completing termination clearance procedures.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
6	Maintaining departmental Personnel files.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
7	Ensuring valid authorization of new hires.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
2	Reconciling cash, checks, etc. to receipts.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator	Sara Brown, Executive Director, Business Operations
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator	Sara Brown, Executive Director, Business Operations
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen	Sara Brown, Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
7	Secure deposits via UHDPSS to Student Financial Services.	Terrolyn Gunter	Sara Brown, Executive Director, Business Operations
8	Ensuring deposits are made timely.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
9	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
10	Updating Cash Handling Procedures as needed.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
12	Consistent and efficient responses to inquiries.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
2	Ensuring the annual inventory was completed correctly.	Jeremy Warren, DBA	Lori Watley, DBA
3	Tagging equipment.	Jeremy Warren, DBA	Lori Watley, DBA
4	Approving requests for removal of equipment from campus.	Jamie Belinne, Assistant Dean	Sara Brown, Executive Director, Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Terrolyn Gunter, Asst Business Administrator	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	Sara Brown, Executive Director, 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, Business Operations

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ACCOUNTS 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
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen	Sara Brown, Executive Director, Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Mgr, Network Contr	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Contr	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr, Network Contr	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Contr	Thomas J. George, Sr. Associate Dean for Faculty Affairs