Civil and Environmental Engineering Dept.
H0068, H0069, H0512, H0520, H0541
Baseline Standards
FY 2017

Civil and Environmental Engineering Department		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Betsy Roguer/DBA	
2	Updating the Baseline Standards Form.	Betsy Roguer/DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Maria Trasancos/Assit. DBA	Betsy Roguer/ DBA
2	Reviewing cost center verifications.	Betsy Roguer/DBA	PIs
3	Approving cost center verifications.	Betsy Roguer/DBA	PIs
4	Ensuring all cost centers are verified/approved on a timely basis.	Betsy Roguer/DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Betsy Roguer/DBA	PIs
2	Ensuring the validity of travel and expense reimbursements.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
4	Ensuring correct account coding on purchases documents.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
5	Primary contact for inquiries to expenditure transactions.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
PAYROLL / HUMAN RESOURCES		Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
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.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
4	Completing termination clearance procedures.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
6	Maintaining departmental Personnel files.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
7	Ensuring valid authorization of new hires.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
8	Ensuring valid authorization of changes in compensation rates.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
9	Ensuring the accurate input of changes to the HR System.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA
10	Consistent and efficient responses to inquiries.	Cherish Wallace/Admin. Asst.	Betsy Roguer/DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Maria Trasancos/Assit. DBA	
2	Reconciling cash, checks, etc. to receipts.	Maria Trasancos/Assit. DBA	
3	Preparing deposits.	Dean's office	
4	Preparing Journal Entries.	Maria Trasancos/Assit. DBA	
5	Verifying deposits posted correctly in the Finance System.	Maria Trasancos/Assit. DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Maria Trasancos/Assit. DBA	
7	Secure deposits via UHDPS to Student Financial Services.	Dean's office	
8	Ensuring deposits are made timely.	Maria Trasancos/Assit. DBA	Betsy Roguer/DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Betsy Roguer/DBA	
10	Updating Cash Handling Procedures as needed.	Betsy Roguer/DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Betsy Roguer/DBA	
12	Consistent and efficient responses to inquiries.	Maria Trasancos/Assit. DBA	Betsy Roguer/DBA
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Betsy Roguer/DBA	Maria Trasancos/Assit. DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Charisma Lattao/Lab Supervisor and Laura Murphy/Program Mgr	Betsy Roguer/DBA
2	Ensuring the annual inventory was completed correctly.	Charisma Lattao/Lab Supervisor and Laura Murphy/Program Mgr	Betsy Roguer/DBA
3	Tagging equipment.	Charisma Lattao/Lab Supervisor and Laura Murphy/Program Mgr	Betsy Roguer/DBA
4	Approving requests for removal of equipment from campus.	Charisma Lattao/Lab Supervisor and Laura Murphy/Program Mgr	Betsy Roguer/DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Betsy Roguer/DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Betsy Roguer/DBA	

	Civil and Environmental Engineering Department	Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Betsy Roguer/DBA	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Maria Trasancos/Assit. DBA	Betsy Roguer/DBA
3	Collection.	Maria Trasancos/Assit. DBA	Betsy Roguer/DBA
4	Recording.	Maria Trasancos/Assit. DBA	Betsy Roguer/DBA
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.	Betsy Roguer/DBA	Maria Trasancos/Assit. DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Betsy Roguer/DBA	Maria Trasancos/Assit. DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Kiet Luong	
2	Ensuring that critical data back up occurs.	Kiet Luong	
3	Ensuring that procedures such as password controls are followed.	Kiet Luong	
4	Reporting of suspected security violations.	Kiet Luong	