

Industrial Engineering
Baseline Standards
FY2013

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Nyisha Hamilton/DBA	
2	Updating the Baseline Standards Form.	Nyisha Hamilton/DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nyisha Hamilton/DBA	
2	Reviewing cost center verifications.	Nyisha Hamilton/DBA	Gino Lim/ Chair
3	Approving cost center verifications.	Nyisha Hamilton/DBA	Chair or PI
4	Ensuring all cost centers are verified/approved on a timely basis.	Nyisha Hamilton/DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Nyisha Hamilton/DBA	Gino Lim/ Chair
2	Ensuring the validity of travel and expense reimbursements.	Sharon Hall/Executive Secretary	Nyisha Hamilton/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Nyisha Hamilton/DBA	Sharon Hall/Executive Secretary
4	Ensuring correct account coding on purchases documents.	Nyisha Hamilton/DBA	
5	Primary contact for inquiries to expenditure transactions.	Nyisha Hamilton/DBA	Sharon Hall/Executive Secretary
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Nyisha Hamilton/DBA	Sharon Hall/Executive Secretary
2	Reconciling bi-weekly leave accruals to the HR System.	Nyisha Hamilton/DBA	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Sharon Hall/Executive Secretary	Nyisha Hamilton/DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Sharon Hall/Executive Secretary	Nyisha Hamilton/DBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Nyisha Hamilton/DBA	
6	Completing termination clearance procedures.	Sharon Hall/Executive Secretary	Nyisha Hamilton/DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Nyisha Hamilton/DBA	
8	Paycheck distribution.	Nyisha Hamilton/DBA	Sharon Hall/Executive Secretary
9	Maintaining departmental Personnel files.	Nyisha Hamilton/DBA	
10	Ensuring valid authorization of new hires.	Nyisha Hamilton/DBA	Sharon Hall/Executive Secretary
11	Ensuring valid authorization of changes in compensation rates.	Nyisha Hamilton/DBA	
12	Ensuring the accurate input of changes to the HR System.	Nyisha Hamilton/DBA	
13	Propriety of leave account classification on time records.	Nyisha Hamilton/DBA	
14	Consistent and efficient responses to inquiries.	Nyisha Hamilton/DBA	
CASH HANDLING			

Industrial Engineering
Baseline Standards
FY2013

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
1 Collecting cash, checks, etc.	Sharon Hall/Executive Secretary	Nyisha Hamilton/DBA
2 Reconciling cash, checks, etc. to receipts.	Sharon Hall/Executive Secretary	Nyisha Hamilton/DBA
3 Preparing deposits.	Sharon Hall/Executive Secretary	
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
6 Adequacy of physical safeguards.	Sharon Hall/Executive Secretary	Nyisha Hamilton/DBA
7 Transporting deposits to Student Financial Services.	College of Engineering	
8 Ensuring deposits are made timely.	Sharon Hall/Executive Secretary	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nyisha Hamilton/DBA	
10 Updating Cash Handling Procedures as needed.	Nyisha Hamilton/DBA	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Nyisha Hamilton/DBA	
12 Consistent and efficient responses to inquiries.	Sharon Hall/Executive Secretary	Nyisha Hamilton/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 / 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	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Nyisha Hamilton/DBA	Sharon Hall/Executive Secretary
PROPERTY 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	
4 Approving requests for removal of equipment from campus.	Nyisha Hamilton/DBA-staff Gino Lim/Chair-faculty	

Industrial Engineering
Baseline Standards
FY2013

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nyisha Hamilton/DBA-staff Gino Lim/Chair-faculty	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nyisha Hamilton/DBA-staff Gino Lim/Chair-faculty	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Nyisha Hamilton/DBA	Sharon Hall/Executive Secretary
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.	Nyisha Hamilton/DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Nyisha Hamilton/DBA	
DEPARTMENTAL 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