

Psychology
Baseline Standards
FY 2024

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

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10	Consistent and efficient responses to inquiries.	Demeatra Yowman ABA	Dr Suzanne Kieffer (Director)

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CASH HANDLING			
1	Collecting cash, checks, etc.	Demeatra Yowman ABA	Demeatra Yowman ABA
2	Reconciling cash, checks, etc. to receipts.	Maria V Mendoza (Fin Coord 2)	Demeatra Yowman ABA
3	Preparing deposits.	Maria V Mendoza (Fin Coord 2)	Demeatra Yowman ABA
4	Preparing Journal Entries.	Maria V Mendoza (Fin Coord 2)	Demeatra Yowman ABA
5	Verifying deposits posted correctly in the Finance System.	Demeatra Yowman ABA	Dr Suzanne Kieffer (Director)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Maria V Mendoza (Fin Coord 2)	Demeatra Yowman ABA
7	Secure deposits via UHDPS to Student Financial Services.	Maria V Mendoza (Fin Coord 2)	Demeatra Yowman ABA
8	Ensuring deposits are made timely.	Maria V Mendoza (Fin Coord 2)	Demeatra Yowman ABA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Demeatra Yowman ABA	Dr Suzanne Kieffer (Director)
10	Updating Cash Handling Procedures as needed.	Demeatra Yowman ABA	Dr Suzanne Kieffer (Director)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Demeatra Yowman ABA	Dr Suzanne Kieffer (Director)
12	Consistent and efficient responses to inquiries.	Demeatra Yowman ABA	Dr Suzanne Kieffer (Director)
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Dr Suzanne Kieffer (Director)	Demeatra Yowman ABA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Demeatra Yowman ABA	Alex Botti (Microsystems Analyst)

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2	Ensuring the annual inventory was completed correctly.	Demeatra Yowman ABA	Alex Botti (Microsystems Analyst)
3	Tagging equipment.	Demeatra Yowman ABA	Alex Botti (Microsystems Analyst)
4	Approving requests for removal of equipment from campus.	Demeatra Yowman ABA	Alex Botti (Microsystems Analyst)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Dr. Suzanne Kieffer (Director)	Demeatra Yowman ABA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Dr. Suzanne Kieffer (Director)	Demeatra Yowman ABA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Dr. Suzanne Kieffer (Director)	Demeatra Yowman ABA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	Amy Petesch (Program Mgr)	
3	Collection.	Amy Petesch (Program Mgr)	
4	Recording.	Amy Petesch (Program Mgr)	Demeatra Yowman ABA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	Dr Suzanne Kieffer (Director)	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Dr Suzanne Kieffer (Director)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Dr Suzanne Kieffer (Director)	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Alex Botti (Microsystems Analyst)	
2	Ensuring that critical data back up occurs.	Alex Botti (Microsystems Analyst)	
3	Ensuring that procedures such as password controls are followed.	Alex Botti (Microsystems Analyst)	
4	Reporting of suspected security violations.	Alex Botti (Microsystems Analyst)	