

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

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10	Consistent and efficient responses to inquiries.	Samer Shammam, Director, College Business Operations	Leigh Ann Smith, Executive Administrative Assitant

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Melvina Brandley, Secretary 2	Leigh Ann Smith, Executive Administrative Assitant
2	Reconciling cash, checks, etc. to receipts.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammas, Director, College Business Operations
3	Preparing deposits.	Melvina Brandley, Secretary 2	Leigh Ann Smith, Executive Administrative Assitant
4	Preparing Journal Entries.	Samer Shammas, Director, College Business Operations	N/A
5	Verifying deposits posted correctly in the Finance System.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammas, Director, College Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Samer Shammas, Director, College Business Operations	Leigh Ann Smith, Executive Administrative Assitant
7	Secure deposits via UHDPS to Student Financial Services.	Samer Shammas, Director, College Business Operations	Leigh Ann Smith, Executive Administrative Assitant
8	Ensuring deposits are made timely.	Samer Shammas, Director, College Business Operations	Leigh Ann Smith, Executive Administrative Assitant
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Samer Shammas, Director, College Business Operations	Dr. Kathryn Tart, Dean
10	Updating Cash Handling Procedures as needed.	Samer Shammas, Director, College Business Operations	Dr. Kathryn Tart, Dean
11	Distribution of Cash Handling Procedures to employees who handle cash.	Samer Shammas, Director, College Business Operations	Dr. Kathryn Tart, Dean
12	Consistent and efficient responses to inquiries.	Samer Shammas, Director, College Business Operations	Dr. Kathryn Tart, Dean
<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.	Dr. Kathryn Tart, Dean	Samer Shammas, Director, College Business Operations
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Cesar Banda, Manager, College Information Services 2	Samer Shammas, Director, College Business Operations

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2	Ensuring the annual inventory was completed correctly.	Samer Shammas, Director, College Business Operations	Cesar Banda, Manager, College Information Services 2
3	Tagging equipment.	Cesar Banda, Manager, College Information Services 2	Samer Shammas, Director, College Business Operations
4	Approving requests for removal of equipment from campus.	Dr. Kathryn Tart, Dean	Samer Shammas, Director, College Business Operations
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual <u>Related Party</u> disclosure statement online.	Dr. Kathryn Tart, Dean	Samer Shammas, Director, College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the <u>Consulting</u> disclosure statement online.	Dr. Kathryn Tart, Dean	Samer Shammas, Director, College Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Dr. Kathryn Tart, Dean	Samer Shammas, Director, College Business Operations

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<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	Dr. Kathryn Tart, Dean	Samer Shammas, Director, College Business Operations
2	Billing.	Samer Shammas, Director, College Business Operations	N/A
3	Collection.	Samer Shammas, Director, College Business Operations	N/A
4	Recording.	Samer Shammas, Director, College Business Operations	N/A
5	Monitoring credit extended.	Samer Shammas, Director, College Business Operations	N/A
6	Approving write-offs.	Dr. Kathryn Tart, Dean	Samer Shammas, Director, College Business Operations
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Samer Shammas, Director, College Business Operations	Dr. Kathryn Tart, Dean
2	Ensuring that research expenditures are covered by funds from sponsors.	Samer Shammas, Director, College Business Operations	Dr. Kathryn Tart, Dean
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Cesar Banda, Manager, College Information Services 2	Samer Shammas, Director, College Business Operations
2	Ensuring that critical data back up occurs.	Cesar Banda, Manager, College Information Services 2	Samer Shammas, Director, College Business Operations
3	Ensuring that procedures such as password controls are followed.	Cesar Banda, Manager, College Information Services 2	Samer Shammas, Director, College Business Operations
4	Reporting of suspected security violations.	Cesar Banda, Manager, College Information Services 2	Samer Shammas, Director, College Business Operations