Engineering Dean's Office Baseline Standards FY 2014

	Responsible Person(s) (Name/Title)				
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)		
	TMENTAL POLICIES & PROCEDURES / BASELINE				
STAND					
1	Ensuring the Departmental Policy and Procedures manual is current.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA		
2	Updating the Baseline Standards Form.	Emilita A Marin-CBA			
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS				
1	Preparing cost center verifications.	Emilita A Marin-CBA	Asst Busn Admin		
2	Reviewing cost center verifications.	Stephen Bangerter, Dir. Col. Bus Operations			
3	Approving cost center verifications.	Stephen Bangerter, Dir. Col. Bus Operations			
4	Ensuring all cost centers are verified/approved on a timely basis.	Emilita A Marin-CBA	Stephen Bangerter, Dir. Col. Bus Operations		
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS				
1	Ensuring valid authorization of purchase documents.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA		
2	Ensuring the validity of travel and expense reimbursements.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA		
3	Ensuring that goods and services are received and that timely payment is made.	Emilita A Marin-CBA	Asst Busn Admin		
4	Ensuring correct account coding on purchases documents.	Emilita A Marin-CBA	Asst Busn Admin		
5	Primary contact for inquiries to expenditure transactions.	Emilita A Marin-CBA	Asst Busn Admin		
PAYRO	LL / HUMAN RESOURCES				
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Asst Busn Admin	Emilita A Marin-CBA		
2	Reconciling bi-weekly leave accruals to the HR System.	Asst Busn Admin	Emilita A Marin-CBA		
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Asst Busn Admin	Emilita A Marin-CBA		
4	Ensuring all monthly leave is recorded and approved in the HR System.	Asst Busn Admin	Emilita A Marin-CBA		
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Asst Busn Admin	Emilita A Marin-CBA		
6	Completing termination clearance procedures.	Asst Busn Admin	Emilita A Marin-CBA		
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Asst Busn Admin	Emilita A Marin-CBA		
8	Paycheck distribution.	NA	NA		
9	Maintaining departmental Personnel files.	Asst Busn Admin	Emilita A Marin-CBA		
10	Ensuring valid authorization of new hires.	Asst Busn Admin	Emilita A Marin-CBA		
11	Ensuring valid authorization of changes in compensation rates.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA		
12	Ensuring the accurate input of changes to the HR System.	Asst Busn Admin	Emilita A Marin-CBA		
13	Propriety of leave account classification on time records.	Asst Busn Admin	Emilita A Marin-CBA		
14	Consistent and efficient responses to inquiries.	Asst Busn Admin	Emilita A Marin-CBA		
CASH	HANDLING				

Engineering Dean's Office Baseline Standards FY 2014

Description of Responsibility Secondary (O Frimary (Required) Secondary (O I Collecting cash, checks, etc. Asst Busn Admin Janice Quiroz/Stella Vasquez/Jane Geanangle Filitia A Marin-CBA Asst Busn Admin Emilita A Marin-CBA Asst Busn Admin Emilita A Marin-CBA Preparing deposits. Asst Busn Admin Emilita A Marin-CBA Emilita A Marin-CBA Emilita A Marin-CBA Emilita A Marin-CBA Stephen Bangerter, I Operations Opera	
Quiroz/Stella Vasquez/Jane Geanangle Reconciling cash, checks, etc. to receipts. Emilita A Marin-CBA Asst Busn Admin Emilita A Marin-CB Asst Busn Admin Emilita A Marin-CB Verifying deposits posted correctly in the Finance System. Emilita A Marin-CBA Asst Busn Admin Emilita A Marin-CB Verifying deposits posted correctly in the Finance System. Emilita A Marin-CBA Asst Busn Admin Emilita A Marin-CB Asst Busn Admin Emilita A Marin-CBA Asst Busn Admin Emilita A Marin-CBA Asst Busn Admin Emilita A Marin-CB Emsuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Emilita A Marin-CBA Stephen Bangerter, 1 Operations Distribution of Cash Handling Procedures to employees who In handle cash. Consistent and efficient responses to inquiries. Emilita A Marin-CBA Emilita A Marin-CBA Stephen Bangerter, 1 Operations Stephen Bangerter, 1	
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administration policies/procedures. Operations	
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PROPERTY MANAGEMENT	
1 Performing the annual inventory. Asst Busn Admin Arturo Padilla	
2 Ensuring the annual inventory was completed correctly. Stephen Bangerter, Dir. Col. Bus Emilita A Marin-CB Operations	CBA
3 Tagging equipment. Asst Busn Admin Arturo Padilla	
4 Approving requests for removal of equipment from campus. Stephen Bangerter, Dir. Col. Bus Emilita A Marin-CB	CBA
DISCLOSURE FORMS	

Engineering Dean's Office Baseline Standards FY 2014

	Responsible Person(s) (Name/Title)				
Description of Responsibility		Primary (Required)	Secondary (Optional)		
1	Ensuring all employees with purchasing influence complete the	Stephen Bangerter, Dir. Col. Bus	Emilita A Marin-CBA		
	annual Related Party disclosure statement online.	Operations			
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Stephen Bangerter, Dir. Col. Bus	Emilita A Marin-CBA		
	complete the Consulting disclosure statement online.	Operations			
3	Ensuring that all Principal and Co-Principal Investigators	Stephen Bangerter, Dir. Col. Bus	Emilita A Marin-CBA		
	complete the annual Conflict of Interest disclosure statement for	Operations			
	the Division of Research.				
ACCO	UNTS 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			
NEGA	TIVE BALANCES				
1	Ensuring that all fund groups for each Dept ID have positive	Emilita A Marin-CBA	Stephen Bangerter, Dir. Col. Bus		
2	fund equity at year-end.	Asst Busn Admin	Operations Emilita A Marin-CBA		
2	Ensuring that research expenditures are covered by funds from	Asst Bush Admin	Етпиа А Маги-СВА		
DEPAR	sponsors. TMENTAL COMPUTING				
1	Management of the departments' information technology	Kiet Luong/IT College Manager	Eric Stern, USS3		
	resources.	TO A TOTAL OF THE ANALYSIS OF	D. G. Maga		
2	Ensuring that critical data back up occurs.	Kiet Luong/IT College Manager	Eric Stern, USS3		
3	Ensuring that procedures such as password controls are followed.	Kiet Luong/IT College Manager	Eric Stern, USS3		
4	Reporting of suspected security violations.	Kiet Luong/IT College Manager	Eric Stern, USS3		
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