

School of Nursing - H0586
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.	Dr. Kathryn Tart, Dean	Samer Shammas, CBA
2	Updating the Baseline Standards Form.	Samer Shammas, CBA	Dr. Kathryn Tart, Dean
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammas, CBA
2	Reviewing cost center verifications.	Samer Shammas, CBA	Dr. Kathryn Tart, Dean
3	Approving cost center verifications.	Samer Shammas, CBA	Dr. Kathryn Tart, Dean
4	Ensuring all cost centers are verified/approved on a timely basis.	Samer Shammas, CBA	Dr. Kathryn Tart, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammas, CBA
2	Ensuring the validity of travel and expense reimbursements.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammas, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammas, CBA
4	Ensuring correct account coding on purchases documents.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
5	Primary contact for inquiries to expenditure transactions.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
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.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
4	Completing termination clearance procedures.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
6	Maintaining departmental Personnel files.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
7	Ensuring valid authorization of new hires.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
8	Ensuring valid authorization of changes in compensation rates.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
9	Ensuring the accurate input of changes to the HR System.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
10	Consistent and efficient responses to inquiries.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant

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CASH HANDLING			
1	Collecting cash, checks, etc.	Joan Bauman, Secretary 1	Leigh Ann Smith, Executive Administrative Assitant
2	Reconciling cash, checks, etc. to receipts.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammass, CBA
3	Preparing deposits.	N/A	N/A
4	Preparing Journal Entries.	Samer Shammass, CBA	N/A
5	Verifying deposits posted correctly in the Finance System.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammass, CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
7	Secure deposits via UHDPS to Student Financial Services.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
8	Ensuring deposits are made timely.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Samer Shammass, CBA	Dr. Kathryn Tart, Dean
10	Updating Cash Handling Procedures as needed.	Samer Shammass, CBA	Dr. Kathryn Tart, Dean
11	Distribution of Cash Handling Procedures to employees who handle cash.	Samer Shammass, CBA	Dr. Kathryn Tart, Dean
12	Consistent and efficient responses to inquiries.	Samer Shammass, CBA	Dr. Kathryn Tart, Dean
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Dr. Kathryn Tart, Dean	Samer Shammass, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Roberto Tonsul, IT Manager	Samer Shammass, CBA
2	Ensuring the annual inventory was completed correctly.	Samer Shammass, CBA	Roberto Tonsul, IT Manager
3	Tagging equipment.	Roberto Tonsul, IT Manager	Samer Shammass, CBA
4	Approving requests for removal of equipment from campus.	Dr. Kathryn Tart, Dean	Samer Shammass, CBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Dr. Kathryn Tart, Dean	Samer Shammass, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Dr. Kathryn Tart, Dean	Samer Shammass, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Dr. Kathryn Tart, Dean	Samer Shammass, CBA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Samer Shammass, CBA	Dr. Kathryn Tart, Dean
2	Ensuring that research expenditures are covered by funds from sponsors.	Samer Shammass, CBA	Dr. Kathryn Tart, Dean
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Roberto Tonsul, IT Manager	Samer Shammass, CBA
2	Ensuring that critical data back up occurs.	Roberto Tonsul, IT Manager	Samer Shammass, CBA
3	Ensuring that procedures such as password controls are followed.	Roberto Tonsul, IT Manager	Samer Shammass, CBA
4	Reporting of suspected security violations.	Roberto Tonsul, IT Manager	Samer Shammass, CBA