

Center for Students with Disabilities
Baseline Standards
FY13

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

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1	Collecting cash, checks, etc.	Barbara Lenart, Program Manager	
2	Reconciling cash, checks, etc. to receipts.	Barbara Lenart, Program Manager	
3	Preparing deposits.	Barbara Lenart, Program Manager	Vanessa Adams, DBA
4	Preparing Journal Entries.	Barbara Lenart, Program Manager	Vanessa Adams, DBA
5	Verifying deposits posted correctly in the Finance System.	Vanessa Adams, DBA	TaShawna Wilson, Div. Admin.
6	Adequacy of physical safeguards.	Barbara Lenart, Program Manager	
7	Transporting deposits to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.	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.	Vanessa Adams, DBA
10	Updating Cash Handling Procedures as needed.	TaShawna Wilson, Div. Admin.	Vanessa Adams, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	TaShawna Wilson, Div. Admin.	Vanessa Adams, DBA
12	Consistent and efficient responses to inquiries.	Barbara Lenart, Program Manager	Vanessa 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.	Vanessa Adams, DBA	TaShawna Wilson, Div. Admin.
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Vanessa Adams, DBA	TaShawna Wilson, Div. Admin.
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Vanessa Adams, DBA	TaShawna Wilson, Div. Admin.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Michael Henry, Microsystems Analyst I	
2	Ensuring the annual inventory was completed correctly.	Barbara Lenart, Program Manager	
3	Tagging equipment.	Michael Henry, Microsystems Analyst I	
4	Approving requests for removal of equipment from campus.	Cheryl Spadaccia, Director	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	TaShawna Wilson, Div. Admin.	Vanessa Adams, DBA

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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.	Vanessa Adams, 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.	Vanessa 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.	Michael Henry, Microsystems Analyst I	
2	Ensuring that critical data back up occurs.	Michael Henry, Microsystems Analyst I	
3	Ensuring that procedures such as password controls are followed.	Michael Henry, Microsystems Analyst I	
4	Reporting of suspected security violations.	All Staff	