Industrial Engineering Baseline Standards FY2013

		erson(s) (Name/Title)
tion of Responsibility	Primary (Required)	Secondary (Optional)
	Nyisha Hamilton/DR A	
	Nyisiia Haiiiittoii/DBA	
	Nyisha Hamilton/DBA	
CIAL REPORTING - COST CENTER VERIFICATIONS		
D	N : 1 11 11 15 15 15 1	
Preparing cost center verifications.	Nyisha Hamilton/DBA	
Reviewing cost center verifications	Nyisha Hamilton/DBA	
The risk many costs contest remaining		Gino Lim/ Chair
Approving cost center verifications.	Nyisha Hamilton/DBA	
		Chair or PI
= = = = = = = = = = = = = = = = = = = =	Nyisha Hamilton/DBA	
CIAL REPORTING - EXPENDITURE TRANSACTIONS		
Ensuring valid authorization of purchase documents.		
	Nyisha Hamilton/DBA	Gino Lim/ Chair
Ensuring the validity of travel and expense reimbursements.	Sharon Hall/Executive Secretary	
		Nyisha Hamilton/DBA
	Naciala II amilia a /DD A	Sharon Hall/Executive Secretary
	Nyisna Hamiiton/DBA	
Ensuring correct account country on purchases documents.	Nvisha Hamilton/DBA	
Primary contact for inquiries to expenditure transactions.	Typiona Trainineon, BBT	Sharon Hall/Executive Secretary
	Nyisha Hamilton/DBA	
LL / HUMAN RESOURCES		
lp 111 11 11 1	N	
	Nyisha Hamilton/DBA	Sharon Hall/Executive Secretary
	Nyisha Hamilton/DRA	Sharon Han/Executive Secretary
Trees of the state		
Ensuring all bi-weekly time and effort reports are submitted to	Sharon Hall/Executive Secretary	
Payroll.		Nyisha Hamilton/DBA
	Sharon Hall/Executive Secretary	N. I. H. II. /DDA
	Nyisha Hamilton/DR A	Nyisha Hamilton/DBA
	Tallinton/DBA	
Completing termination clearance procedures.	Sharon Hall/Executive Secretary	
		Nyisha Hamilton/DBA
	Nyisha Hamilton/DBA	
	Nyigha Hamilton/DP A	
ayencek distribution.	TVYISHA HAIIIIIUH/DBA	Sharon Hall/Executive Secretary
Maintaining departmental Personnel files.	Nyisha Hamilton/DBA	Diamon Tian, Discourse Secretary
<i>G</i> 1		
Ensuring valid authorization of new hires.	Nyisha Hamilton/DBA	
		Sharon Hall/Executive Secretary
Ensuring valid authorization of changes in compensation rates.	Nyisha Hamilton/DBA	
	Nyisha Hamilton/DBA	
Ensuring the accurate input of changes to the UD System		
Ensuring the accurate input of changes to the HR System.	Nyisiia Haiiiittoii/DBA	
Ensuring the accurate input of changes to the HR System. Propriety of leave account classification on time records.	Nyisha Hamilton/DBA	
Propriety of leave account classification on time records.	Nyisha Hamilton/DBA	
	Ensuring all cost centers are verified/approved on a timely basis. CIAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. Ensuring the validity of travel and expense reimbursements. Ensuring that goods and services are received and that timely payment is made. Ensuring correct account coding on purchases documents. Primary contact for inquiries to expenditure transactions. DLL / HUMAN RESOURCES Reconciling approved bi-weekly leave requests to time and effort reports. Reconciling bi-weekly leave accruals to the HR System. 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 terminated employees are no longer charged to departmental cost centers. Paycheck distribution. Maintaining departmental Personnel files.	tion of Responsibility TMENTAL POLICIES & PROCEDURES / BASELINE ARDS Ensuring the Departmental Policy and Procedures manual is current. Updating the Baseline Standards Form. Nyisha Hamilton/DBA CIAL REPORTING - COST CENTER VERIFICATIONS Preparing cost center verifications. Nyisha Hamilton/DBA Approving cost center verifications. Nyisha Hamilton/DBA Approving cost centers are verifications. Nyisha Hamilton/DBA Approving cost centers are verifications. Nyisha Hamilton/DBA Ensuring all cost centers are verified/approved on a timely basis. CIAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. Ensuring that goods and services are received and that timely payment is made. Ensuring correct account coding on purchases documents. Nyisha Hamilton/DBA Primary contact for inquiries to expenditure transactions. Nyisha Hamilton/DBA ALL / HUMAN RESOURCES Reconciling approved bi-weekly leave requests to time and effort reports. Reconciling all bi-weekly time and effort reports are submitted to Payroll. 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 terminated employees are no longer charged to departmental cost centers. Paycheck distribution. Nyisha Hamilton/DBA Ensuring departmental Personnel files. Nyisha Hamilton/DBA Ensuring valid authorization of new hires. Nyisha Hamilton/DBA Nyisha Hamilton/DBA Ensuring valid authorization of new hires. Nyisha Hamilton/DBA

Submitted: 1 of 3

Industrial Engineering Baseline Standards FY2013

ъ .	C C D 21 224		erson(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Sharon Hall/Executive Secretary	Nyigha Hamilton/DDA
2	Reconciling cash, checks, etc. to receipts.	Sharon Hall/Executive Secretary	Nyisha Hamilton/DBA
2	Reconcining cash, checks, etc. to receipts.	Sharon Hall/Executive Secretary	Nyigha Hamilton/DBA
3	Preparing deposits.	Sharon Hall/Executive Secretary	Nyisha Hamilton/DBA
3	Freparing deposits.	Sharon Han/Executive Secretary	
4	Preparing Journal Entries.	Chaman Hall/Eva autiva Camatamy	
4	Preparing Journal Entries.	Sharon Hall/Executive Secretary	Nyisha Hamilton/DBA
5	Verifying deposits posted correctly in the Finance System.	Nyisha Hamilton/DBA	Sharon Hall/Executive Secretary
3	verifying deposits posted correctly in the Finance System.	Nyisiia Haiiiiitoii/DBA	Sharon Han/Executive Secretary
6	Adequacy of physical safeguards.	Sharon Hall/Executive Secretary	
6	Adequacy of physical safeguards.	Sharon Han/Executive Secretary	Nyisha Hamilton/DBA
7	Transporting deposits to Student Financial Services.	College of Engineering	Nyisiia Haiiiittoii/DBA
,	Transporting deposits to Student Financial Services.	Conege of Engineering	
8	Ensuring deposits are made timely.	Sharon Hall/Executive Secretary	
0	Ensuring deposits are made uniery.	Sharon Han/Executive Secretary	
	Ensuring all employees who handle cash have completed Cash	Nyisha Hamilton/DBA	
	Security Procedures or Cash Deposit and Security Procedures	Typisha Hammon/DBA	
9	training.		
9	Updating Cash Handling Procedures as needed.	Nyisha Hamilton/DBA	
10	opdating Cash Handring Frocedures as needed.	Nyisiia Haiiiittoii/DBA	
10	Distribution of Cash Handling Procedures to employees who	Nyisha Hamilton/DBA	
11	handle cash.	Try isna Hammon/DDA	
11	Consistent and efficient responses to inquiries.	Sharon Hall/Executive Secretary	
12	Consistent and efficient responses to inquiries.	Sharon Han/Executive Secretary	Nyisha Hamilton/DBA
PETTY	CASH		Nyisha Hamilton/DBA
ILIII	CASII		
1	Preparing petty cash disbursements.	N/A	
1	repaining petry easir disoursements.	1771	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
_	Ensuring percy cash disoursements are not for more than \$100.	1771	
3	Ensuring petty cash disbursements are made for only authorized	N/A	
3	purposes.	1771	
4	Approving petty cash disbursements.	N/A	
•	I approving petty each discursements.	1 1 1 1	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each	N/A	
	disbursement.		
LONG I	DISTANCE / CELL PHONE CHARGES		
1	Forwarding employees their long distance and cell phone		
	charge reports for verification.	Nyisha Hamilton/DBA	
2	Ensuring employees review their long distance and/or cell	•	
	phone charge reports.	Nyisha Hamilton/DBA	
3	Ensuring personal calls are reimbursed within 10 days from the	•	
	billing date.	Nyisha Hamilton/DBA	
CONTR	ACT ADMINISTRATION	-	
1	Ensuring departmental personnel comply with contract	Nyisha Hamilton/DBA	Sharon Hall/Executive Secretary
	administration policies/procedures.	_	
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Nyisha Hamilton/DBA	
2	Ensuring the annual inventory was completed correctly.	Nyisha Hamilton/DBA	
3	Tagging equipment.	Nyisha Hamilton/DBA	
		Ι΄.	
4	Approving requests for removal of equipment from campus.	Nyisha Hamilton/DBA-staff	

Submitted: 2 of 3

Industrial Engineering Baseline Standards FY2013

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Nyisha Hamilton/DBA-staff	
	annual Related Party disclosure statement online.	Gino Lim/Chair-faculty	
2	Ensuring all full time, benefits eligible, exempt faculty and staff		
	complete the Consulting disclosure statement online.	Gino Lim/Chair-faculty	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for	Nyisha Hamilton/DBA	Sharon Hall/Executive Secretary
	the Division of Research.		
ACCO [*]	UNTS 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	
NEGA'	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nyisha Hamilton/DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Nyisha Hamilton/DBA	
DEPAI	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Kiet Luong/IT College Manager	John Young/Engineering Computing
2	Ensuring that critical data back up occurs.	Kiet Luong/IT College Manager	John Young/Engineering Computing
3	Ensuring that procedures such as password controls are followed.	Kiet Luong/IT College Manager	John Young/Engineering Computing
4	Reporting of suspected security violations.	Kiet Luong/IT College Manager	John Young/Engineering Computing

Submitted: 3 of 3