

Electrical and Computer Engineering Department-H0070  
Baseline Standards  
FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Stacie Spikes (DBA)	Blake Stroud (Asst. DBA)
2	Updating the Baseline Standards Form.	Stacie Spikes (DBA)	Blake Stroud (Asst. DBA)
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Blake Stroud (Asst. DBA)	Stacie Spikes (DBA)
2	Reviewing cost center verifications.	Blake Stroud (Asst. DBA)	Stacie Spikes (DBA)
3	Approving cost center verifications.	Principle Investigators, Dept Chair	Stacie Spikes (DBA)
4	Ensuring all cost centers are verified/approved on a timely basis.	Stacie Spikes (DBA)	Blake Stroud (Asst. DBA)
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Blake Stroud (Asst. DBA)	Stacie Spikes (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Blake Stroud (Asst. DBA)	Stacie Spikes (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Blake Stroud (Asst. DBA)	Stacie Spikes (DBA)
4	Ensuring correct account coding on purchases documents.	Blake Stroud (Asst. DBA)	Stacie Spikes (DBA)
5	Primary contact for inquiries to expenditure transactions.	Blake Stroud (Asst. DBA)	Stacie Spikes (DBA)
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Delvina Branch/Office Coordinator / Demetrice Dent- (Financial Coordinator II)	Blake Stroud (Asst. DBA)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Delvina Branch/Office Coordinator / Demetrice Dent- (Financial Coordinator II)	Blake Stroud (Asst. DBA)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Delvina Branch/Office Coordinator / Demetrice Dent- (Financial Coordinator II)	Blake Stroud (Asst. DBA)
4	Completing termination clearance procedures.	Delvina Branch/Office Coordinator / Demetrice Dent- (Financial Coordinator II)	Blake Stroud (Asst. DBA)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Delvina Branch/Office Coordinator / Demetrice Dent- (Financial Coordinator II)	Blake Stroud (Asst. DBA)
6	Maintaining departmental Personnel files.	Delvina Branch/Office Coordinator / Demetrice Dent- (Financial Coordinator II)	Blake Stroud (Asst. DBA)
7	Ensuring valid authorization of new hires.	Delvina Branch/Office Coordinator / Demetrice Dent- (Financial Coordinator II)	Blake Stroud (Asst. DBA)
8	Ensuring valid authorization of changes in compensation rates.	Delvina Branch/Office Coordinator / Demetrice Dent- (Financial Coordinator II)	Blake Stroud (Asst. DBA)
9	Ensuring the accurate input of changes to the HR System.	Delvina Branch/Office Coordinator / Demetrice Dent- (Financial Coordinator II)	Blake Stroud (Asst. DBA)
10	Consistent and efficient responses to inquiries.	Delvina Branch/Office Coordinator / Demetrice Dent- (Financial Coordinator II)	Blake Stroud (Asst. DBA)

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Blake Stroud (Asst. DBA)	Delvina Branch (Office Coordinator)
2	Reconciling cash, checks, etc. to receipts.	Blake Stroud (Asst. DBA)	Delvina Branch (Office Coordinator)
3	Preparing deposits.	Dean's Office	
4	Preparing Journal Entries.	Delvina Branch (Office Coordinator)	Blake Stroud (Asst. DBA)
5	Verifying deposits posted correctly in the Finance System.	Stacie Spikes (DBA)	Blake Stroud (Asst. DBA)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Stacie Spikes (DBA)	Blake Stroud (Asst. DBA)
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Delvina Branch (Office Coordinator)	Stacie Spikes (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Stacie Spikes (DBA)	Stephen Bangerter (Exec. Dir)
10	Updating Cash Handling Procedures as needed.	Stephen Bangerter, Exe Director	Blake Stroud (Asst. DBA)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Stacie Spikes (DBA)	Blake Stroud (Asst. DBA)
12	Consistent and efficient responses to inquiries.	Delvina Branch (Office Coordinator)	Blake Stroud (Asst. DBA)
<b>PETTY CASH</b>			
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
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Stacie Spikes (DBA)	Blake Stroud (Asst. DBA)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Robert Dial (Electrical Tech II)	Ralph Brown (Elec. Tech)
2	Ensuring the annual inventory was completed correctly.	Robert Dial (Electrical Tech II)	Ralph Brown (Elec. Tech)
3	Tagging equipment.	Robert Dial (Electrical Tech II)	Ralph Brown (Elec. Tech)

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4	Approving requests for removal of equipment from campus.	Robert Dial (Electrical Tech II)	Stacie Spikes (DBA)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Stacie Spikes (DBA)	Blake Stroud (Asst. DBA)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Stacie Spikes (DBA)	Blake Stroud (Asst. DBA)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Stacie Spikes (DBA)	Blake Stroud (Asst. DBA)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	Blake Stroud (Asst. DBA)	Stacie Spikes (DBA)
3	Collection.	Blake Stroud (Asst. DBA)	Stacie Spikes (DBA)
4	Recording.	Blake Stroud (Asst. DBA)	Stacie Spikes (DBA)
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.	Stacie Spikes (DBA)	Stephen Bangerter (Exec. Dir)
2	Ensuring that research expenditures are covered by funds from sponsors.	Principle Investigators	Stacie Spikes (DBA)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Ralph Brown (Elec. Tech)	Kiet Luong , Manager ECC
2	Ensuring that critical data back up occurs.	Ralph Brown (Elec. Tech)	Kiet Luong , Manager ECC
3	Ensuring that procedures such as password controls are followed.	Ralph Brown (Elec. Tech)	Kiet Luong , Manager ECC
4	Reporting of suspected security violations.	Ralph Brown (Elec. Tech)	Kiet Luong , Manager ECC