

Philosophy Department - H0091
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.	Angela Williams (DBA)	
2	Updating the Baseline Standards Form.	Angela Williams (DBA)	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Angela Williams (DBA)	
2	Reviewing cost center verifications.	David Phillips (Chair)	
3	Approving cost center verifications.	David Phillips (Chair)	
4	Ensuring all cost centers are verified/approved on a timely basis.	James R. McKee (Exec Dir of CLASS Bus Oper)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Angela Williams (DBA)	
2	Ensuring the validity of travel and expense reimbursements.	Paula Guevara (Admin Coordinator)	Angela Williams (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Paula Guevara (Admin Coordinator)	Angela Williams (DBA)
4	Ensuring correct account coding on purchases documents.	Paula Guevara (Admin Coordinator)	Angela Williams (DBA)
5	Primary contact for inquiries to expenditure transactions.	Paula Guevara (Admin Coordinator)	Angela Williams (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.	David Phillips (Chair)	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	David Phillips (Chair)	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Angela Williams (DBA)	
4	Completing termination clearance procedures.	Angela Williams (DBA)	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Angela Williams (DBA)	
6	Maintaining departmental Personnel files.	Angela Williams (DBA)	
7	Ensuring valid authorization of new hires.	Angela Williams (DBA)	
8	Ensuring valid authorization of changes in compensation rates.	Angela Williams (DBA)	
9	Ensuring the accurate input of changes to the HR System.	Angela Williams (DBA)	
10	Consistent and efficient responses to inquiries.	Angela Williams (DBA)	Martha Arenas (DBA)

Philosophy Department - H0091
Baseline Standards
FY 2021

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Paula Guevara (Admin Coordinator)	Angela Williams (DBA)
2	Reconciling cash, checks, etc. to receipts.	Paula Guevara (Admin Coordinator)	Angela Williams (DBA)
3	Preparing deposits.	Paula Guevara (Admin Coordinator)	Angela Williams (DBA)
4	Preparing Journal Entries.	Paula Guevara (Admin Coordinator)	Angela Williams (DBA)
5	Verifying deposits posted correctly in the Finance System.	Angela Williams (DBA)	Paula Guevara (Admin Coordinator)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Paula Guevara (Admin Coordinator)	
7	Secure deposits via UHDPS to Student Financial Services.	Paula Guevara (Admin Coordinator)	Angela Williams (DBA)
8	Ensuring deposits are made timely.	Paula Guevara (Admin Coordinator)	Angela Williams (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Angela Williams (DBA)	
10	Updating Cash Handling Procedures as needed.	Angela Williams (DBA)	Paula Guevara (Admin Coordinator)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Angela Williams (DBA)	Paula Guevara (Admin Coordinator)
12	Consistent and efficient responses to inquiries.	Paula Guevara (Admin Coordinator)	Angela Williams (DBA)
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Angela Williams (DBA)	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Paula Guevara (Admin Coordinator)	Angela Williams (DBA)
2	Ensuring the annual inventory was completed correctly.	Angela Williams (DBA)	Paula Guevara (Admin Coordinator)
3	Tagging equipment.	Paula Guevara (Admin Coordinator)	
4	Approving requests for removal of equipment from campus.	David Phillips (Chair)	Paula Guevara (Admin Coordinator)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Angela Williams (DBA)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Angela Williams (DBA)	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Angela Williams (DBA)	

Philosophy Department - H0091
 Baseline Standards
 FY 2021

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Angela Williams (DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Angela Williams (DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston (CLASS IT Manager)	
2	Ensuring that critical data back up occurs.	Frank Houston (CLASS IT Manager)	
3	Ensuring that procedures such as password controls are followed.	Frank Houston (CLASS IT Manager)	
4	Reporting of suspected security violations.	Frank Houston (CLASS IT Manager)	