

Mechanical Engineering (H0073)
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.	Jasminda Benjamin Roberts, DBA	Maria Chartier, Financial Coordinator 2
2	Updating the Baseline Standards Form.	Jasminda Benjamin Roberts, DBA	Maria Chartier, Financial Coordinator 2
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Maria Chartier, Financial Coordinator 2	
2	Reviewing cost center verifications.	Jasminda Benjamin Roberts, DBA	
3	Approving cost center verifications.	Department: Karolos Grigoriadis Research grants/projects: PI	
4	Ensuring all cost centers are verified/approved on a timely basis.	Jasminda Benjamin Roberts, DBA	Maria Chartier, Financial Coordinator 2
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Maria Chartier, Financial Coordinator 2	Jasminda Benjamin Roberts, DBA
2	Ensuring the validity of travel and expense reimbursements.	Jasminda Benjamin Roberts, DBA Viet Trinh Tran, Admin. Asstnt.	
3	Ensuring that goods and services are received and that timely payment is made.	Maria Chartier, Financial Coordinator 2 Jasminda Benjamin Roberts, DBA	
4	Ensuring correct account coding on purchases documents.	Jasminda Benjamin Roberts, DBA	Maria Chartier, Financial Coordinator 2
5	Primary contact for inquiries to expenditure transactions.	Maria Chartier, Financial Coordinator 2	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.	Maria Chartier, Financial Coordinator 2	Jasminda Benjamin Roberts, DBA
2	Reconciling cash, checks, etc. to receipts.	Maria Chartier, Financial Coordinator 2	
3	Preparing deposits.	Maria Chartier, Financial Coordinator 2	
4	Preparing Journal Entries.	Maria Chartier, Financial Coordinator 2	Jasminda Benjamin Roberts, DBA
5	Verifying deposits posted correctly in the Finance System.	Jasminda Benjamin Roberts, DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jasminda Benjamin Roberts, DBA Maria Chartier, Financial Coordinator 2	
7	Secure deposits via UHDPs to Student Financial Services.	NA	
8	Ensuring deposits are made timely.	Jasminda Benjamin Roberts, DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jasminda Benjamin Roberts, DBA	
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.	Maria Chartier, Financial Coordinator 2	Jasminda Benjamin Roberts, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Lisa Foreman, Office Coordinator	Jasminda Benjamin Roberts, DBA
2	Ensuring the annual inventory was completed correctly.	Lisa Foreman, Office Coordinator	Jasminda Benjamin Roberts, DBA
3	Tagging equipment.	Lisa Foreman, Office Coordinator	
4	Approving requests for removal of equipment from campus.	Karolos Grigoriadis, Chairman	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jasminda Benjamin Roberts, DBA	
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 Stern, USS3
2	Ensuring that critical data back up occurs.	Manjunatha Shenoy, College Info. Security Officer	Eric Stern, USS3
3	Ensuring that procedures such as password controls are followed.	Manjunatha Shenoy, College Info. Security Officer	Eric Stern, USS3
4	Reporting of suspected security violations.	Manjunatha Shenoy, College Info. Security Officer	Eric Stern, USS3