

Office of the Chancellor President - S0003 H0001  
 Baseline Standards  
 FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	TaShawna Wilson, Ex. Dir. Business Office Operations	Mary Nguyen, Dept. Bus. Admin.; Vanessa Adams, Dept. Bus. Admin.
2	Updating the Baseline Standards Form.	TaShawna Wilson, Ex. Dir. Business Office Operations	Mary Nguyen, Dept. Bus. Admin.; Vanessa Adams/Dept. Bus. Admin.
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Vanessa Adams, Dept. Business Admin.	Mary Nguyen, Dept. Bus. Admin.
2	Reviewing cost center verifications.	TaShawna Wilson, Ex. Dir. Business Office Operations	
3	Approving cost center verifications.	TaShawna Wilson, Ex. Dir. Business Office Operations	
4	Ensuring all cost centers are verified/approved on a timely basis.	TaShawna Wilson, Ex. Dir. Business Office Operations	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
2	Ensuring the validity of travel and expense reimbursements.	Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Ensuring that goods and services are received and that timely payment is made.	Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
4	Ensuring correct account coding on purchases documents.	Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
5	Primary contact for inquiries to expenditure transactions.	Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Mary Nguyen, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mary Nguyen, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mary Nguyen, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
4	Completing termination clearance procedures.	Department Liaisons	Mary Nguyen/Dept. Bus. Admin.; Vanessa Adams/Dept. Bus. Admin.
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Mary Nguyen, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
6	Maintaining departmental Personnel files.	Vanessa Adams, Dept. Bus. Admin.	Mary Nguyen/Dept. Bus. Admin.
7	Ensuring valid authorization of new hires.	Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
8	Ensuring valid authorization of changes in compensation rates.	Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
9	Ensuring the accurate input of changes to the HR System.	Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
10	Consistent and efficient responses to inquiries.	Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations

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<b>CASH HANDLING</b>		
1	Collecting cash, checks, etc.	Vanessa Adams, Dept. Business Admin.
2	Reconciling cash, checks, etc. to receipts.	Vanessa Adams, Dept. Business Admin.
3	Preparing deposits.	Vanessa Adams, Dept. Business Admin.
4	Preparing Journal Entries.	Vanessa Adams, Dept. Business Admin.
5	Verifying deposits posted correctly in the Finance System.	Vanessa Adams, Dept. Business Admin.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Vanessa Adams, Dept. Business Admin.
7	Secure deposits via UHDPS to Student Financial Services.	Vanessa Adams, Dept. Business Admin.
8	Ensuring deposits are made timely.	UHDPS
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	TaShawna Wilson, Ex. Dir. Business Office Operations
10	Updating Cash Handling Procedures as needed.	TaShawna Wilson, Ex. Dir. Business Office Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	TaShawna Wilson, Ex. Dir. Business Office Operations
12	Consistent and efficient responses to inquiries.	Vanessa Adams, Dept. Business Admin.
<b>PETTY CASH</b>		
1	Preparing petty cash disbursements.	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA
4	Approving petty cash disbursements.	NA
5	Replenishing the petty cash fund timely.	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA
<b>CONTRACT ADMINISTRATION</b>		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Mary Nguyen, Dept. Bus. Admin.; Vanessa Adams, Dept. Business
<b>PROPERTY MANAGEMENT</b>		
1	Performing the annual inventory.	Vanessa Adams, Dept. Bus. Admin.
2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, Dept. Bus. Admin.
3	Tagging equipment.	Vanessa Adams, Dept. Bus. Admin.
4	Approving requests for removal of equipment from campus.	Michael Johnson, Chief of Staff; TaShawna Wilson, Ex. Dir. Bus.
<b>DISCLOSURE FORMS</b>		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	TaShawna Wilson, Ex. Dir. Business Office Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	TaShawna Wilson, Ex. Dir. Business Office Operations

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	TaShawna Wilson, Ex. Dir. Business Office Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	TaShawna Wilson, Ex. Dir. Business Office Operations	
2	Ensuring that critical data back up occurs.	IT Executive Support	
3	Ensuring that procedures such as password controls are followed.	IT Executive Support	
4	Reporting of suspected security violations.	All Staff	