

H0534-Health Wellness
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.	Kim Barrow/DBA, Cassandra Millhouse/DBA	Georgeann Smith / Director, Business Services
2	Updating the Baseline Standards Form.	Kim Barrow/DBA	Georgeann Smith / Director, Business Services
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lanita Holmes/Accountant II	Sheldon Henderson/Accountant I
2	Reviewing cost center verifications.	Kim Barrow/DBA, Cassandra Millhouse/DBA	Georgeann Smith / Director, Business Services
3	Approving cost center verifications.	Designated Cost Center Managers	Kim Barrow/DBA, Cassandra Millhouse/DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Kim Barrow/DBA, Cassandra Millhouse/DBA	Georgeann Smith / Director, Business Services
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Kim Barrow/DBA, Cassandra Millhouse/DBA
2	Ensuring the validity of travel and expense reimbursements.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Shirin Richards/Financial Coordinator 2, Richard Adewola/Financial Coordinator 1	Kim Barrow/DBA, Cassandra Millhouse/DBA
4	Ensuring correct account coding on purchases documents.	Shirin Richards/Financial Coordinator 2, Richard Adewola/Financial Coordinator 1	Kim Barrow/DBA, Cassandra Millhouse/DBA
5	Primary contact for inquiries to expenditure transactions.	Shirin Richards/Financial Coordinator 2, Richard Adewola/Financial Coordinator 1	Kim Barrow/DBA, Cassandra Millhouse/DBA
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.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
4	Completing termination clearance procedures.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
6	Maintaining departmental Personnel files.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
7	Ensuring valid authorization of new hires.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
8	Ensuring valid authorization of changes in compensation rates.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
9	Ensuring the accurate input of changes to the HR System.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
10	Consistent and efficient responses to inquiries.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
2	Reconciling cash, checks, etc. to receipts.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
3	Preparing deposits.	Shirin Richards/Financial Coordinator 2, Richard Adewola/Financial Coordinator 1	Kim Barrow/DBA, Cassandra Millhouse/DBA

H0534-Health Wellness
Baseline Standards
FY 2019

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
4 Preparing Journal Entries.	Shirin Richards/Financial Coordinator 2, Richard Adewola/Financial Coordinator 1	Kim Barrow/DBA, Cassandra Millhouse/DBA
5 Verifying deposits posted correctly in the Finance System.	Shirin Richards/Financial Coordinator 2, Richard Adewola/Financial Coordinator 1	Kim Barrow/DBA, Cassandra Millhouse/DBA
6 Adequacy of physical safeguards of cash receipts and equivalent.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
7 Secure deposits via UHDPS to Student Financial Services.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
8 Ensuring deposits are made timely.	Shirin Richards/Financial Coordinator 2, Richard Adewola/Financial Coordinator 1	Kim Barrow/DBA, Cassandra Millhouse/DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Shirin Richards/Financial Coordinator 2	Department supervisors, Kim Barrow/DBA, Cassandra Millhouse/DBA
10 Updating Cash Handling Procedures as needed.	Shirin Richards/Financial Coordinator 2	Change fund custodians
11 Distribution of Cash Handling Procedures to employees who handle cash.	Department Supervisors and/or Managers of Cash Handling	Kim Barrow/DBA, Cassandra Millhouse/DBA
12 Consistent and efficient responses to inquiries.	All members of the business services team.	Kim Barrow/DBA, Cassandra Millhouse/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.	Kim Barrow/DBA, Cassandra Millhouse/DBA and the Business Services contracts team	Georgeann Smith / Director, Business Services
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Department Property Custodian	DSAES IT
2 Ensuring the annual inventory was completed correctly.	Department Property Custodian	DSAES IT
3 Tagging equipment.	Department Property Custodian	DSAES IT
4 Approving requests for removal of equipment from campus.	Devi Bala / Assistant VP Business Services, Georgeann Smith / Director Business Services	Georgeann Smith / Director, Business Services
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kim Barrow/DBA, Cassandra Millhouse/DBA	Georgeann Smith / Director, Business Services
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kim Barrow/DBA, Cassandra Millhouse/DBA	Georgeann Smith / Director, Business Services
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kim Barrow/DBA, Cassandra Millhouse/DBA	Georgeann Smith / Director, Business Services
ACCOUNTS RECEIVABLE		

H0534-Health Wellness
Baseline Standards
FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
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.	Kim Barrow/DBA, Cassandra Millhouse/DBA	Georgeann Smith / Director, Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	Kim Barrow/DBA, Cassandra Millhouse/DBA	Georgeann Smith / Director, Business Services
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	DSAES IT	UIT
2	Ensuring that critical data back up occurs.	DSAES IT	UIT
3	Ensuring that procedures such as password controls are followed.	DSAES IT	UIT
4	Reporting of suspected security violations.	All staff members	DSAES IT / UIT
FOR DEPARTMENT LISTED BELOW:			
	H0004-Cougars in Recovery		
	H0207-Student Health Center & Pharmacy		
	H0216-Center for Students with Disabilities		
	H0220-Counseling & Psychological Services		
	H0225-Campus Recreation		
	H0292-Wellness		