

Electrical Computer Engineering  
Baseline Standards  
FY 2025

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)
2	Updating the Baseline Standards Form.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Danielle Dellorto (FAII)	Asst Busn Admin (Currently Vacant)
2	Reviewing cost center verifications.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)
3	Approving cost center verifications.	Principal Investigators, Dept. Chair	Dwain Nared (DBA)
4	Ensuring all cost centers are verified/approved on a timely basis.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Asst Busn Admin (Currently Vacant)	Dwain Nared (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Danielle Dellorto (FAII)	Asst Busn Admin (Currently Vacant)
3	Ensuring that goods and services are received and that timely payment is made.	Asst Busn Admin (Currently Vacant)	Dwain Nared (DBA)
4	Ensuring correct account coding on purchases documents.	Asst Busn Admin (Currently Vacant)	Dwain Nared (DBA)
5	Primary contact for inquiries to expenditure transactions.	Asst Busn Admin (Currently Vacant)	Dwain Nared (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.	Crystal Gonzales (Asst Busn Admin)	Asst Busn Admin (Currently Vacant)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Crystal Gonzales (Asst Busn Admin)	Asst Busn Admin (Currently Vacant)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Crystal Gonzales (Asst Busn Admin)	Asst Busn Admin (Currently Vacant)
4	Completing termination clearance procedures.	Crystal Gonzales (Asst Busn Admin)	Asst Busn Admin (Currently Vacant)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Crystal Gonzales (Asst Busn Admin)	Asst Busn Admin (Currently Vacant)
6	Maintaining departmental Personnel files.	Crystal Gonzales (Asst Busn Admin)	Asst Busn Admin (Currently Vacant)
7	Ensuring valid authorization of new hires.	Crystal Gonzales (Asst Busn Admin)	Asst Busn Admin (Currently Vacant)
8	Ensuring valid authorization of changes in compensation rates.	Crystal Gonzales (Asst Busn Admin)	Asst Busn Admin (Currently Vacant), Dwain Nared (DBA)
9	Ensuring the accurate input of changes to the HR System.	Crystal Gonzales (Asst Busn Admin)	Asst Busn Admin (Currently Vacant), Dwain Nared (DBA)
10	Consistent and efficient responses to inquiries.	Crystal Gonzales (Asst Busn Admin)	Asst Busn Admin (Currently Vacant), Dwain Nared (DBA)

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Charles Washington (OA)	Crystal Gonzales (Asst Busn Admin)
2	Reconciling cash, checks, etc. to receipts.	Danielle Dellorto (FAIL), Crystal Gonzales (Asst Busn	Asst Busn Admin (Currently Vacant)
3	Preparing deposits.	Dean's Office	Dean's Office
4	Preparing Journal Entries.	Crystal Gonzales (Asst Busn Admin)	Asst Busn Admin (Currently Vacant)
5	Verifying deposits posted correctly in the Finance System.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	Dean's Office
8	Ensuring deposits are made timely.	Asst Busn Admin (Currently Vacant)	Dwain Nared (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Dwain Nared (DBA)	Stephen Bangerter (Exec. Dir.)
10	Updating Cash Handling Procedures as needed.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)
12	Consistent and efficient responses to inquiries.	Danielle Dellorto (FAIL)	Crystal Gonzales (Asst Busn Admin), Tammie Florence (Asst. DBA)
<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.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Robert Dial (Electronics Tech II)	Ralph Brown (Electronics Tech)
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)	Dwain Nared (DBA)
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Dwain Nared (DBA)	Asst Busn Admin (Currently Vacant)

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Asst Busn Admin (Currently Vacant)	Dwain Nared (DBA)
3	Collection.	Asst Busn Admin (Currently Vacant)	Dwain Nared (DBA)
4	Recording.	Asst Busn Admin (Currently Vacant)	Dwain Nared (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.	Dwain Nared (DBA)	Stephen Bangerter (Exec. Dir.)
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	Dwain Nared (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)