

Office of VC/VP for Legal Affairs/General Counsel
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.	Leslie Pruski, Exec. Admin. Asst.	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Div. Admin.	Nisho Khan, Asst. DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nisho Khan, Asst. 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 REPORTING - EXPENDITURE TRANSACTIONS			
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.	Leslie Pruski, Exec. Admin. Asst.	Nisho Khan, Asst. DBA
4	Ensuring correct account coding on purchases documents.	Leslie Pruski, Exec. Admin. Asst.	Nisho Khan, Asst. DBA
5	Primary contact for inquiries to expenditure transactions.	Leslie Pruski, Exec. Admin. Asst.	Nisho Khan, Asst. 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.	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.	Leslie Pruski, Exec. Admin. Asst.	
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.	Vanessa Adams, DBA
13	Propriety of leave account classification on time records.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
14	Consistent and efficient responses to inquiries.	Leslie Pruski, Exec. Admin. Asst.	Nisho Khan, Asst. DBA
CASH HANDLING			

Baseline Standards are for the following departments as well:
Contract Administration
Equal Opportunity Services

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1	Collecting cash, checks, etc.	Leslie Pruski, Exec. Admin. Asst.	
2	Reconciling cash, checks, etc. to receipts.	Leslie Pruski, Exec. Admin. Asst.	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.	Leslie Pruski, Exec. Admin. Asst.	
7	Transporting deposits to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.	Nisho Khan, Asst. DBA	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.	Nisho Khan, Asst. DBA
10	Updating Cash Handling Procedures as needed.	TaShawna Wilson, Div. Admin.	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Leslie Pruski, Exec. Admin. Asst.	
12	Consistent and efficient responses to inquiries.	Leslie Pruski, Exec. Admin. Asst.	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 DISTANCE CHARGES			
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 ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	TaShawna Wilson, Div. Admin.	Nisho Khan, Asst. DBA
PROPERTY MANAGEMENT			
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.	Leslie Pruski, Exec. Admin. Asst.	Vanessa Adams, DBA
4	Approving requests for removal of equipment from campus.	Dona Cornell, VC/VP Legal Affairs/General Counsel	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	TaShawna Wilson, Div. Admin.	

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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	
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.	Nisho Khan, Asst. 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 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	