Department Name Baseline Standards FY 2012

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Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE		
1	ARDS Ensuring the Departmental Policy and Procedures manual is	Randi Betts, Director	
1	current.	Kandi Betts, Director	Dr. Charles Layne, Chair
2	Updating the Baseline Standards Form.	Randi Betts, Director	Di. Charles Layne, Chan
2	oputing the Dusenne Standards Form.	Randi Detts, Director	Dr. Charles Layne, Chair
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		Dir Charles Dayne, Chan
1	Preparing cost center verifications.	Brian Drake, ABA	
			Randi Betts, Director
2	Reviewing cost center verifications.	Brian Drake, ABA	
			Randi Betts, Director
3	Approving cost center verifications.		
		Randi Betts, Director	Dr. Charles Layne, Chair
4	Ensuring all cost centers are verified/approved on a timely	Randi Betts, Director	
ZINI A NI	basis. CIAL REPORTING - EXPENDITURE TRANSACTIONS		Dr. Charles Layne, Chair
	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Randi Betts, Director	
1	Ensuring valid authorization of purchase documents.	Rundi Deus, Difectol	Dr. Charles Layne, Chair
2	Ensuring the validity of travel and expense reimbursements.	Randi Betts, Director	
-	and varianty of all of and expense fermioursements.		Dr. Charles Layne, Chair
3	Ensuring that goods and services are received and that timely	Brian Drake, ABA	Randi Betts, Director
	payment is made.	,	,
4	Ensuring correct account coding on purchases documents.	Brian Drake, ABA	Randi Betts, Director
5	Primary contact for inquiries to expenditure transactions.	Brian Drake, ABA	Randi Betts, Director
PAYRC	OLL / HUMAN RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and	Brian Drake, ABA	Randi Betts, Director
2	effort reports. Reconciling bi-weekly leave accruals to the HR System.	Randi Betts, Director	Randi Betts, Director
Z	Reconclining bi-weekly leave accluais to the HR System.	Randi Betts, Director	Dr. Charles Layne, Chair
3	Ensuring all bi-weekly time and effort reports are submitted to	Brian Drake, ABA	Di. Charles Edyle, Charl
5	Pavroll.	brian brance, ribri	Randi Betts, Director
4	Ensuring all monthly leave is recorded and approved in the HR	Randi Betts, Director	
	System.		Dr. Charles Layne, Chair
5	Reconciling time and effort reports (bi-weekly employees) and	Brian Drake, ABA	
	ePARs (monthly employees) to the trial and final payroll		
	verification reports.		Randi Betts, Director
6	Completing termination clearance procedures.	Randi Betts, Director	
_			Dr. Charles Layne, Chair
7	Ensuring terminated employees are no longer charged to	Brian Drake, ABA	Dandi Datta Dimastar
0	departmental cost centers.	Brian Drake, ABA	Randi Betts, Director
8	Paycheck distribution.	Bhall Diake, ABA	Randi Betts, Director
9	Maintaining departmental Personnel files.	Brian Drake, ABA	Nandi Detts, Dilectoi
7	mannanning ueparunentai reisonnei mes.	Brian Diake, ADA	Randi Betts, Director
10	Ensuring valid authorization of new hires.	Randi Betts, Director	Tumui Deus, Difector
10			Dr. Charles Layne, Chair
11	Ensuring valid authorization of changes in compensation rates.	Randi Betts, Director	
		,	Dr. Charles Layne, Chair
12	Ensuring the accurate input of changes to the HR System.	Brian Drake, ABA	
			Randi Betts, Director
13	Propriety of leave account classification on time records.	Randi Betts, Director	
			Dr. Charles Layne, Chair
14	Consistent and efficient responses to inquiries.	Brian Drake, ABA	
A 4 4 7 7 7			Randi Betts, Director
CASHI	HANDLING		
1	Collecting auch charter	Drive Duelco ADA	
1	Collecting cash, checks, etc.	Brian Drake, ABA	Rondi Rotta Director
			Randi Betts, Director

Department Name Baseline Standards FY 2012

_			on(s) (Name/Title)
-	tion of Responsibility	Primary (Required)	Secondary (Optional)
2	Reconciling cash, checks, etc. to receipts.	Brian Drake, ABA	
3	Preparing deposits.	Brian Drake, ABA	Randi Betts, Director
3	Preparing deposits.	Bhan Diake, ABA	Randi Betts, Director
4	Preparing Journal Entries.	Brian Drake, ABA	Kanul Betts, Director
			Randi Betts, Director
5	Verifying deposits posted correctly in the Finance System.	Brian Drake, ABA	
			Randi Betts, Director
6	Adequacy of physical safeguards.	Randi Betts, Director	
			Dr. Charles Layne, Chair
7	Transporting deposits to Student Financial Services.	UHPD	
		5 11 D D!	N/A
8	Ensuring deposits are made timely.	Randi Betts, Director	
	Enquire all amplements who handle each have completed Cash	Randi Ratta Director	Dr. Charles Layne, Chair
	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	Randi Betts, Director	
9	training.		Dr. Charles Layne, Chair
/	Updating Cash Handling Procedures as needed.	Randi Betts, Director	Di Charles Edyne, Charl
10			Dr. Charles Layne, Chair
-	Distribution of Cash Handling Procedures to employees who	Randi Betts, Director	
11	handle cash.		Brian Drake, ABA
	Consistent and efficient responses to inquiries.	Brian Drake, ABA	
12			Randi Betts, Director
PETTY	CASH		
		2.7.4	2.7.4
1	Preparing petty cash disbursements.	N/A	N/A
2	En anima a star a statistica en a statistica e	NT/A	NT / 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	N/A	N/A
5	authorized purposes.		
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	N/A	N/A
	disbursement.		
LONG	DISTANCE CHARGES		
1	Manager review of long distance charges for unusual activity.	Randi Betts, Director	
1	wanager review of fong distance charges for unusual activity.	Randi Detts, Director	Dr. Charles Layne, Chair
2	Ensuring personal calls are reimbursed within 10 days from the	Brian Drake, ABA	Dir Charles Dayne, Charl
	billing date.		Randi Betts, Director
	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Randi Betts, Director	
	administration policies/procedures.		Dr. Charles Layne, Chair
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory	Brian Drake APA	
1	Performing the annual inventory.	Brian Drake, ABA	Randi Betts, Director
2	Ensuring the annual inventory was completed correctly.	Randi Betts, Director	Tunial Dette, Difector
-			Dr. Charles Layne, Chair
3	Tagging equipment.	Brian Drake, ABA	• · · ·
			Randi Betts, Director
4	Approving requests for removal of equipment from campus.	Randi Betts, Director	
			Dr. Charles Layne, Chair
DISCLO	OSURE FORMS		
4			
1	Ensuring all employees with purchasing influence complete the	Brian Drake, ABA	Rondi Rotta Dire-t
2	annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and	Brian Drake, ABA	Randi Betts, Director
Z	staff complete the Consulting disclosure statement online.	Bilan Diake, ADA	Randi Betts, Director
		1	Rundi Detto, Difettoi

Department Name Baseline Standards FY 2012

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Brian Drake, ABA	Randi Betts, Director
	UNTS RECEIVABLE		Kandi Detts, Director
icco			
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
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Randi Betts, Director	Brian Drake, ABA
2	Ensuring that research expenditures are covered by funds from sponsors.	Brian Drake, ABA	Randi Betts, Director
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Randi Betts, Director	Dr. Charles Layne, Chair
2	Ensuring that critical data back up occurs.	CLASS IT	Randi Betts, Director
3	Ensuring that procedures such as password controls are followed.	CLASS IT	Randi Betts, Director
4	Reporting of suspected security violations.	Randi Betts, Director	Dr. Charles Layne, Chair