Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	B. Renae Milton, Program Coordinator 2	
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.	Staff Council President	
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.	B. Renae Milton, Program Coordinator 2	
2	Ensuring the validity of travel and expense reimbursements.	Staff Council President	
3	Ensuring that goods and services are received and that timely payment is made.	B. Renae Milton, Program Coordinator 2	
4	Ensuring correct account coding on purchases documents.	B. Renae Milton, Program Coordinator 2	Nisho Khan, Asst. DBA
5	Primary contact for inquiries to expenditure transactions.	B. Renae Milton, Program Coordinator 2	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.	Nisho Khan, Asst. DBA	Vanessa Adams, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Nisho Khan, Asst. DBA	Vanessa Adams, DBA
8	Paycheck distribution.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
9	Maintaining departmental Personnel files.	B. Renae Milton, Program Coordinator 2	
10	Ensuring valid authorization of new hires.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
11	Ensuring valid authorization of changes in compensation rates.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
12	Ensuring the accurate input of changes to the HR System.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
13	Propriety of leave account classification on time records.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
14	Consistent and efficient responses to inquiries.	B. Renae Milton, Program Coordinator 2	Nisho Khan, Asst. DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	B. Renae Milton, Program Coordinator 2	
2	Reconciling cash, checks, etc. to receipts.	B. Renae Milton, Program Coordinator 2	
3	Preparing deposits.	B. Renae Milton, Program Coordinator 2	Nisho Khan, Asst. DBA

4	Preparing Journal Entries.	B. Renae Milton, Program Coordinator 2	Nisho Khan, Asst. DBA
5	Verifying deposits posted correctly in the Finance System.	Nisho Khan, Asst. DBA	
6	Adequacy of physical safeguards.	B. Renae Milton, Program Coordinator 2	
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.	Nisho Khan, Asst. DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	TaShawna Wilson, Div. Admin.	Nisho Khan, Asst. DBA
12	Consistent and efficient responses to inquiries.	B. Renae Milton, Program Coordinator 2	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.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	B. Renae Milton, Program Coordinator 2	
2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
3	Tagging equipment.	B. Renae Milton, Program Coordinator 2	
4	Approving requests for removal of equipment from campus.	Staff Council President	TaShawna Wilson, Div. Admin.
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	TaShawna Wilson, Div. Admin.	Nisho Khan, Asst. DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	TaShawna Wilson, Div. Admin.	Nisho Khan, Asst. DBA
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	
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	