

Improving cost center verifications.	Assigned Cost Center Managers	Approved Delegate
Ensuring all cost centers are verified/approved on a timely basis.	Crystal Stephens - Director Business Operations (HPM)	Kendra Gilford - Financial Manager/Pammy Moore - Department Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
Ensuring valid authorization of purchase documents.	Crystal Stephens - Director Business Operations (HPM)	Tamika Simons - Financial Analyst I/Taiesha Brown - Financial Analyst I
Ensuring the validity of travel and expense reimbursements.	Pammy Moore - Department Business Administrator	Tamika Simons - Financial Analyst I/Taiesha Brown - Financial Analyst I
Ensuring that goods and services are received and that timely payment is made.	Tamika Simons - Financial Analyst I/Taiesha Brown Financial Analyst I	Kendra Gilford - Financial Manager
Ensuring correct account coding on purchases documents.	Tamika Simons - Financial Analyst I/Taiesha Brown Financial Analyst I	Kendra Gilford - Financial Manager
Primary contact for inquiries to expenditure transactions.	Tamika Simons - Financial Analyst I/Taiesha Brown Financial Analyst I	Kendra Gilford - Financial Manager
Ensuring access and use of P-Cards and T-Cards are secure.	Tamika Simons - Financial Analyst I/Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Ensuring P-Card transactions are adequately documented and benefit the University.	Tamika Simons - Financial Analyst I	Pammy Moore - Department Business Administrator/Taiesha Brown - Financial Analyst I
Ensuring T-Card transactions are adequately documented and benefit the University.	Pammy Moore - Department Business Administrator	Tamika Simons - Financial Analyst I/Taiesha Brown - Financial Analyst I
FINANCIAL REPORTING - HUMAN RESOURCES		
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.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Completing termination ePAR's within 24 hours of termination.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Ensuring terminated employees are no longer charged to departmental cost centers.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Maintaining departmental personnel files.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Providing consistent and efficient responses to inquiries.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Ensuring ePAR's should be processed at least 1 week prior to start date.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Ensuring all security access requests and training courses are completed 48 hours prior to necessary access changes.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
FINANCIAL REPORTING - RECEIVING		
Collecting cash, checks, etc.	Adriana Gonzalez - Mgr., Gift Processing & Records	Camille Nelson - Customer Service
Reconciling cash, checks, etc. to receipts.	Tamika Simons - Financial Analyst I/Taiesha Brown Financial Analyst I	Kendra Gilford - Financial Manager/Pammy Moore - Department Business Administrator
Preparing deposits.	Tamika Simons - Financial Analyst I/Taiesha Brown Financial Analyst I	Kendra Gilford - Financial Manager/Pammy Moore - Department Business Administrator
Preparing Journal Entries.	Tamika Simons - Financial Analyst I/Taiesha Brown Financial Analyst I	Kendra Gilford - Financial Manager/Pammy Moore - Department Business Administrator
Verifying deposits posted correctly in the Finance System.	Kendra Gilford - Financial Manager	Crystal Stephens - Director Business Operations (HPM)
Verifying adequacy of physical safeguards of cash receipts and equivalent.	Crystal Stephens - Director Business Operations (HPM)	Tamika Simons - Financial Analyst I/Taiesha Brown Financial Analyst I
Securing deposits via UHDPSS to Student Financial Services.	Tamika Simons - Financial Analyst I/Taiesha Brown Financial Analyst I	Kendra Gilford - Financial Manager/Pammy Moore - Department Business Administrator

Improving petty cash disbursements.	N/A	N/A
Replenishing the petty cash fund timely.	N/A	N/A
Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONTRACT ADMINISTRATION		
Ensuring departmental personnel comply with contract administration policies/procedures.	Dewanna Ferguson, Contract Compliance Specialist	Pammy Moore - Department Business Administrator
PROPERTY MANAGEMENT		
Performing the annual inventory.	Francisco Castro - Dir, Production Operations	Sidney Knight - Dir, HPM Facilities Maintenance
Ensuring the annual inventory was completed correctly.	Francisco Castro - Dir, Production Operations	Sidney Knight - Dir, HPM Facilities Maintenance
Tagging equipment.	Francisco Castro - Dir, Production Operations	Sidney Knight - Dir, HPM Facilities Maintenance
Approving requests for removal of equipment from campus.	Francisco Castro - Dir, Production Operations	Sidney Knight - Dir, HPM Facilities Maintenance
FINANCIAL FORMS		
Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Pammy Moore - Department Business Administrator	Crystal Stephens - Director Business Operations (HPM)
TRAVEL MANAGEMENT		
Functioning as main custodian of the travel management process via CONCUR Travel Mgt. Software	Pammy Moore - Department Business Administrator	Tamika Simons - Financial Analyst I/Taiesha Brown - Financial Analyst
Handle and record all travel related costs using Concur Travel Mgt.	Pammy Moore - Department Business Administrator	Tamika Simons - Financial Analyst I/Taiesha Brown - Financial Analyst
Reconcile the travel related accounts (for HPM) prior to month-end	Pammy Moore - Department Business Administrator	Tamika Simons - Financial Analyst I/Taiesha Brown - Financial Analyst
Ensure safe custody of all credit cards dedicated to travel and trip management	Pammy Moore - Department Business Administrator	Tamika Simons - Financial Analyst I/Taiesha Brown - Financial Analyst
ACCOUNTS RECEIVABLE		
Extending of credit.	N/A	N/A
Outstanding.	Adriana Gonzalez - Dir, Membership Services	TBA - Manager Gift Processing
Collections.	Adriana Gonzalez - Dir, Membership Services	TBA - Manager Gift Processing
Recording.	Adriana Gonzalez - Dir, Membership Services	TBA - Manager Gift Processing
Monitoring credit extended.	N/A	N/A
Improving write-offs.	Adriana Gonzalez - Dir, Membership Services	Donna Lynne Cook-Chief Development Officer, HPM
UNRECORDED BALANCES		
Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Crystal Stephens - Director Business Operations (HPM)	Tamika Simons - Financial Analyst I/Taiesha Brown - Financial Analyst I/Kendra Gilford - Financial Analyst
Ensuring that research expenditures are covered by funds from sponsors.	Crystal Stephens - Director Business Operations (HPM)	Tamika Simons - Financial Analyst I/Taiesha Brown - Financial Analyst I/Kendra Gilford - Financial Analyst
INFORMATION TECHNOLOGY		
Management of the departments' information technology resources.	Brian Wood - Sr. Director of HPM Technology & Operations	Joshua Robertson - Systems Administrator
Ensuring that critical data back up occurs.	Brian Wood - Sr. Director of HPM Technology & Operations	Joshua Robertson - Systems Administrator
Ensuring that procedures such as password controls are followed.	Brian Wood - Sr. Director of HPM Technology & Operations	Joshua Robertson - Systems Administrator
Reporting of suspected security violations.	Brian Wood - Sr. Director of HPM Technology & Operations	Joshua Robertson - Systems Administrator