

Office of the Chancellor/President
Baseline Standards
FY2013

Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	TaShawna Wilson, Div. Admin.	Vanessa Adams, DBA
2	Updating the Baseline Standards Form.	TaShawna Wilson, Div. Admin.	Vanessa Adams, DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nisho Khan, Asst. DBA	Vanessa Adams, DBA
2	Reviewing cost center verifications.	TaShawna Wilson, Div. Admin.	
3	Approving cost center verifications.	TaShawna Wilson, Div. Admin.	
4	Ensuring all cost centers are verified/approved on a timely basis.	TaShawna Wilson, Div. Admin.	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	TaShawna Wilson, Div. Admin.	
2	Ensuring the validity of travel and expense reimbursements.	TaShawna Wilson, Div. Admin.	N.Khan, Asst. DBA; V. Adams, DBA
3	Ensuring that goods and services are received and that timely payment is made.	TaShawna Wilson, Div. Admin.	N.Khan, Asst. DBA; V. Adams, DBA
4	Ensuring correct account coding on purchases documents.	TaShawna Wilson, Div. Admin.	N.Khan, Asst. DBA; V. Adams, DBA
5	Primary contact for inquiries to expenditure transactions.	TaShawna Wilson, Div. Admin.	N.Khan, Asst. DBA; V. Adams, DBA
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
2	Reconciling bi-weekly leave accruals to the HR System.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
6	Completing termination clearance procedures.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vanessa Adams, DBA	TaShawna Wilson, Div. Admin.
8	Paycheck distribution.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
9	Maintaining departmental Personnel files.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
10	Ensuring valid authorization of new hires.	TaShawna Wilson, Div. Admin.	Vanessa Adams, DBA
11	Ensuring valid authorization of changes in compensation rates.	TaShawna Wilson, Div. Admin.	Vanessa Adams, DBA
12	Ensuring the accurate input of changes to the HR System.	TaShawna Wilson, Div. Admin.	Vanessa Adams, DBA
13	Propriety of leave account classification on time records.	Vanessa Adams, DBA	Vanessa Adams, DBA
14	Consistent and efficient responses to inquiries.	Vanessa Adams, DBA	TaShawna Wilson, Div. Admin; N.Khan, Asst. DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	Sherry Carrol, Exec. Secretary	Marie Martinez, Admin. Asst.

Baseline Standards are for the following departments in the Chancellor/President Division as well:
Women's Resource Center
LGBT
Community Relations and Institutional Access

Office of the Chancellor/President
Baseline Standards
FY2013

Description of Responsibility		Primary (Required)	Secondary (Optional)
2	Reconciling cash, checks, etc. to receipts.	Nisho Khan, Asst. DBA	Vanessa Adams, DBA
3	Preparing deposits.	N.Khan, Asst. DBA; V. Adams, DBA	
4	Preparing Journal Entries.	N.Khan, Asst. DBA; V. Adams, DBA	
5	Verifying deposits posted correctly in the Finance System.	N.Khan, Asst. DBA; V. Adams, DBA	
6	Adequacy of physical safeguards.	N.Khan, Ass. DBA; V. Adams, DBA	TaShawna Wilson, Div. Admin.
7	Transporting deposits to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.	TaShawna Wilson, Div. Admin.	TaShawna Wilson, Div. Admin.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	TaShawna Wilson, Div. Admin.	TaShawna Wilson, Div. Admin.
10	Updating Cash Handling Procedures as needed.	TaShawna Wilson, Div. Admin.	
11	Distribution of Cash Handling Procedures to employees who handle cash.	TaShawna Wilson, Div. Admin.	
12	Consistent and efficient responses to inquiries.	TaShawna Wilson, Div. Admin.	N.Khan, Asst. DBA; V. Adams, DBA
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	N.Khan, Asst. DBA; V. Adams, DBA	TaShawna Wilson, Div. Admin.
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	N.Khan, Asst. DBA; V. Adams, DBA	TaShawna Wilson, Div. Admin.
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	N.Khan, Asst. DBA; V. Adams, DBA	TaShawna Wilson, Div. Admin.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Vanessa Adams, DBA	N.Khan, Asst. DBA
2	Ensuring the annual inventory was completed correctly.	TaShawna Wilson, Div. Admin.	
3	Tagging equipment.	Vanessa Adams, DBA	N.Khan, Asst. DBA
4	Approving requests for removal of equipment from campus.	TaShawna Wilson, Div. Admin.; Theresa Singletary, Director	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	TaShawna Wilson, Div. Admin.	N.Khan, Asst. DBA; V. Adams, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	TaShawna Wilson, Div. Admin.	N.Khan, Asst. DBA; V. Adams, DBA

Baseline Standards are for the following departments in the Chancellor/President Division as well:
Women's Resource Center
LGBT
Community Relations and Institutional Access

Office of the Chancellor/President
Baseline Standards
FY2013

Description of Responsibility		Primary (Required)	Secondary (Optional)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	TaShawna Wilson, Div. Admin.	N.Khan, Asst. DBA; V. Adams, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Theresa Singletary, Director	
2	Ensuring that critical data back up occurs.	IT Executive Support	TaShawna Wilson, Div. Admin
3	Ensuring that procedures such as password controls are followed.	IT Executive Support	TaShawna Wilson, Div. Admin
4	Reporting of suspected security violations.	All Staff	