

School of Communications
Baseline Standards
FY 2021

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

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

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Natashia Davis, DBA	Jennifer Vardeman, Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Natashia Davis, DBA	Jennifer Vardeman, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Dung Huynh, Microsystem Analyst	Frank Houston, Dir, College IT
2	Ensuring that critical data back up occurs.	Dung Huynh, Microsystem Analyst	Frank Houston, Dir, College IT
3	Ensuring that procedures such as password controls are followed.	Dung Huynh, Microsystem Analyst	Frank Houston, Dir, College IT
4	Reporting of suspected security violations.	Dung Huynh, Microsystem Analyst	Frank Houston, Dir, College IT