Computer Science
Baseline Standards
FY 2025

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.	Bridget Smalley	Shaneil Purcell
2	Updating the Baseline Standards Form.	Bridget Smalley	Shaneil Purcell
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Jordan Philpott	Tyler Hartrim
2	Reviewing cost center verifications.	Jordan Philpott	Tyler Hartrim
3	Approving cost center verifications.	Bridget Smalley	
4	Ensuring all cost centers are verified/approved on a timely basis.	Bridget Smalley	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Shaneil Purcell	
2	Ensuring the validity of travel and expense reimbursements.	Amber Douglas	
3	Ensuring that goods and services are received and that timely payment is made.	Jordan Philpott	Shaneil Purcell
4	Ensuring correct account coding on purchases documents.	All	Jordan Philpott
5	Primary contact for inquiries to expenditure transactions.	All	Bridget Smalley
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.	Jordan Philpott	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Bridget Smalley	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jordan Philpott	
4	Completing termination clearance procedures.	Bridget Smalley	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Bridget Smalley	
6	Maintaining departmental Personnel files.	Bridget Smalley	
7	Ensuring valid authorization of new hires.	Bridget Smalley	
8	Ensuring valid authorization of changes in compensation rates.	Bridget Smalley	
9	Ensuring the accurate input of changes to the HR System.	Jordan Philpott	Bridget Smalley
10	Consistent and efficient responses to inquiries.	Bridget Smalley	

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			Primary (Required)	Secondary (Optional)
CASH HANDLING				
	1	Collecting cash, checks, etc.	Shaneil Purcell	
	2	Reconciling cash, checks, etc. to receipts.	Shaneil Purcell	
	3	Preparing deposits.	Shaneil Purcell	
	4	Preparing Journal Entries.	Jordan Philpott	Shaneil Purcell
	5	Verifying deposits posted correctly in the Finance System.	Jordan Philpott	Shaneil Purcell
	6	Adequacy of physical safeguards of cash receipts and equivalent.	Shaneil Purcell	
	7	Secure deposits via UHDPS to Student Financial Services.	Shaneil Purcell	
	8	Ensuring deposits are made timely.	Shaneil Purcell	
	9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Bridget Smalley	
	10	Updating Cash Handling Procedures as needed.	Bridget Smalley	
	11	Distribution of Cash Handling Procedures to employees who handle cash.	Bridget Smalley	
	12	Consistent and efficient responses to inquiries.	Bridget Smalley	
PETTY CASH				
	1	Preparing petty cash disbursements.	Not applicable	
	2	Ensuring petty cash disbursements are not for more than $100.	Not applicable	
	3	Ensuring petty cash disbursements are made for only authorized purposes.	Not applicable	
	4	Approving petty cash disbursements.	Not applicable	
	5	Replenishing the petty cash fund timely.	Not applicable	
	6	Ensuring the petty cash fund is balanced after each disbursement.	Not applicable	
CONTRACT ADMINISTRATION				
	1	Ensuring departmental personnel comply with contract administration policies/procedures.	Shaneil Purcell	Bridget Smalley
PROPERTY MANAGEMENT				
	1	Performing the annual inventory.	Shaneil Purcell	
	2	Ensuring the annual inventory was completed correctly.	Shaneil Purcell	
	3	Tagging equipment.	Shaneil Purcell	
	4	Approving requests for removal of equipment from campus.	Shaneil Purcell	
DISCLOSURE FORMS				
	1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.		
	2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.		
	3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.		

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	ACCOUNTS RECEIVABLE		
1	Extending of credit.	Not applicable	
2	Billing.	Jordan Philpott	Shaneil Purcell
3	Collection.	Jordan Philpott	Shaneil Purcell
4	Recording.	Michele Hopkins	
5	Monitoring credit extended.	Not applicable	
6	Approving write-offs.	Bridget Smalley	
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Bridget Smalley	Shaneil Purcell
2	Ensuring that research expenditures are covered by funds from sponsors.	Tyler Hartrim	Bridget Smalley
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Jose Ribas	Matthew Pariyothorn
2	Ensuring that critical data back up occurs.	Jose Ribas	Matthew Pariyothorn
3	Ensuring that procedures such as password controls are followed.	Jose Ribas	Matthew Pariyothorn
4	Reporting of suspected security violations.	Jose Ribas	Matthew Pariyothorn