

H0086
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.	Andre Cobb-DBA N/A
2	Updating the Baseline Standards Form.	Andre Cobb-DBA N/A
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2
2	Reviewing cost center verifications.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2
3	Approving cost center verifications.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2
4	Ensuring all cost centers are verified/approved on a timely basis.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2
2	Ensuring the validity of travel and expense reimbursements.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2
3	Ensuring that goods and services are received and that timely payment is made.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2
4	Ensuring correct account coding on purchases documents.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2
5	Primary contact for inquiries to expenditure transactions.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2
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.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Andre Cobb-DBA Tammie Florence-Financial Coor. 2/V
4	Completing termination clearance procedures.	Andre Cobb-DBA N/A
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Andre Cobb-DBA N/A
6	Maintaining departmental Personnel files.	Andre Cobb-DBA Valeria Gonzalez - FC2
7	Ensuring valid authorization of new hires.	Andre Cobb-DBA N/A
8	Ensuring valid authorization of changes in compensation rates.	Andre Cobb-DBA N/A
9	Ensuring the accurate input of changes to the HR System.	Andre Cobb-DBA N/A
10	Consistent and efficient responses to inquiries.	Andre Cobb-DBA N/A

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

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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.	Andre Cobb-DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Andre Cobb-DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	CLASS IT	
2	Ensuring that critical data back up occurs.	CLASS IT	
3	Ensuring that procedures such as password controls are followed.	CLASS IT	
4	Reporting of suspected security violations.	CLASS IT	