

DOR Central - H0581  
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.	Cris Milligan AVP Research Admin	Claude Abner ABA - Finance; Vacant DBA
2	Updating the Baseline Standards Form.	Cris Milligan AVP Research Admin	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Tim Alicea, Accountant II	Kenneth Jones, Accountant III
2	Reviewing cost center verifications.	Cost Center Managers	Claude Abner ABA - Finance; Vacant DBA
3	Approving cost center verifications.	Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Tim Alicea, Accountant II	Kenneth Jones, Accountant III
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Claude Abner ABA - Finance	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
2	Ensuring the validity of travel and expense reimbursements.	Claude Abner ABA - Finance	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
3	Ensuring that goods and services are received and that timely payment is made.	Admin Assistants	Claude Abner, ABA - Finance
4	Ensuring correct account coding on purchases documents.	Claude Abner, ABA - Finance	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
5	Primary contact for inquiries to expenditure transactions.	Claude Abner, ABA - Finance	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
<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.	Kelsey Harris, ABA HR	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Kelsey Harris, ABA HR	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Kelsey Harris, ABA HR	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
4	Completing termination clearance procedures.	Vacant DBA	Vacant DA; Cris Milligan, AVP Research Admin.
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Kelsey Harris, ABA HR	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
6	Maintaining departmental Personnel files.	Kelsey Harris, ABA HR	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
7	Ensuring valid authorization of new hires.	Kelsey Harris, ABA HR	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
8	Ensuring valid authorization of changes in compensation rates.	Claude Abner, ABA - Finance	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
9	Ensuring the accurate input of changes to the HR System.	Kelsey Harris, ABA HR	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
10	Consistent and efficient responses to inquiries.	Kelsey Harris, ABA HR	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Hannah Niven, Exec Assist; Lynne Gador, Admin Assistant; Irene Ray, Admin Assistant	Ashley Merwin, Exec Assistant; Vacant DA; Cris Milligan, VP Research Admin
2	Reconciling cash, checks, etc. to receipts.	Tim Alicea, Accountant II	Kenneth Jones, Accountant III
3	Preparing deposits.	Claude Abner, ABA - Finance	Vacant DBA
4	Preparing Journal Entries.	Claude Abner, ABA - Finance	Vacant DBA
5	Verifying deposits posted correctly in the Finance System.	Tim Alicea, Accountant II	Claude Abner, ABA - Finance; Kenneth Jones, Accountant III
6	Adequacy of physical safeguards of cash receipts and equivalent.	Vacant DBA	Vacant DA; Cris Milligan, AVP of Research Admin
7	Secure deposits via UHDPS to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	Claude Abner, ABA - Finance / Eduardo Martinez, Research	Vacant DBA; Vacant DA; Cris Milligan AVP Research Admin
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Vacant DBA	Vacant DA; Cris Milligan AVP Research Admin
10	Updating Cash Handling Procedures as needed.	Vacant DBA; Grace Rosanes, Director, OCG	Vacant DA; Cris Milligan AVP Research Admin
11	Distribution of Cash Handling Procedures to employees who handle cash.	Vacant DBA; Grace Rosanes, Director, OCG	Vacant Division Administrator; Cris Milligan AVP Research Admin
12	Consistent and efficient responses to inquiries.	Claude Abner, ABA-Finance; Beverly Richard, Research Accountant, Dao Tran, Research Accountant III, Eduardo Martinez, Research Accountant I	Vacant DBA & Grace Rosanes, OCG, Director
<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.	Claude Abner, ABA - Finance	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin.
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Vacant, User Services Spec 3	Hao Yu, Systems Administrator I
2	Ensuring the annual inventory was completed correctly.	Vacant, User Services Spec 3	Hao Yu, Systems Administrator I
3	Tagging equipment.	Vacant, User Services Spec 3	Hao Yu, Systems Administrator I
4	Approving requests for removal of equipment from campus.	Employee's Supervisor	Cristina Milligan, AVP of Research Admin
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Claude Abner, ABA - Finance; Vacant DBA	Vacant DA; Cris Milligan, AVP Research Admin.

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2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Claude Abner, ABA - Finance; Vacant DBA	Vacant DA; Cris Milligan, AVP Research Admin.
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Claude Abner, ABA - Finance; Vacant DBA	Vacant DA; Cris Milligan, AVP Research Admin.
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
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.	Claude Abner, ABA - Finance; Vacant DBA	Vacant DA; Cris Milligan AVP Research Admin
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Hao Yu, Systems Administrator I	Cris Milligan, AVP Research Admin.
2	Ensuring that critical data back up occurs.	Hao Yu, Systems Administrator I	Cris Milligan, AVP Research Admin.
3	Ensuring that procedures such as password controls are followed.	Hao Yu, Systems Administrator I	Cris Milligan, AVP Research Admin.
4	Reporting of suspected security violations.	Hao Yu, Systems Administrator I	Cris Milligan, AVP Research Admin.