

Dean's Office Cullen College of Engineering
Baseline Standards
FY 2017

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.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA
2	Updating the Baseline Standards Form.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Rachell Underwood, ABA	Monique Jones, CBA
2	Reviewing cost center verifications.	Monique Jones, CBA	Stephen Bangerter
3	Approving cost center verifications.	Steve Bangerter, Exec Dir of Busn Ops	
4	Ensuring all cost centers are verified/approved on a timely basis.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Monique Jones, CBA	Steve Bangerter, Exec Dir of Busn Ops
2	Ensuring the validity of travel and expense reimbursements.	Rachell Underwood, ABA	Monique Jones, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Rachell Underwood, ABA	Monique Jones, CBA
4	Ensuring correct account coding on purchases documents.	Monique Jones, CBA	Steve Bangerter, Exec Dir of Busn Ops
5	Primary contact for inquiries to expenditure transactions.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA Rachell Underwood, ABA
PAYROLL / HUMAN RESOURCES			
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.	Rachell Underwood, ABA	Monique Jones, CBA Steve Bangerter, Exec Dir of Busn Ops
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Rachell Underwood, ABA	Monique Jones, CBA Steve Bangerter, Exec Dir of Busn Ops
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Rachell Underwood, ABA	Monique Jones, CBA Steve Bangerter, Exec Dir of Busn Ops
4	Completing termination clearance procedures.	Monique Jones, CBA	Steve Bangerter, Exec Dir of Busn Ops
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Rachell Underwood, ABA	Monique Jones, CBA Steve Bangerter, Exec Dir of Busn Ops
6	Maintaining departmental Personnel files.	Monique Jones, CBA	Rachell Underwood, ABA
7	Ensuring valid authorization of new hires.	Monique Jones, CBA	Rachell Underwood, ABA
8	Ensuring valid authorization of changes in compensation rates.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA
9	Ensuring the accurate input of changes to the HR System.	Monique Jones, CBA	Steve Bangerter, Exec Dir of Busn Ops
10	Consistent and efficient responses to inquiries.	Monique Jones, CBA	Steve Bangerter, Exec Dir of Busn Ops

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CASH HANDLING			
1	Collecting cash, checks, etc.	Admin Asst, Dean's Office	Rachell Underwood, ABA-Finance Monique Jones, CBA Steve Bangerter, Exec Dir of Busn Ops
2	Reconciling cash, checks, etc. to receipts.	Admin Asst, Dean's Office	Rachell Underwood, ABA-Finance Monique Jones, CBA Steve Bangerter, Exec Dir of Busn Ops
3	Preparing deposits.	Admin Asst, Dean's Office	Rachell Underwood, ABA-Finance Monique Jones, CBA Steve Bangerter, Exec Dir of Busn Ops
4	Preparing Journal Entries.	Admin Asst, Dean's Office	Rachell Underwood, ABA-Finance Monique Jones, CBA Steve Bangerter, Exec Dir of Busn Ops
5	Verifying deposits posted correctly in the Finance System.	Rachell Underwood, Asst DBA-Finance	Monique Jones, CBA Steve Bangerter, Exec Dir of Busn Ops
6	Adequacy of physical safeguards of cash receipts and equivalent.	Rachell Underwood, Asst Busn Admin	Monique Jones, CBA
7	Secure deposits via UHDPSS to Student Financial Services.	Rachell Underwood, Asst Busn Admin	
8	Ensuring deposits are made timely.	Admin Asst, Dean's Office	Rachell Underwood, Asst Busn Admin Monique Jones, CBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Monique Jones, CBA	Steve Bangerter, Exec Dir of Busn Ops
10	Updating Cash Handling Procedures as needed.	Monique Jones, CBA	Steve Bangerter, Exec Dir of Busn Ops
11	Distribution of Cash Handling Procedures to employees who handle cash.	Monique Jones, CBA	Steve Bangerter, Exec Dir of Busn Ops
12	Consistent and efficient responses to inquiries.	Monique Jones, CBA	Rachell Underwood, Asst Busn Admin Steve Bangerter,
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Rachell Underwood, Asst Busn Admin	Arturo Padilla, Info Svcs Mgr 2
2	Ensuring the annual inventory was completed correctly.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA
3	Tagging equipment.	Rachell Underwood, Asst Busn Admin	Arturo Padilla, Info Svcs Mgr 2
4	Approving requests for removal of equipment from campus.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA

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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.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Rachell Underwood, ABA	Monique Jones, CBA Steve Bangerter, Exec Dir of Busn Ops
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2
2	Ensuring that critical data back up occurs.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2
3	Ensuring that procedures such as password controls are followed.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2
4	Reporting of suspected security violations.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2