

Department of Mathematics
Baseline Standards
FY 2025

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

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CASH HANDLING		Parishia Williams (Financial Coordinator 2)	Theiryynn Greenidge (DBA)
1	Collecting cash, checks, etc.	Parishia Williams (Financial Coordinator 2)	Theiryynn Greenidge (DBA)
2	Reconciling cash, checks, etc. to receipts.	Parishia Williams (Financial Coordinator 2)	Theiryynn Greenidge (DBA)
3	Preparing deposits.	Parishia Williams (Financial Coordinator 2)	Theiryynn Greenidge (DBA)
4	Preparing Journal Entries.	Parishia Williams (Financial Coordinator 2)	Theiryynn Greenidge (DBA)
5	Verifying deposits posted correctly in the Finance System.	Parishia Williams (Financial Coordinator 2)	Theiryynn Greenidge (DBA)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Parishia Williams (Financial Coordinator 2)	Theiryynn Greenidge (DBA)
7	Secure deposits via UHDPS to Student Financial Services.	Parishia Williams (Financial Coordinator 2)	Theiryynn Greenidge (DBA)
8	Ensuring deposits are made timely.	Parishia Williams (Financial Coordinator 2)	Theiryynn Greenidge (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	N/A	N/A
10	Updating Cash Handling Procedures as needed.	Parishia Williams (Financial Coordinator 2)	Theiryynn Greenidge (DBA)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Parishia Williams (Financial Coordinator 2)	Theiryynn Greenidge (DBA)
12	Consistent and efficient responses to inquiries.	Parishia Williams (Financial Coordinator 2)	
PETTY CASH		N/A	N/A
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.	N/A	N/A
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Dave Branda (User Services Spec/IT)	
2	Ensuring the annual inventory was completed correctly.	Dave Branda (User Services Spec/IT)	
3	Tagging equipment.	Dave Branda (User Services Spec/IT)	
4	Approving requests for removal of equipment from campus.	Dave Branda (User Services Spec/IT)	Theiryynn Greenidge (DBA)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Theiryynn Greenidge (DBA)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Theiryynn Greenidge (DBA)	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Theiryynn Greenidge (DBA)	

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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.	Theiryynn Greenidge (DBA)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Theiryynn Greenidge (DBA)	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Dave Branda (User Services Spec/IT)	Jason Tibbitts(Operating Systems Programmer 3)
2	Ensuring that critical data back up occurs.	Dave Branda (User Services Spec/IT)	Jason Tibbitts(Operating Systems Programmer 3)
3	Ensuring that procedures such as password controls are followed.	Dave Branda (User Services Spec/IT)	Jason Tibbitts(Operating Systems Programmer 3)
4	Reporting of suspected security violations.	Dave Branda (User Services Spec/IT)	Jason Tibbitts(Operating Systems Programmer 3)