

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Shaki Commissariat, DBA	Quang Hau, Asst. DBA
2	Updating the Baseline Standards Form.	Shaki Commissariat, DBA	Quang Hau, Asst. DBA
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Chau Bush, Financial Analyst II	Thuy Nguyen, Financial Coordinator
2	Reviewing cost center verifications.	Cost Center Managers	Shaki Commissariat, DBA
3	Approving cost center verifications.	Designated Cost Center Managers	Delegates as appointed by Cost Center Managers
4	Ensuring all cost centers are verified/approved on a timely basis.	Chau Bush, Financial Analyst II	Shaki Commissariat, DBA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Quang Hau, Asst. DBA	Soniya Keshwani, Financial Coordinator II
2	Ensuring the validity of travel and expense reimbursements.	Quang Hau, Asst. DBA	Soniya Keshwani, Financial Coordinator II
3	Ensuring that goods and services are received and that timely payment is made.	Quang Hau, Asst. DBA	Soniya Keshwani, Financial Coordinator II
4	Ensuring correct account coding on purchases documents.	Soniya Keshwani, Financial Coordinator II	Thuy Nguyen, Financial Coordinator
5	Primary contact for inquiries to expenditure transactions.	Quang Hau, Asst. DBA	Soniya Keshwani, Financial Coordinator II
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Farah Babul, Asst. DBA	Soniya Keshwani, Financial Coordinator II
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Farah Babul, Asst. DBA	Soniya Keshwani, Financial Coordinator II
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Farah Babul, Asst. DBA	Shaki Commissariat, DBA
4	Completing termination clearance procedures.	Shaki Commissariat, DBA	Farah Babul, Asst. DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Farah Babul, Asst. DBA	Shaki Commissariat, DBA
6	Maintaining departmental Personnel files.	Farah Babul, Asst. DBA	
7	Ensuring valid authorization of new hires.	Farah Babul, Asst. DBA	Shaki Commissariat, DBA
8	Ensuring valid authorization of changes in compensation rates.	Farah Babul, Asst. DBA	Shaki Commissariat, DBA
9	Ensuring the accurate input of changes to the HR System.	Farah Babul, Asst. DBA	Shaki Commissariat, DBA
10	Consistent and efficient responses to inquiries.	Farah Babul, Asst. DBA	Soniya Keshwani, Financial Coordinator II
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Quang Hau, Asst. DBA	Shaki Commissariat, DBA
2	Reconciling cash, checks, etc. to receipts.	Thuy Nguyen, Financial Coordinator	
3	Preparing deposits.	Hau Quang, Asst. DBA	
4	Preparing Journal Entries.	Quang Hau, Asst. DBA	Chau Bush, Financial Analyst II
5	Verifying deposits posted correctly in the Finance System.	Thuy Nguyen, Financial Coordinator	Chau Bush, Financial Analyst II
6	Adequacy of physical safeguards of cash receipts and equivalent.	Quang Hau, Asst. DBA	Shaki Commissariat, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Quang Hau, Asst. DBA	Shaki Commissariat, DBA

8	Ensuring deposits are made timely.	Quang Hau, Asst. DBA	Shaki Commissariat, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Shaki Commissariat, DBA	Soniya Keshwani, Financial Coordinator II
10	Updating Cash Handling Procedures as needed.	Shaki Commissariat, DBA	Soniya Keshwani, Financial Coordinator II
11	Distribution of Cash Handling Procedures to employees who handle cash.	Shaki Commissariat, DBA	Soniya Keshwani, Financial Coordinator II
12	Consistent and efficient responses to inquiries.	Quang Hau, Asst. DBA	Soniya Keshwani, Financial Coordinator II
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.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Soniya Keshwani, Financial Coordinator II	Shaki Commissariat, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Emilio Benavidez, Building Supervisor	
2	Ensuring the annual inventory was completed correctly.	Emilio Benavidez, Building Supervisor	Shaki Commissariat, DBA
3	Tagging equipment.	Emilio Benavidez, Building Supervisor	
4	Approving requests for removal of equipment from campus.	Employee's supervisor and Emilio Benavidez, Building Supervisor	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Thuy Nguyen, Financial Coordinator	Shaki Commissariat, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Thuy Nguyen, Financial Coordinator	Shaki Commissariat, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Thuy Nguyen, Financial Coordinator	Shaki Commissariat, DBA
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.	Chau Bush, Financial Analyst II	Shaki Commissariat, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Chau Bush, Financial Analyst II	Shaki Commissariat, DBA
DEPARTMENTAL COMPUTING			

1	Management of the departments' information technology resources.	Hoang Hoang, Systems Admin II	Adil Alvi, Systems Admin I
2	Ensuring that critical data back up occurs.	Hoang Hoang, Systems Admin II	Adil Alvi, Systems Admin I
3	Ensuring that procedures such as password controls are followed.	Hoang Hoang, Systems Admin II	Adil Alvi, Systems Admin I
4	Reporting of suspected security violations.	Hoang Hoang, Systems Admin II	Adil Alvi, Systems Admin I