

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

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FY 2024

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10	Consistent and efficient responses to inquiries.	Kellie Sager (AC)	Tammie Florence (Asst. DBA), Jenna Greengold (DBA)

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FY 2024

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CASH HANDLING			
1	Collecting cash, checks, etc.	Charles Washington (OA)	Kellie Sager (AC)
2	Reconciling cash, checks, etc. to receipts.	Courtne Prince (FAII), Kellie Sager (AC)	Tammie Florence (Asst. DBA)
3	Preparing deposits.	Dean's Office	Dean's Office
4	Preparing Journal Entries.	Kellie Sager (AC)	Tammie Florence (Asst. DBA)
5	Verifying deposits posted correctly in the Finance System.	Jenna Greengold (DBA)	Tammie Florence (Asst. DBA)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jenna Greengold (DBA)	Tammie Florence (Asst. DBA)
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	Dean's Office
8	Ensuring deposits are made timely.	Tammie Florence (Asst. DBA)	Jenna Greengold (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jenna Greengold (DBA)	Stephen Bangerter (Exec. Dir.)
10	Updating Cash Handling Procedures as needed.	Jenna Greengold (DBA)	Tammie Florence (Asst. DBA)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jenna Greengold (DBA)	Tammie Florence (Asst. DBA)
12	Consistent and efficient responses to inquiries.	Courtne Prince (FAII)	Kellie Sager (AC), Tammie Florence (Asst. DBA)
PETTY CASH			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jenna Greengold (DBA)	Tammie Florence (Asst. DBA)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Robert Dial (Electronics Tech II)	Ralph Brown (Electronics Tech)

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2	Ensuring the annual inventory was completed correctly.	Robert Dial (Electronics Tech II)	Ralph Brown (Electronics Tech)
3	Tagging equipment.	Robert Dial (Electronics Tech II)	Ralph Brown (Electronics Tech)
4	Approving requests for removal of equipment from campus.	Robert Dial (Electronics Tech II)	Jenna Greengold (DBA)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual <u>Related Party</u> disclosure statement online.	Jenna Greengold (DBA)	Tammie Florence (Asst. DBA)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the <u>Consulting</u> disclosure statement online.	Jenna Greengold (DBA)	Tammie Florence (Asst. DBA)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Jenna Greengold (DBA)	Tammie Florence (Asst. DBA)

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Tammie Florence (Asst. DBA)	Jenna Greengold (DBA)
3	Collection.	Tammie Florence (Asst. DBA)	Jenna Greengold (DBA)
4	Recording.	Tammie Florence (Asst. DBA)	Jenna Greengold (DBA)
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jenna Greengold (DBA)	Stephen Bangerter (Exec. Dir.)
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	Jenna Greengold (DBA)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Ralph Brown (Electronics Tech)	Eric Stern (Manager ECC)
2	Ensuring that critical data back up occurs.	Ralph Brown (Electronics Tech)	Eric Stern (Manager ECC)
3	Ensuring that procedures such as password controls are followed.	Ralph Brown (Electronics Tech)	Eric Stern (Manager ECC)
4	Reporting of suspected security violations.	Ralph Brown (Electronics Tech)	Eric Stern (Manager ECC)