

HEALTH Research Institute - H0010  
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.	Dixie Sasu, Program Manager	
2	Updating the Baseline Standards Form.	Dixie Sasu, Program Manager	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Cheerice Davis, Accountant I	Mila Bautista, Accountant III
2	Reviewing cost center verifications.	Pam Muscarello, ED Elyse Davis, Division Administrator	
3	Approving cost center verifications.	Dixie Sasu, Program Manager	Ezemenari Obasi, Director
4	Ensuring all cost centers are verified/approved on a timely basis.	Cheerice Davis, Accountant I	Mila Bautista, Accountant III
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Elyse Davis, Division Administrator	Pam Muscarello, ED
2	Ensuring the validity of travel and expense reimbursements.	Dixie Sasu, Program Manager	
3	Ensuring that goods and services are received and that timely payment is made.	Dixie Sasu, Program Manager	Elyse Davis, Business Administrator
4	Ensuring correct account coding on purchases documents.	Dixie Sasu, Program Manager	
5	Primary contact for inquiries to expenditure transactions.	Elyse Davis, Business Administrator	Pam Muscarello, ED
6	Ensuring access and use of P-Cards and T-Cards are secure.	Dixie Sasu, Program Manager	
7	Ensuring P-Card transactions are adequately documented and benefit the Institute.	Dixie Sasu, Program Manager	Elyse Davis, Business Administrator
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Dixie Sasu, Program Manager	Elyse Davis, Business Administrator
<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.	Dixie Sasu, Program Manager	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Dixie Sasu, Program Manager	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Dixie Sasu, Program Manager	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Dixie Sasu, Program Manager	
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Dixie Sasu, Program Manager	
6	Completing termination ePAR's within 24 hours of termination.	Dixie Sasu, Program Manager	Pammy Moore, Fin. Coord. 2
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Dixie Sasu, Program Manager	Pammy Moore, Fin. Coord. 2
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Dixie Sasu, Program Manager	Pammy Moore, Fin. Coord. 2
9	Maintaining departmental personnel files.	Dixie Sasu, Program Manager	Pammy Moore, Fin. Coord. 2
10	Consistent and efficient responses to inquiries.	Dixie Sasu, Program Manager	Pammy Moore, Fin. Coord. 2
11	Hire ePAR's should be processed at least 1 week prior to start date.	Dixie Sasu, Program Manager	Pammy Moore, Fin. Coord. 2
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Dixie Sasu, Program Manager	Pammy Moore, Fin. Coord. 2

HEALTH Research Institute -  
H0010 Baseline Standards  
FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Dixie Sasu, Program Manager	Elyse Davis, Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Dixie Sasu, Program Manager	Elyse Davis, Business Administrator
3	Preparing deposits.	Dixie Sasu, Program Manager	Elyse Davis, Business Administrator
4	Preparing Journal Entries.	Dixie Sasu, Program Manager	Elyse Davis, Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Dixie Sasu, Program Manager	Elyse Davis, Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Dixie Sasu, Program Manager	Pam Muscarello, DA
7	Secure deposits via UHDPS to Student Financial Services.	Dixie Sasu, Program Manager	
8	Ensuring deposits are made timely.	Dixie Sasu, Program Manager	Elyse Davis, Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Dixie Sasu, Program Manager	Pam Muscarello, ED
10	Updating Cash Handling Procedures as needed.	Dixie Sasu, Program Manager	Pam Muscarello, ED
11	Distribution of Cash Handling Procedures to employees who handle cash.	Dixie Sasu, Program Manager	Pam Muscarello, ED
12	Consistent and efficient responses to inquiries.	Dixie Sasu, Program Manager	Elyse Davis, Business Administrator
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Dixie Sasu, Program Manager	
14	Ensuring all access and use of credit card information is secure.	Dixie Sasu, Program Manager	
<b>PETTY CASH / CHANGE FUNDS</b>			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	Dixie Sasu, Program Manager	
2	Preparing petty cash disbursements.	Dixie Sasu, Program Manager	
3	Ensuring petty cash disbursements are not for more than \$100.	Dixie Sasu, Program Manager	
4	Ensuring petty cash disbursements are made for only authorized purposes.	Dixie Sasu, Program Manager	
5	Approving petty cash disbursements.	Dixie Sasu, Program Manager	
6	Replenishing the petty cash fund timely.	Dixie Sasu, Program Manager	
7	Ensuring the petty cash fund is balanced after each disbursement.	Dixie Sasu, Program Manager	
8	Ensuring the change fund is balanced daily, weekly or monthly.	Dixie Sasu, Program Manager	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Dixie Sasu, Program Manager	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Dixie Sasu, Program Manager	
2	Ensuring the annual inventory was completed correctly.	Dixie Sasu, Program Manager	
3	Tagging equipment.	Dixie Sasu, Program Manager	
4	Approving requests for removal of equipment from campus.	Ezemenari Obasi, Director	Cristina Milligan, AVP of Research Admin

HEALTH Research Institute -  
H0010 Baseline Standards  
FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DISCLOSURE FORMS</b>			
1	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Denise Burgan, Program Director	
<b>ACCOUNTS RECEIVABLE</b>			
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
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Dixie Sasu, Program Manager	
2	Ensuring that research expenditures are covered by funds from sponsors.	Dixie Sasu, Program Manager	
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Evan McWhirter, System Administrator 1	Lee Loggin, Functional Analyst 4
2	Ensuring that critical data back up occurs.	Evan McWhirter, System Administrator 1	Lee Loggin, Functional Analyst 4
3	Ensuring that procedures such as password controls are followed.	Evan McWhirter, System Administrator 1	Lee Loggin, Functional Analyst 4
4	Reporting of suspected security violations.	Evan McWhirter, System Administrator 1	Lee Loggin, Functional Analyst 4