H0061: Asian American Studies

## Responsible Person(s) (Name/Title) Primary (Required) Secondary (Optional)

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<b>Description of Responsi</b>	bility	

DEDAT	ption of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	RTMENTAL POLICIES & PROCEDURES / BASELINE		
	DARDS		
			Di Mana a Ci
1	Ensuring the Departmental Policy and Procedures manual is		use Business Managers Survival
	current.	Paul Roch, College Business	Guide; MAPP; supplemented as
		Administrator	needed
2	Updating the Baseline Standards Form.	Paul Roch, College Business	
2	Opdating the Baseinie Standards Porm.	_	
		Administrator	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Thu Nguyen, Department Business	
1	repaining cost center verifications.		
		Administrator	
2	Reviewing cost center verifications.	Paul Roch, College Business	
		Administrator (as delegate)	
3	Approving cost center verifications.	Paul Roch, College Business	
3	Approving cost center verifications.	<u> </u>	
		Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business	
		Administrator (as delegate)	
CINIANI	CIAL DEPONDING EXPENDITURE TO ANG A CTIONG	Administrator (as delegate)	
FINAIN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Thu Nguyen, Department Business	Karen Tran and Tiffany Nguyen,
		Administrator	Department Business
		Administrator	1
			Administrators
2	Ensuring the validity of travel and expense reimbursements.	Thu Nguyen, Department Business	Karen Tran and Tiffany Nguyen,
		Administrator	Department Business
			Administrators
3	Ensuring that goods and services are received and that timely	Thu Nguyen, Department Business	
	payment is made.	Administrator	Department Business
			Administrators
4	Encuring a compet account and in a construction of a compete	Thu Nguyen, Department Business	
4	Ensuring correct account coding on purchases documents.		Karen Tran and Tiffany Nguyen,
		Administrator	Department Business
			Administrators
5	Primary contact for inquiries to expenditure transactions.	Thu Nguyen, Department Business	Karen Tran and Tiffany Nouven
3	Timary contact for inquiries to experientare transactions.		
		Administrator	Department Business
			Administrators
PAYRO	OLL / HUMAN RESOURCES		
1	In 11 11 1 1 1 1	) (	
1	Reconciling approved bi-weekly leave requests to time and	Margaret Spangler, Financial	
	effort reports.	Coordinator 1	
2	·		
2	Reconciling hi-weekly leave accruals to the HR System	Margaret Spangler Financial	
	Reconciling bi-weekly leave accruals to the HR System.	Margaret Spangler, Financial	
		Coordinator 1	
3	Reconciling bi-weekly leave accruals to the HR System.  Ensuring all bi-weekly time and effort reports are submitted to		
		Coordinator 1	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Coordinator 1 Margaret Spangler, Financial Coordinator 1	Karen Tran and Tiffany Nouven
	Ensuring all bi-weekly time and effort reports are submitted to Payroll.  Ensuring all monthly leave is recorded and approved in the HR	Coordinator 1 Margaret Spangler, Financial Coordinator 1 Thu Nguyen, Department Business	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Coordinator 1 Margaret Spangler, Financial Coordinator 1	Department Business
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.  Ensuring all monthly leave is recorded and approved in the HR	Coordinator 1 Margaret Spangler, Financial Coordinator 1 Thu Nguyen, Department Business Administrator	Department Business Administrators
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3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.  Ensuring all monthly leave is recorded and approved in the HR System.  Reconciling time and effort reports (bi-weekly employees) and	Coordinator 1 Margaret Spangler, Financial Coordinator 1 Thu Nguyen, Department Business Administrator Thu Nguyen, Department Business	Department Business Administrators Karen Tran and Tiffany Nguyen,
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.  Ensuring all monthly leave is recorded and approved in the HR System.  Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll	Coordinator 1 Margaret Spangler, Financial Coordinator 1 Thu Nguyen, Department Business Administrator	Department Business Administrators Karen Tran and Tiffany Nguyen, Department Business
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3 4 5	Ensuring all bi-weekly time and effort reports are submitted to Payroll.  Ensuring all monthly leave is recorded and approved in the HR System.  Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to	Coordinator 1 Margaret Spangler, Financial Coordinator 1 Thu Nguyen, Department Business Administrator Thu Nguyen, Department Business	Department Business Administrators Karen Tran and Tiffany Nguyen, Department Business Administrators  Karen Tran and Tiffany Nguyen,
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11	Ensuring valid authorization of changes in compensation rates.	Paul Roch, College Business Administrator	
12	Ensuring the accurate input of changes to the HR System.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
13	Propriety of leave account classification on time records.	Thu Nguyen, Department Business Administrator	
14	Consistent and efficient responses to inquiries.	Thu Nguyen, Department Business Administrator	
CASH I	HANDLING		
1	Collecting cash, checks, etc.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
2	Reconciling cash, checks, etc. to receipts.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
3	Preparing deposits.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
4	Preparing Journal Entries.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
5	Verifying deposits posted correctly in the Finance System.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
6	Adequacy of physical safeguards.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
7	Transporting deposits to Student Financial Services.	Police	
8	Ensuring deposits are made timely.	Thu Nguyen, Department Business Administrator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, College Business Administrator	
10	Updating Cash Handling Procedures as needed.	Paul Roch, College Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Paul Roch, College Business Administrator	
12	Consistent and efficient responses to inquiries.	Paul Roch, College Business Administrator	
PETTY	CASH		
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	
LONG I	DISTANCE CHARGES		
1	Manager review of long distance charges for unusual activity.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator

		T	
2	Ensuring personal calls are reimbursed within 10 days from the	Thu Nguyen, Department Business	_
	billing date.	Administrator	Administrator
CONTE	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	NA	
	administration policies/procedures.		
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Daniel Pineda, User Service	
		Specialist 2	
2	Ensuring the annual inventory was completed correctly.	Daniel Pineda, User Service	Paul Roch, College Business
		Specialist 2	Administrator
3	Tagging equipment.	Daniel Pineda, User Service	
		Specialist 2	Tim Rosas, Director of CITE
4	Approving requests for removal of equipment from campus.	Daniel Pineda, User Service	Tim Rosus, Director of CITE
	Approving requests for removar of equipment from eampus.	Specialist 2	Tim Rosas, Director of CITE
DISCLO	L DSURE FORMS	Specialist 2	Tilli Rosas, Director of CITE
DISCL	JSUKE FURMS		
1	Enquire all applement with purchasing influence and to de-	Paul Roch, College Business	
1	Ensuring all employees with purchasing influence complete the		
	annual Related Party disclosure statement online.	Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Paul Roch, College Business	
	complete the Consulting disclosure statement online.	Administrator	
3	Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement for	Paul Roch, College Business	
	the Division of Research.	Administrator	
ACCOU	JNTS RECEIVABLE		
1	Extending of credit.	NA	
2	Billing.	NA	
	6		
3	Collection.	NA	
	Constroin		
4	Recording.	NA	
	Recording.		
5	Monitoring credit extended.	NA	
3	Wolffforfing credit extended.	NA .	
	A	NT A	
6	Approving write-offs.	NA	
NEC	ENTE DAL ANCEG		
NEGAT	TIVE BALANCES		
	In	-	
1	Ensuring that all fund groups for each Dept ID have positive	Thu Nguyen, Department Business	_
	fund equity at year-end.	Administrator	Administrator
2	Ensuring that research expenditures are covered by funds from	Lena Mitchell, Research	Paul Roch, College Business
	sponsors.	Administrator	Administrator
DEPAR	TMENTAL COMPUTING		
1	Management of the departments' information technology		
	resources.	Tim Rosas, Director of CITE	
2	Ensuring that critical data back up occurs.	,	
~	-5	Tim Rosas, Director of CITE	
3	Ensuring that procedures such as password controls are	UH Systems	
	followed.	OH Bystems	
1	Reporting of suspected security violations.		
4	reporting of suspected security violations.	Tim Doses Director of CITE	
	l	Tim Rosas, Director of CITE	