

Information and Logistics Technology (H0137)
College of Technology
Baseline Standards
FY2013

Information & Logistics Technology

Responsible Person(s) (Name/Title)

Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	NA - College Business Manual is maintained through the Dean's Office	
2	Updating the Baseline Standards Form.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Monique Jones, Assistant Administrator	
2	Reviewing cost center verifications.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
3	Approving cost center verifications.	Jerry Evans, Department Chair or PI's	Jerry Evans, Department Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
2	Ensuring the validity of travel and expense reimbursements.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
3	Ensuring that goods and services are received and that timely payment is made.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
4	Ensuring correct account coding on purchases documents.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
5	Primary contact for inquiries to expenditure transactions.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
2	Reconciling bi-weekly leave accruals to the HR System.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
4	Ensuring all monthly leave is recorded and approved in the HR System.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
6	Completing termination clearance procedures.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
7	Ensuring terminated employees are no longer charged to departmental cost centers.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
8	Paycheck distribution.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
9	Maintaining departmental Personnel files.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
10	Ensuring valid authorization of new hires.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator

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11	Ensuring valid authorization of changes in compensation rates.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
12	Ensuring the accurate input of changes to the HR System.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
13	Propriety of leave account classification on time records.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
14	Consistent and efficient responses to inquiries.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
CASH HANDLING			
1	Collecting cash, checks, etc.	May Lew, Office Coordinator	Shantavia Settles
2	Reconciling cash, checks, etc. to receipts.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
3	Preparing deposits.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
4	Preparing Journal Entries.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
5	Verifying deposits posted correctly in the Finance System.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
6	Adequacy of physical safeguards.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
7	Transporting deposits to Student Financial Services.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
8	Ensuring deposits are made timely.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
10	Updating Cash Handling Procedures as needed.	NA	Jerry Evans, Department Chair
11	Distribution of Cash Handling Procedures to employees who handle cash.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
12	Consistent and efficient responses to inquiries.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
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	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees their long distance and cell phone charge reports for verification.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
2	Ensuring employees review their long distance and/or cell phone charge reports.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator

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3	Ensuring personal calls are reimbursed within 10 days from the billing date.	May Lew, Office Coordinator	Monique Jones, Assistant Administrator
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	College of Technology IT Staff	
2	Ensuring the annual inventory was completed correctly.	Karen Tran, Fin Coord.	Fred Lewallen, Assoc, Dean
3	Tagging equipment.	College of Technology IT Staff	Fred Lewallen, Assoc, Dean
4	Approving requests for removal of equipment from campus.	Fred Lewallen, Assoc, Dean	Zagui Paredes,CBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Monique Jones, Assistant Administrator/Amy Jones,RA	Jerry Evans, Department Chair
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.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Monique Jones, Assistant Administrator	Jerry Evans, Department Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean
2	Ensuring that critical data back up occurs.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean
3	Ensuring that procedures such as password controls are followed.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean
4	Reporting of suspected security violations.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean