

Mechanical Engineering H0073
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.	Jasminda Benjamin Roberts, DBA	Carla Battles, ABA
2	Updating the Baseline Standards Form.	Jasminda Benjamin Roberts, DBA	Carla Battles, ABA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Carla Battles, ABA Ashley Moore, Admin Coord	
2	Reviewing cost center verifications.	Jasminda Benjamin Roberts, DBA	
3	Approving cost center verifications.	Department: Pradeep Sharma Research grants/projects: PI	
4	Ensuring all cost centers are verified/approved on a timely basis.	Jasminda Benjamin Roberts, DBA	Carla Battles, ABA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Carla Battles, ABA	Jasminda Benjamin Roberts, DBA
2	Ensuring the validity of travel and expense reimbursements.	Jasminda Benjamin Roberts, DBA Carla Battles, ABA Mandi Salais, Program Manager	
3	Ensuring that goods and services are received and that timely payment is made.	Carla Battles, ABA Ashley Moore, Admin Coord	Jasminda Benjamin Roberts, DBA
4	Ensuring correct account coding on purchases documents.	Carla Battles, ABA Mandi Salais, Program Manager Ashley Moore, Admin Coord	Jasminda Benjamin Roberts, DBA
5	Primary contact for inquiries to expenditure transactions.	Carla Battles, ABA Ashley Moore, Admin Coord	Jasminda Benjamin Roberts, 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.	Tammy Engelbosch, ABA	Jasminda Benjamin Roberts, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Tammy Engelbosch, ABA	Jasminda Benjamin Roberts, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tammy Engelbosch, ABA	Jasminda Benjamin Roberts, DBA
4	Completing termination clearance procedures.	Tammy Engelbosch, ABA	Jasminda Benjamin Roberts, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Tammy Engelbosch, ABA	Jasminda Benjamin Roberts, DBA
6	Maintaining departmental Personnel files.	Tammy Engelbosch, ABA	Jasminda Benjamin Roberts, DBA
7	Ensuring valid authorization of new hires.	Tammy Engelbosch, ABA	Jasminda Benjamin Roberts, DBA
8	Ensuring valid authorization of changes in compensation rates.	Tammy Engelbosch, ABA	Jasminda Benjamin Roberts, DBA
9	Ensuring the accurate input of changes to the HR System.	Tammy Engelbosch, ABA	Jasminda Benjamin Roberts, DBA
10	Consistent and efficient responses to inquiries.	Tammy Engelbosch, ABA	Jasminda Benjamin Roberts, DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Ashley Moore, Admin Coord	Carla Battles, ABA Jasminda Benjamin Roberts, DBA
2	Reconciling cash, checks, etc. to receipts.	Ashley Moore, Admin Coord	
3	Preparing deposits.	Ashley Moore, Admin Coord	
4	Preparing Journal Entries.	Ashley Moore, Admin Coord	
5	Verifying deposits posted correctly in the Finance System.	Ashley Moore, Admin Coord	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Ashley Moore, Admin Coord Jasminda Benjamin Roberts, DBA	Carla Battles, ABA
7	Secure deposits via UHDPS to Student Financial Services.	NA	NA
8	Ensuring deposits are made timely.	Jasminda Benjamin Roberts, DBA	Ashley Moore, Admin Coord
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mandi Salais, Admin. Asst. Jasminda Benjamin Roberts, DBA	Carla Battles, ABA
10	Updating Cash Handling Procedures as needed.	Jasminda Benjamin Roberts, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jasminda Benjamin Roberts, DBA	
12	Consistent and efficient responses to inquiries.	Jasminda Benjamin Roberts, DBA	
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Carla Battles, ABA	Jasminda Benjamin Roberts, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Ashley Moore, Admin Coord	Jasminda Benjamin Roberts, DBA
2	Ensuring the annual inventory was completed correctly.	Ashley Moore, Admin Coord	Jasminda Benjamin Roberts, DBA
3	Tagging equipment.	Ashley Moore, Admin Coord	
4	Approving requests for removal of equipment from campus.	Pradeep Sharma, Chairman	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jasminda Benjamin Roberts, DBA	

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2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jasminda Benjamin Roberts, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Jasminda Benjamin Roberts, DBA	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jasminda Benjamin Roberts, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Jasminda Benjamin Roberts, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Manjunatha Shenoy, College Info. Security Officer	Eric Stem, USS3
2	Ensuring that critical data back up occurs.	Manjunatha Shenoy, College Info. Security Officer	Eric Stem, USS3
3	Ensuring that procedures such as password controls are followed.	Manjunatha Shenoy, College Info. Security Officer	Eric Stem, USS3
4	Reporting of suspected security violations.	Manjunatha Shenoy, College Info. Security Officer	Eric Stem, USS3