

**Industrial Engineering Department -- H0072
Baseline Standards**

FY 2019

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.	Philip Abraham/DBA	
2	Updating the Baseline Standards Form.	Philip Abraham/DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Philip Abraham/DBA	
2	Reviewing cost center verifications.	Gino Lim, Chair or PI	Philip Abraham/DBA
3	Approving cost center verifications.	Gino Lim, Chair or PI	
4	Ensuring all cost centers are verified/approved on a timely basis.	Philip Abraham/DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Philip Abraham/DBA	Gino Lim/ Chair
2	Ensuring the validity of travel and expense reimbursements.	Sharon Hall/Executive Secretary	Philip Abraham/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Philip Abraham/DBA	Sharon Hall/Executive Secretary
4	Ensuring correct account coding on purchases documents.	Philip Abraham/DBA	
5	Primary contact for inquiries to expenditure transactions.	Philip Abraham/DBA	Sharon Hall/Executive Secretary
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.	Philip Abraham/DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Philip Abraham/DBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Philip Abraham/DBA	Sharon Hall/Executive Secretary
4	Completing termination clearance procedures.	Sharon Hall/Executive Secretary	Philip Abraham/DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Philip Abraham/DBA	
6	Maintaining departmental Personnel files.	Philip Abraham/DBA	
7	Ensuring valid authorization of new hires.	Philip Abraham/DBA	Sharon Hall/Executive Secretary
8	Ensuring valid authorization of changes in compensation rates.	Philip Abraham/DBA	Sharon Hall/Executive Secretary
9	Ensuring the accurate input of changes to the HR System.	Philip Abraham/DBA	Sharon Hall/Executive Secretary

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10 Consistent and efficient responses to inquiries.	Philip Abraham/DBA	Sharon Hall/Executive Secretary
CASH HANDLING		
1 Collecting cash, checks, etc.	Sharon Hall/Executive Secretary	Philip Abraham/DBA
2 Reconciling cash, checks, etc. to receipts.	Philip Abraham/DBA	Sharon Hall/Executive Secretary
3 Preparing deposits.	Dean's Office	
4 Preparing Journal Entries.	Sharon Hall/Executive Secretary	Philip Abraham/DBA
5 Verifying deposits posted correctly in the Finance System.	Philip Abraham/DBA	Sharon Hall/Executive Secretary
6 Adequacy of physical safeguards of cash receipts and equivalent.	Philip Abraham/DBA	Sharon Hall/Executive Secretary
7 Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8 Ensuring deposits are made timely.	Philip Abraham/DBA	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Philip Abraham/DBA	Stephen Bangerter, Exe Dir Business Operations
10 Updating Cash Handling Procedures as needed.	Stephen Bangerter, Exe Dir Business Operations	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Philip Abraham/DBA	
12 Consistent and efficient responses to inquiries.	Sharon Hall/Executive Secretary	Philip Abraham/DBA
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.	Philip Abraham/DBA	Sharon Hall/Executive Secretary
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Philip Abraham/DBA	

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2	Ensuring the annual inventory was completed correctly.	Philip Abraham/DBA	
3	Tagging equipment.	Philip Abraham/DBA	
4	Approving requests for removal of equipment from campus.	Philip Abraham/DBA-staff Gino Lim/Chair-faculty	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Philip Abraham/DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Philip Abraham/DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Philip Abraham/DBA	
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.	Philip Abraham/DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Philip Abraham/DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Kiet Luong/IT College Manager	Eric Stern, USS3
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