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

Department Name
Baseline Standards
FY 2024

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
10	Consistent and efficient responses to inquiries.	Carol Aikels	

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Ray Ramos	Carol Aikels
2	Reconciling cash, checks, etc. to receipts.	Ray Ramos	Carol Aikels
3	Preparing deposits.	Ray Ramos	Carol Aikels
4	Preparing Journal Entries.	Ray Ramos	Carol Aikels
5	Verifying deposits posted correctly in the Finance System.	Carol Aikels	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Carol Aikels	
7	Secure deposits via UHDPS to Student Financial Services.	Ray Ramos	Carol Aikels
8	Ensuring deposits are made timely.	Ray Ramos	Carol Aikels
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Carol Aikels	
10	Updating Cash Handling Procedures as needed.	Carol Aikels	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Carol Aikels	
12	Consistent and efficient responses to inquiries.	Carol Aikels	
PETTY CASH			
1	Preparing petty cash disbursements.	Carol Aikels	
2	Ensuring petty cash disbursements are not for more than $100.	Carol Aikels	
3	Ensuring petty cash disbursements are made for only authorized purposes.	Carol Aikels	
4	Approving petty cash disbursements.	Carol Aikels	
5	Replenishing the petty cash fund timely.	Carol Aikels	
6	Ensuring the petty cash fund is balanced after each disbursement.	Carol Aikels	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Carol Aikels	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Ray Ramos	Carol Aikels

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
2	Ensuring the annual inventory was completed correctly.	Carol Aikels	
3	Tagging equipment.	Ray Ramos	Carol Aikels
4	Approving requests for removal of equipment from campus.	Nancy Young	Carol Aikels
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nancy Young	Carol Aikels
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Carol Aikels	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Carol Aikels	

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
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.	Carol Aikels	
2	Ensuring that research expenditures are covered by funds from sponsors.	Carol Aikels	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston Director of IT	
2	Ensuring that critical data back up occurs.	Frank Houston Director of IT	
3	Ensuring that procedures such as password controls are followed.	Frank Houston Director of IT	
4	Reporting of suspected security violations.	Frank Houston Director of IT	