

Dean's Office - H0041
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.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations
2	Updating the Baseline Standards Form.	Sara Brown, Executive Director, College Business Operations	Terrolyn Gunter, Asst Business Administrator - Finance
FINANCIAL 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 Operations	Latha Ramchand, Dean
3	Approving cost center verifications.	Sara Brown, Executive Director, College Business Operations	Latha Ramchand, Dean
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director, College Business Operations	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
2	Ensuring the validity of travel and expense reimbursements.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
3	Ensuring that goods and services are received and that timely payment is made.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
4	Ensuring correct account coding on purchases documents.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
5	Primary contact for inquiries to expenditure transactions.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
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.	Alejandra Rodriguez, Asst Business Administrator - Admin	Melissa Niles, College Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Alejandra Rodriguez, Asst Business Administrator - Admin	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.	Alejandra Rodriguez, Asst Business Administrator - Admin	Melissa Niles, College Business Administrator
4	Completing termination clearance procedures.	Alejandra Rodriguez, Asst Business Administrator - Admin	Melissa Niles, College Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
6	Maintaining departmental Personnel files.	Alejandra Rodriguez, Asst Business Administrator - Admin	Melissa Niles, College Business Administrator
7	Ensuring valid authorization of new hires.	Alejandra Rodriguez, Asst Business Administrator - Admin	Melissa Niles, College Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Alejandra Rodriguez, Asst Business Administrator - Admin	Melissa Niles, College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Alejandra Rodriguez, Asst Business Administrator - Admin	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Alejandra Rodriguez, Asst Business Administrator - Admin	Melissa Niles, College Business Administrator

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CASH HANDLING		
1	Collecting cash, checks, etc.	Terrolyn Gunter, Asst Business Administrator - Finance Khanh Nguyen, Financial Analyst 2
2	Reconciling cash, checks, etc. to receipts.	Khanh Nguyen, Financial Analyst 2 Sara Brown, Executive Director, College Business Operations
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance Khanh Nguyen, Financial Analyst 2
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance Khanh Nguyen, Financial Analyst 2
5	Verifying deposits posted correctly in the Finance System.	Terrolyn Gunter, Asst Business Administrator - Finance Khanh Nguyen, Financial Analyst 2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Terrolyn Gunter, Asst Business Administrator - Finance Khanh Nguyen, Financial Analyst 2
7	Secure deposits via UHDPDS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance Khanh Nguyen, Financial Analyst 2
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance Sara Brown, Executive Director, College Business Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Terrolyn Gunter, Asst Business 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.	Terrolyn Gunter, Asst Business Administrator - Finance Sara Brown, Executive Director, College Business Operations
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.	N/A N/A
PROPERTY 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
DISCLOSURE 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

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Hisham Talib, Department Business Administrator	Sara Brown, Executive Director, College Business Operations
2	Billing.	Hisham Talib, Department Business Administrator	Sara Brown, Executive Director, College Business Operations
3	Collection.	Hisham Talib, Department Business Administrator	Sara Brown, Executive Director, College Business Operations
4	Recording.	Hisham Talib, Department Business Administrator	Sara Brown, Executive Director, College Business Operations
5	Monitoring credit extended.	Hisham Talib, Department Business Administrator	Sara Brown, Executive Director, College Business Operations
6	Approving write-offs.	Hisham Talib, Department Business Administrator	Sara Brown, Executive Director, College Business Operations
NEGATIVE 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
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Network Control Mgr, Bauer Div of Technology	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 Technology	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 Technology	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Network Control Mgr, Bauer Div of Technology	Thomas J. George, Sr. Associate Dean for Faculty Affairs