Department of Physics - H0112 Baseline Standards FY 2025

		Responsible Person(s) (Name/Title)		
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAI	RTMENTAL POLICIES & PROCEDURES / BASELINE			
STANI	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Kristi Martin, Dept. Business	LaTonya McQuillon, Asst. Business	
	current.	Administrator	Administrator	
2	Updating the Baseline Standards Form.	Kristi Martin, Dept. Business	LaTonya McQuillon, Asst. Business	
		Administrator	Administrator	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Heidi Scheier, Asst. Business	LaTonya McQuillon, Asst. Business	
		Administrator	Administrator	
2	Reviewing cost center verifications.	Designated cost center managers	Kristi Martin, Dept. Business	
		6 6	Administrator	
3	Approving cost center verifications.	Designated cost center managers	Delegates as appointed by Cost	
	11 5	6	Center Managers	
4	Ensuring all cost centers are verified/approved on a timely	Heidi Scheier, Asst. Business	LaTonya McQuillon, Asst. Business	
•	basis.	Administrator	Administrator	
FINAN	ICIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Bridgette Crockham, Financial	LaTonya McQuillon, Asst. Business	
•	2.15 and a duitornation of parenase documents.	Coord. 2	Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Brown Bruno Correya, Financial	Kristi Martin, Dept. Business	
2	Ensuring the validity of traver and expense remoursements.	Coord. 1	Administrator	
3	Ensuring that goods and services are received and that timely	Bridgette Crockham, Financial	LaTonya McQuillon, Asst. Business	
5	payment is made.	Coord. 2	Administrator	
4	Ensuring correct account coding on purchases documents.	Bridgette Crockham, Financial	LaTonya McQuillon, Asst. Business	
4	Ensuring correct account country on purchases documents.	Coord. 2	Administrator	
5	Primary contact for inquiries to expenditure transactions.	Bridgette Crockham, Financial	LaTonya McQuillon, Asst. Business	
5	I mary contact for inquiries to experioriture transactions.	Coord. 2	Administrator	
	DLL / HUMAN RESOURCES	Coold. 2	Administrator	
AIN	JEL/ HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved	Huiyun Helen Shen,		
1	before the deadlines set by Payroll, so that the correct hours are	Asst.Business Administrator	Kristi Martin, Dept. Business	
	recorded and paid on each bi-weekly paycheck.	Asst. Business Auministrator	Administrator	
2	Ensuring all monthly leave is recorded and approved before the	Huiyun Helen Shen,	Kristi Martin, Dept. Business	
	deadlines set by Payroll.	Asst.Business Administrator	Administrator	
3	Reconciling approved reported time and leave (bi-weekly	Huiyun Helen Shen,	Kristi Martin, Dept. Business	
	employees) and ePARs (monthly employees) to the trial and	Asst.Business Administrator	Administrator	
	final payroll verification reports.			
4	Completing termination clearance procedures.	Huiyun Helen Shen,	Kristi Martin, Dept. Business	
-		Asst.Business Administrator	Administrator	
5	Ensuring terminated employees are no longer charged to	Huiyun Helen Shen,	Kristi Martin, Dept. Business	
	departmental cost centers.	Asst.Business Administrator	Administrator	
6	Maintaining departmental Personnel files.	Huiyun Helen Shen,	Kristi Martin, Dept. Business	
		Asst.Business Administrator	Administrator	
7	Ensuring valid authorization of new hires.	Huiyun Helen Shen,	Kristi Martin, Dept. Business	
		Asst.Business Administrator	Administrator	
8	Ensuring valid authorization of changes in compensation rates.	Huiyun Helen Shen,	Kristi Martin, Dept. Business	
		Asst.Business Administrator	Administrator	
9	Ensuring the accurate input of changes to the HR System.	Huiyun Helen Shen,	Kristi Martin, Dept. Business	
		Asst.Business Administrator	Administrator	
10	Consistent and efficient responses to inquiries.	Huiyun Helen Shen,	Kristi Martin, Dept. Business	
	-	Asst.Business Administrator	Administrator	

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			erson(s) (Name/Title)
	ption of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	LaTonya McQuillon, Asst.	Bridgette Crockham, Financial Coord
1	Concerning easil, enceks, etc.	Business Administrator	
2	Reconciling cash, checks, etc. to receipts.	Bridgette Crockham, Financial	LaTonya McQuillon, Asst. Business
2	Reconcining cusil, checks, etc. to receipts.	Coord. 2	Administrator
3	Preparing deposits.	LaTonya McQuillon, Asst.	Bridgette Crockham, Financial Coord
3	repaing deposits.	Business Administrator	2
4	Preparing Journal Entries.	LaTonya McQuillon, Asst.	Bridgette Crockham, Financial Coord
4	reparing Journal Entries.	Business Administrator	2
5	Verifying deposits posted correctly in the Finance System.	LaTonya McQuillon, Asst.	Heidi Scheier, Asst. Business
3	verifying deposits posted correctly in the rinance system.	Business Administrator	Administrator
6	Adequacy of physical safeguards of cash receipts and	LaTonya McQuillon, Asst.	Bridgette Crockham, Financial Coord
0	equivalent.	Business Administrator	
7	Secure deposits via UHDPS to Student Financial Services.	LaTonya McQuillon, Asst.	Bridgette Crockham, Financial Coord
/	Secure deposits via OHDES to Student Financial Services.	Business Administrator	
0	Farming damaits and made timely	LaTonya McQuillon, Asst.	2 Deidertte Creakhans Einensiel Creak
8	Ensuring deposits are made timely.		Bridgette Crockham, Financial Coord
0	Remains all surplements has the last of the second se	Business Administrator	LaTarra MaQuilli A. (D.)
9	Ensuring all employees who handle cash have completed Cash	Kristi Martin, Dept. Business	LaTonya McQuillon, Asst. Business
	Security Procedures or Cash Deposit and Security Procedures	Administrator	Administrator
	training.		
10	Updating Cash Handling Procedures as needed.	Kristi Martin, Dept. Business	LaTonya McQuillon, Asst. Business
		Administrator	Administrator
11	Distribution of Cash Handling Procedures to employees who	Kristi Martin, Dept. Business	LaTonya McQuillon, Asst. Business
	handle cash.	Administrator	Administrator
12	Consistent and efficient responses to inquiries.	LaTonya McQuillon, Asst.	Bridgette Crockham, Financial Coord
		Business Administrator	2
РЕТТУ	' 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	N/A	N/A
	purposes.		
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
U			
6	Ensuring the petty cash fund is balanced after each	N/A	N/A
0	disbursement.	1 1/2 1	11/11
CONT	RACT ADMINISTRATION		
CONT	KACI ADMINISTRATION		
1	En anciente de manter de la completa	LaTonya McQuillon, Asst.	Drideette Constituent Financial Const
1	Ensuring departmental personnel comply with contract		Bridgette Crockham, Financial Coord
	administration policies/procedures.	Business Administrator	2
PROPE	ERTY MANAGEMENT		
1	Performing the annual inventory.	Janae Williams, Admin. Asst.	
2	Ensuring the annual inventory was completed correctly.	Janae Williams, Admin. Asst.	
3	Tagging equipment.	Janae Williams, Admin. Asst.	
4	Approving requests for removal of equipment from campus.	Janae Williams, Admin. Asst.	
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Kristi Martin, Dept. Business	LaTonya McQuillon, Asst. Business
•	annual Related Party disclosure statement online.	Administrator	Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Kristi Martin, Dept. Business	LaTonya McQuillon, Asst. Business
	complete the Consulting disclosure statement online.	Administrator	Administrator
2		Kristi Martin, Dept. Business	
3	Ensuring that all Principal and Co-Principal Investigators	-	LaTonya McQuillon Asst Business
	complete the annual Conflict of Interest disclosure statement for the Division of Research.	Administrator	LaTonya McQuillon, Asst. Business Administrator

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Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	Janae Williams, Admin. Asst.	Heidi Scheier, Asst. Business Administrator
3	Collection.	Janae Williams, Admin. Asst.	Heidi Scheier, Asst. Business Administrator
4	Recording.	Janae Williams, Admin. Asst.	Heidi Scheier, Asst. Business Administrator
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Kristi Martin, Dept. Business Administrator	Fred McGhee, Executive Director of Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Heidi Scheier, Asst. Business Administrator	LaTonya McQuillon, Asst. Business Administrator
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Ray Ali, Systems Administrator 1	
2	Ensuring that critical data back up occurs.	Ray Ali, Systems Administrator 1	
3	Ensuring that procedures such as password controls are followed.	Ray Ali, Systems Administrator 1	
4	Reporting of suspected security violations.	Ray Ali, Systems Administrator 1	