

Earth and Atmospheric Sciences
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.	Each Staff Member is responsible to ensure their subject expertise is	Keah Walker, PD 3
2	Updating the Baseline Standards Form.	Keah Walker, PD 3	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Katrina Smith, PM 1	
2	Reviewing cost center verifications.	Keah Walker, PD 3	
3	Approving cost center verifications.	Designated Cost Center Managers	Designated Cost Center Managers
4	Ensuring all cost centers are verified/approved on a timely basis.	Katrina Smith, PM 1	Keah Walker, PD 3
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Keshia Groggs, PM 1	When there are vouchers creators:
2	Ensuring the validity of travel and expense reimbursements.	Marsha Braxton, PM 1	Antonius Douglas, Admin Asst
3	Ensuring that goods and services are received and that timely payment is made.	Keshia Groggs, PM 1	Katrina Smith, PM 1
4	Ensuring correct account coding on purchases documents.	Keshia Groggs, PM 1	Katrina Smith, PM 1
5	Primary contact for inquiries to expenditure transactions.	Jolisa Johnston, PD 1	Keshia Groggs, PM 1
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.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	
4	Completing termination clearance procedures.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	Keah Walker, PD 3
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	Keah Walker, PD 3
6	Maintaining departmental Personnel files.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	Antonius Douglas, Admin Asst
7	Ensuring valid authorization of new hires.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	Antonius Douglas, Admin Asst
8	Ensuring valid authorization of changes in compensation rates.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	Antonius Douglas, Admin Asst
9	Ensuring the accurate input of changes to the HR System.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	Jolisa Johnston, PD 1
10	Consistent and efficient responses to inquiries.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	Jolisa Johnston, PD 1

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CASH HANDLING			
1	Collecting cash, checks, etc.	For Donations Antonius Douglas, Admin Asst and for Service center	Keah Walker, PD 3
2	Reconciling cash, checks, etc. to receipts.	Keah Walker, DBA	Katrina Smith, PM 1
3	Preparing deposits.	For Donations Antonius Douglas, Admin Asst and for Service center	Keah Walker, PD 3
4	Preparing Journal Entries.	For Donations Antonius Douglas, Admin Asst and for Service center	Keah Walker, PD 3
5	Verifying deposits posted correctly in the Finance System.	Katrina Smith, PM 1	Keah Walker, PD 3
6	Adequacy of physical safeguards of cash receipts and equivalent.	Keah Walker, DBA	
7	Secure deposits via UHDPS to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	For Donations Antonius Douglas, Admin Asst and for Service center	Keah Walker, PD 3
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Keah Walker, DBA	
10	Updating Cash Handling Procedures as needed.	NSM College	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Keah Walker, PD 3	
12	Consistent and efficient responses to inquiries.	For Donations Antonius Douglas, Admin Asst and for Service center	
PETTY CASH			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Keah Walker, PD 3	Jolisa Johnston, PD 1
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Joint effort between faculty, staff, support students and Keshia	
2	Ensuring the annual inventory was completed correctly.	Keshia Groggs, Financial Coord 2	Keshia Groggs, PM 1, Jason Ognosky, Computer Support Analyst
3	Tagging equipment.	Keshia Groggs, PM 1, Jason Ognosky, Computer Support	Jay Krishnan, System Admin 3 and
4	Approving requests for removal of equipment from campus.	Empolyee's supervisor and Keah Walker, PD 3	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	Keah Walker, PD 3
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Mariela Raudales, ABA/Jasmine Brumfield, ABA	Keah Walker, PD 3
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	DOR has taken primary responsibility for this.	Jolisa Johnston, PD 1

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Service Managers	
2	Billing.	Service Managers	
3	Collection.	Service Managers	
4	Recording.	Katrina Smith, PM 1	Keah Walker, PD3 and Keshia Groggs, PM 1
5	Monitoring credit extended.	Katrina Smith, PM 1 and Service Managers	
6	Approving write-offs.	Service Managers	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Joint effort between cost center managers and Keah Walker, DBA	Jolisa Johnston, PD 1
2	Ensuring that research expenditures are covered by funds from sponsors.	Jolisa Johnston, PD 1	Keah Walker, PD 3
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jay Krishnan, System Admin 3 and Jason Ognosky, Computer	
2	Ensuring that critical data back up occurs.	Jay Krishnan, System Admin 3 and Jason Ognosky, Computer	
3	Ensuring that procedures such as password controls are followed.	Jay Krishnan, System Admin 3 and Jason Ognosky, Computer	
4	Reporting of suspected security violations.	Jay Krishnan, System Admin 3 and Jason Ognosky, Computer	