

Department of Comparative Cultural Studies - H0121
 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.	Rayna Spencer/ DBA	Heather Robinson/ Financial Coord 2
2	Updating the Baseline Standards Form.	Rayna Spencer/ DBA	Heather Robinson/ Financial Coord 2
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Rayna Spencer/ DBA	Heather Robinson/ Financial Coord 2
2	Reviewing cost center verifications.	Rayna Spencer/ DBA	Dr. Nicholas De Genova/Chair
3	Approving cost center verifications.	Dr. Nicholas De Genova/ Chair	Rayna Spencer/ DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Rayna Spencer/ DBA	Heather Robinson/ Financial Coord 2
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Erica Williams/Secretary	Rayna Spencer/ DBA
2	Ensuring the validity of travel and expense reimbursements.	Erica Williams/Secretary	Rayna Spencer/ DBA
3	Ensuring that goods and services are received and that timely payment is made.	Erica Williams/Secretary	Rayna Spencer/ DBA
4	Ensuring correct account coding on purchases documents.	Erica Williams/Secretary	Rayna Spencer/ DBA
5	Primary contact for inquiries to expenditure transactions.	Erica Williams/Secretary	Rayna Spencer/ 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.	Rayna Spencer/ DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Rayna Spencer/ DBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Rayna Spencer/ DBA	
4	Completing termination clearance procedures.	Rayna Spencer/ DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Rayna Spencer/ DBA	
6	Maintaining departmental Personnel files.	Rayna Spencer/ DBA	
7	Ensuring valid authorization of new hires.	Rayna Spencer/ DBA	
8	Ensuring valid authorization of changes in compensation rates.	Rayna Spencer/ DBA	
9	Ensuring the accurate input of changes to the HR System.	Rayna Spencer/ DBA	
10	Consistent and efficient responses to inquiries.	Rayna Spencer/ DBA	

Department of Comparative Cultural Studies - H0121
Baseline Standards
FY 2021

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
2	Reconciling cash, checks, etc. to receipts.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
3	Preparing deposits.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
4	Preparing Journal Entries.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
5	Verifying deposits posted correctly in the Finance System.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
7	Secure deposits via UHDPDS to Student Financial Services.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
8	Ensuring deposits are made timely.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
10	Updating Cash Handling Procedures as needed.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
12	Consistent and efficient responses to inquiries.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
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.	Heather Robinson/ Financial Coord 2	Rayna Spencer/ DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Erica Williams/Secretary	Rayna Spencer/ DBA
2	Ensuring the annual inventory was completed correctly.	Erica Williams/Secretary	Rayna Spencer/ DBA
3	Tagging equipment.	Erica Williams/Secretary	Rayna Spencer/ DBA
4	Approving requests for removal of equipment from campus.	Erica Williams/Secretary	Rayna Spencer/ DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rayna Spencer/ DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Rayna Spencer/ DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Rayna Spencer/ DBA	

Department of Comparative Cultural Studies - H0121
 Baseline Standards
 FY 2021

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
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.	Rayna Spencer/ DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Rayna Spencer/ DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Erica Williams/Secretary	Rayna Spencer/ DBA
2	Ensuring that critical data back up occurs.	John Lucci/User Services Spec 2, CLASS IT	
3	Ensuring that procedures such as password controls are followed.	John Lucci/User Services Spec 2, CLASS IT	
4	Reporting of suspected security violations.	Rayna Spencer/ DBA	