

Physics - H0112  
Baseline Standards  
FY 2024

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.	Kristi Martin, Dept. Business Administrator	LaTonya McQuillon, Asst. Business Administrator
2	Updating the Baseline Standards Form.	Kristi Martin, Dept. Business Administrator	LaTonya McQuillon, Asst. Business Administrator
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
2	Reviewing cost center verifications.	Designated cost center managers	Kristi Martin, Dept. Business Administrator
3	Approving cost center verifications.	Designated Cost Center Managers	Delegates as appointed by Cost Center Managers
4	Ensuring all cost centers are verified/approved on a timely basis.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Kuan-Wen Liu, Financial Coord. 1	LaTonya McQuillon, Asst. Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Janae Williams, Admin. Coord.	Kristi Martin, Dept. Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Kuan-Wen Liu, Financial Coord. 1	LaTonya McQuillon, Asst. Business Administrator
4	Ensuring correct account coding on purchases documents.	Kuan-Wen Liu, Financial Coord. 1	LaTonya McQuillon, Asst. Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Kuan-Wen Liu, Financial Coord. 1	LaTonya McQuillon, Asst. 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.	Vacant, Asst. Business Administrator	Kristi Martin, Dept. Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vacant, Asst. Business Administrator	Kristi Martin, Dept. Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vacant, Asst. Business Administrator	Kristi Martin, Dept. Business Administrator
4	Completing termination clearance procedures.	Vacant, Asst. Business Administrator	Kristi Martin, Dept. Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vacant, Asst. Business Administrator	Kristi Martin, Dept. Business Administrator
6	Maintaining departmental Personnel files.	Vacant, Asst. Business Administrator	Kristi Martin, Dept. Business Administrator
7	Ensuring valid authorization of new hires.	Vacant, Asst. Business Administrator	Kristi Martin, Dept. Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Vacant, Asst. Business Administrator	Kristi Martin, Dept. Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Vacant, Asst. Business Administrator	Kristi Martin, Dept. Business Administrator

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		<b>Responsible Person(s) (Name/Title)</b>	
		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
10	Consistent and efficient responses to inquiries.	Vacant, Asst. Business Administrator	Kristi Martin, Dept. Business Administrator

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
2	Reconciling cash, checks, etc. to receipts.	Kuan-Wen Liu, Financial Coord. 1	LaTonya McQuillon, Asst. Business Administrator
3	Preparing deposits.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
4	Preparing Journal Entries.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
5	Verifying deposits posted correctly in the Finance System.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
6	Adequacy of physical safeguards of cash receipts and equivalent.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
7	Secure deposits via UHDPS to Student Financial Services.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
8	Ensuring deposits are made timely.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Kristi Martin, Dept. Business Administrator	LaTonya McQuillon, Asst. Business Administrator
10	Updating Cash Handling Procedures as needed.	Kristi Martin, Dept. Business Administrator	LaTonya McQuillon, Asst. Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kristi Martin, Dept. Business Administrator	LaTonya McQuillon, Asst. Business Administrator
12	Consistent and efficient responses to inquiries.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Vacant, Financial Coord. 2	Kuan-Wen Liu, Financial Coord. 1

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2	Ensuring the annual inventory was completed correctly.	Vacant, Financial Coord. 2	Kuan-Wen Liu, Financial Coord. 1
3	Tagging equipment.	Vacant, Financial Coord. 2	Kuan-Wen Liu, Financial Coord. 1
4	Approving requests for removal of equipment from campus.	Vacant, Financial Coord. 2	Kuan-Wen Liu, Financial Coord. 1
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kristi Martin, Dept. Business Administrator	LaTonya McQuillon, Asst. Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kristi Martin, Dept. Business Administrator	LaTonya McQuillon, Asst. Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kristi Martin, Dept. Business Administrator	LaTonya McQuillon, Asst. Business Administrator

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<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	
2	Billing.	Janae Williams, Admin. Coord.	Kuan-Wen Liu, Financial Coord. 1
3	Collection.	Janae Williams, Admin. Coord.	Kuan-Wen Liu, Financial Coord. 1
4	Recording.	Janae Williams, Admin. Coord.	Kuan-Wen Liu, Financial Coord. 1
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Kristi Martin, Dept. Business Administrator	Fred McGhee, Executive Director of Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	LaTonya McQuillon, Asst. Business Administrator	Kuan-Wen Liu, Financial Coord. 1
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Ray Ali, Systems Administrator 1	
2	Ensuring that critical data back up occurs.	Ray Ali, Systems Administrator 1	
3	Ensuring that procedures such as password controls are followed.	Ray Ali, Systems Administrator 1	
4	Reporting of suspected security violations.	Ray Ali, Systems Administrator 1	