Department Name
Baseline Standards
FY YYYY

	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.	Olga Litvinova (DBA)	Dr Suzanne Kieffer (Director)
2	Updating the Baseline Standards Form.	Olga Litvinova (DBA)	Dr Suzanne Kieffer (Director)
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Olga Litvinova (DBA)	Joel Hammett, Program Manager
2	Reviewing cost center verifications.	Olga Litvinova (DBA)	Dr Suzanne Kieffer (Director)
3	Approving cost center verifications.	Olga Litvinova (DBA)	Dr Suzanne Kieffer (Director)
4	Ensuring all cost centers are verified/approved on a timely basis.	Olga Litvinova (DBA)	Dr Suzanne Kieffer (Director)
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Olga Litvinova (DBA)	Dr Suzanne Kieffer (Director)
2	Ensuring the validity of travel and expense reimbursements.	Amy Aragon (Prog Mgr 2) and Maria V Mendoza (Fin Coord 2)	Dr Suzanne Kieffer (Director), Olga Litvnova (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Amy Aragon (Prog Mgr 2) and Maria V Mendoza (Fin Coord 2)	Olga Litvnova (DBA)
4	Ensuring correct account coding on purchases documents.	Amy Aragon (Prog Mgr 2) and Maria V Mendoza (Fin Coord 2)	Olga Litvnova (DBA)
5	Primary contact for inquiries to expenditure transactions.	Amy Aragon (Prog Mgr 2) and Maria V Mendoza (Fin Coord 2)	Olga Litvnova (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.	Caroline Watkins (Asst DBA)	Joel Hammett (Program Manager)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Caroline Watkins (Asst DBA)	Olga Litvnova (DBA)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Caroline Watkins (Asst DBA)	Joel Hammett (Program Manager)
4	Completing termination clearance procedures.	Olga Litvinova (DBA)	Dr Suzanne Kieffer (Director)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Olga Litvinova (DBA)	Joel Hammett (Program Manager)
6	Maintaining departmental Personnel files.	Caroline Watkins (Asst DBA)	Dr Suzanne Kieffer (Director)
7	Ensuring valid authorization of new hires.	Caroline Watkins (Asst DBA)	Joel Hammett (Program Manager)
8	Ensuring valid authorization of changes in compensation rates.	Caroline Watkins (Asst DBA)	Dr Suzanne Kieffer (Director)
9	Ensuring the accurate input of changes to the HR System.	Caroline Watkins (Asst DBA)	Olga Litvinova (DBA)
10	Consistent and efficient responses to inquiries.	Caroline Watkins (Asst DBA)	Dr Suzanne Kieffer (Director)

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

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	ACCOUNTS RECEIVABLE		
1	Extending of credit.	NA	NA
2	Billing.	Amy Petesch (Program Mgr)	
3	Collection.	Amy Petesch (Program Mgr)	
4	Recording.	Amy Petesch (Program Mgr)	Maria V Mendoza (Fin Coord 2)
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Olga Litvinova (DBA)	Joel Hammett (Program Manager)
2	Ensuring that research expenditures are covered by funds from sponsors.	Olga Litvinova (DBA)	Joel Hammett (Program Manager)
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Alex Botti (Microsystems Analyst)	
2	Ensuring that critical data back up occurs.	Alex Botti (Microsystems Analyst)	
3	Ensuring that procedures such as password controls are followed.	Alex Botti (Microsystems Analyst)	
4	Reporting of suspected security violations.	Alex Botti (Microsystems Analyst)	