

Mechanical 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.	April Blount, DBA	Joana Tan, ABA
2	Updating the Baseline Standards Form.	April Blount, DBA	Joana Tan, ABA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	April Blount, DBA	Joana Tan, ABA
2	Reviewing cost center verifications.	Department: Pradeep Sharma; Research grants/projects: PI	
3	Approving cost center verifications.	Department: Pradeep Sharma; Research grants/projects: PI	
4	Ensuring all cost centers are verified/approved on a timely basis.	April Blount, DBA	Joana Tan, ABA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Joana Tan, ABA	April Blount, DBA
2	Ensuring the validity of travel and expense reimbursements.	April Blount, DBA Joana Tan, ABA Tracy Pringer, Admin. Asst.	
3	Ensuring that goods and services are received and that timely payment is made.	Joana Tan, ABA Juan Guzman, Fin. Asst. 2	April Blount, DBA
4	Ensuring correct account coding on purchases documents.	Joana Tan, ABA Tracy Pringer, Admin. Asst. Juan Guzman, Fin. Asst. 2	April Blount, DBA
5	Primary contact for inquiries to expenditure transactions.	Joana Tan, ABA Juan Guzman, Fin. Asst. 2	April Blount, DBA
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.	Tammy Engelbosch, HR/Payroll Admin. 2	April Blount, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Tammy Engelbosch, HR/Payroll Admin. 2	April Blount, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tammy Engelbosch, HR/Payroll Admin. 2	April Blount, DBA
4	Completing termination clearance procedures.	Tammy Engelbosch, HR/Payroll Admin. 2	April Blount, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Tammy Engelbosch, HR/Payroll Admin. 2	April Blount, DBA
6	Maintaining departmental Personnel files.	Tammy Engelbosch, HR/Payroll Admin. 2 Tracy Pringer, Admin. Asst.	April Blount, DBA
7	Ensuring valid authorization of new hires.	Tammy Engelbosch, HR/Payroll Admin. 2 Tracy Pringer, Admin. Asst.	April Blount, DBA
8	Ensuring valid authorization of changes in compensation rates.	Tammy Engelbosch, HR/Payroll Admin. 2	April Blount, DBA
9	Ensuring the accurate input of changes to the HR System.	Tammy Engelbosch, HR/Payroll Admin. 2	April Blount, DBA
10	Consistent and efficient responses to inquiries.	Tammy Engelbosch, HR/Payroll Admin. 2	April Blount, DBA

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CASH HANDLING		
1	Collecting cash, checks, etc.	Juan Guzman, Fin. Asst. 2 Tracy Pringer, Admin. Asst. Joana Tan, ABA
2	Reconciling cash, checks, etc. to receipts.	Juan Guzman, Fin. Asst. 2 Tracy Pringer, Admin. Asst.
3	Preparing deposits.	Juan Guzman, Fin. Asst. 2 Tracy Pringer, Admin. Asst.
4	Preparing Journal Entries.	Juan Guzman, Fin. Asst. 2 Tracy Pringer, Admin. Asst.
5	Verifying deposits posted correctly in the Finance System.	Juan Guzman, Fin. Asst. 2 Tracy Pringer, Admin. Asst.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Juan Guzman, Fin. Asst. 2 April Blount, DBA Tracy Pringer, Admin. Asst.
7	Secure deposits via UHDPS to Student Financial Services.	NA NA
8	Ensuring deposits are made timely.	April Blount, DBA Joana Tan, ABA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Tracy Pringer, Admin. Asst. April Blount, DBA Joana Tan, ABA
10	Updating Cash Handling Procedures as needed.	April Blount, DBA Joana Tan, ABA
11	Distribution of Cash Handling Procedures to employees who handle cash.	April Blount, DBA Joana Tan, ABA
12	Consistent and efficient responses to inquiries.	April Blount, DBA Joana Tan, ABA
PETTY CASH		
1	Preparing petty cash disbursements.	NA NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA NA
4	Approving petty cash disbursements.	NA NA
5	Replenishing the petty cash fund timely.	NA NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA NA
CONTRACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Joana Tan, ABA April Blount, DBA
PROPERTY MANAGEMENT		
1	Performing the annual inventory.	Gene Webster, Elec. Supervisor April Blount, DBA
2	Ensuring the annual inventory was completed correctly.	Gene Webster, Elec. Supervisor April Blount, DBA
3	Tagging equipment.	Gene Webster, Elec. Supervisor
4	Approving requests for removal of equipment from campus.	Pradeep Sharma, Chairman
DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	April Blount, DBA Joana Tan, ABA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Tracy Pringer, Admin. Asst. April Blount, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Tracy Pringer, Admin. Asst. April Blount, DBA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	April Blount, DBA	Joana Tan, ABA
2	Ensuring that research expenditures are covered by funds from sponsors.	April Blount, DBA	Joana Tan, ABA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gene Webster, Elec. Supervisor	
2	Ensuring that critical data back up occurs.	Gene Webster, Elec. Supervisor	
3	Ensuring that procedures such as password controls are followed.	Gene Webster, Elec. Supervisor	
4	Reporting of suspected security violations.	Gene Webster, Elec. Supervisor	