

Equal Opportunity Services
Baseline Standards
FY2013

| Description of Responsibility | | Primary (Required) | Secondary (Optional) |
|-------------------------------|--|---|------------------------------|
| DEPARTMENTAL | | | |
| 1 | Ensuring the Departmental Policy and Procedures manual is current. | Janice Horridge, Legal Sec. | |
| 2 | Updating the Baseline Standards Form. | TaShawna Wilson, Div. Admin. | Vanessa Adams, DBA |
| FINANCIAL | | | |
| 1 | Preparing cost center verifications. | Nisho Khan, Asst. DBA | Vanessa Adams, DBA |
| 2 | Reviewing cost center verifications. | Dona Cornell, VC/VP Legal Affairs/General Counsel | |
| 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 | | | |
| 1 | Ensuring valid authorization of purchase documents. | Dona Cornell, VC/VP Legal Affairs/General Counsel | TaShawna Wilson, Div. Admin. |
| 2 | Ensuring the validity of travel and expense reimbursements. | Dona Cornell, VC/VP Legal Affairs/General Counsel | TaShawna Wilson, Div. Admin. |
| 3 | Ensuring that goods and services are received and that timely payment is made. | Janice Horridge, Legal Sec. | |
| 4 | Ensuring correct account coding on purchases documents. | Janice Horridge, Legal Sec. | Nisho Khan, Asst. DBA |
| 5 | Primary contact for inquiries to expenditure transactions. | Janice Horridge, Legal Sec. | Nisho Khan, Asst. DBA |
| PAYROLL / | | | |
| 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. | Janice Horridge, Legal Sec. | Nisho Khan, Asst. DBA |
| 7 | Ensuring terminated employees are no longer charged to departmental cost centers. | Nisho Khan, Asst. DBA | TaShawna Wilson, Div. Admin. |
| 8 | Paycheck distribution. | Vanessa Adams, DBA | Nisho Khan, Asst. DBA |
| 9 | Maintaining departmental Personnel files. | Janice Horridge, Legal Sec. | |
| 10 | Ensuring valid authorization of new hires. | TaShawna Wilson, Div. Admin. | Nisho Khan, Asst. DBA |
| 11 | Ensuring valid authorization of changes in compensation rates. | TaShawna Wilson, Div. Admin. | Nisho Khan, Asst. DBA |
| 12 | Ensuring the accurate input of changes to the HR System. | TaShawna Wilson, Div. Admin. | Nisho Khan, Asst. DBA |
| 13 | Propriety of leave account classification on time records. | Vanessa Adams, DBA | Nisho Khan, Asst. DBA |
| 14 | Consistent and efficient responses to inquiries. | Janice Horridge, Legal Sec. | Nisho Khan, Asst. DBA |
| CASH HAND | | | |

Equal Opportunity Services
Baseline Standards
FY2013

| | | | |
|-------------------|--|---|-------------------------------|
| 1 | Collecting cash, checks, etc. | Janice Horridge, Legal Secr. | |
| 2 | Reconciling cash, checks, etc. to receipts. | Janice Horridge, Legal Secr. | Nisho Khan, Asst. DBA |
| 3 | Preparing deposits. | Nisho Khan, Asst. DBA | Vanessa Adams, DBA |
| 4 | Preparing Journal Entries. | Nisho Khan, Asst. DBA | Vanessa Adams, DBA |
| 5 | Verifying deposits posted correctly in the Finance System. | Nisho Khan, Asst. DBA | TaShawna Wilson, Div. Admin. |
| 6 | Adequacy of physical safeguards. | Janice Horridge, Legal Secr. | |
| 7 | Transporting deposits to Student Financial Services. | UHPD | |
| 8 | Ensuring deposits are made timely. | Janice Horridge, Legal Secr. | Nisho Khan, Asst. DBA |
| 9 | Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. | TaShawna Wilson, Div. Admin. | Nisho Khan, Asst. DBA |
| 10 | Updating Cash Handling Procedures as needed. | TaShawna Wilson, Div. Admin. | Nisho Khan, Asst. DBA |
| 11 | Distribution of Cash Handling Procedures to employees who handle cash. | Janice Horridge, Legal Secr. | |
| 12 | Consistent and efficient responses to inquiries. | Janice Horridge, Legal Secr. | Nisho Khan, Asst. 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 DISTA | | | |
| 1 | Manager review of long distance charges for unusual activity. | Nisho Khan, Asst. DBA | TaShawna Wilson, Div. Admin. |
| 2 | Ensuring personal calls are reimbursed within 10 days from the billing date. | Nisho Khan, Asst. DBA | TaShawna Wilson, Div. Admin. |
| CONTRACT | | | |
| 1 | Ensuring departmental personnel comply with contract administration policies/procedures. | TaShawna Wilson, Div. Admin. | Nisho Khan, Asst. DBA |
| PROPERTY | | | |
| 1 | Performing the annual inventory. | Leslie Pruski, Exec. Admin. Asst. | Janice Horridge, Legal Secre. |
| 2 | Ensuring the annual inventory was completed correctly. | Vanessa Adams, DBA | TaShawna Wilson, Div. Admin. |
| 3 | Tagging equipment. | Janice Horridge, Legal Secr. | Vanessa Adams, DBA |
| 4 | Approving requests for removal of equipment from campus. | Dona Cornell, VC/VP Legal Affairs/General Counsel | |
| DISCLOSURE | | | |
| 1 | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. | TaShawna Wilson, Div. Admin. | |

Equal Opportunity Services
Baseline Standards
FY2013

| | | | |
|--------------|--|--|---|
| 2 | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online | TaShawna Wilson, Div. Admin. | |
| 3 | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | N/A | |
| ACCO UNTS | | | |
| 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 | |
| NEGA TIVE | | | |
| 1 | Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. | TaShawna Wilson, Div. Admin. | Vanessa Adams, DBA |
| 2 | Ensuring that research expenditures are covered by funds from sponsors. | N/A | |
| DEPA RTME | | | |
| 1 | Management of the departments' information technology resources. | Theresa Singletary, Director of Operations | |
| 2 | Ensuring that critical data back up occurs. | IT Executive Support | Dona Cornell, VC/VP Legal Affairs/General Counsel |
| 3 | Ensuring that procedures such as password controls are followed. | IT Executive Support | Dona Cornell, VC/VP Legal Affairs/General Counsel |
| 4 | Reporting of suspected security violations. | All Staff | |