

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.	Elsie Myers, DBA	Shahab Tayyab, Asst. DBA
2	Updating the Baseline Standards Form.	Elsie Myers, DBA	Shahab Tayyab, Asst. DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Shahab Tayyab, Asst. DBA	Caleb Prestridge, Financial Analyst
2	Reviewing cost center verifications.	Cost Center Managers	Elsie Myers, 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.	Elsie Myers, DBA	Shahab Tayyab, Asst. DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jessica Feil, Financial Coord. 2	Anh Nash, Financial Coord. 2
2	Ensuring the validity of travel and expense reimbursements.	Jessica Feil, Financial Coord. 2	Anh Nash, Financial Coord. 2
3	Ensuring that goods and services are received and that timely payment is made.	Jessica Feil, Financial Coord. 2	Anh Nash, Financial Coord. 2
4	Ensuring correct account coding on purchases documents.	Jessica Feil, Financial Coord. 2	Anh Nash, Financial Coord. 2
5	Primary contact for inquiries to expenditure transactions.	Jessica Feil, Financial Coord. 2	Anh Nash, Financial Coord. 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.	Crystal Gonzalez, Asst DBA, Payroll	Seth Evans, Financial Coord 2 (payroll)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Crystal Gonzalez, Asst DBA, Payroll	Seth Evans, Financial Coord 2 (payroll)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Crystal Gonzalez, Asst DBA, Payroll	Seth Evans, Financial Coord 2 (payroll)
4	Completing termination clearance procedures.	Elsie Myers, DBA	Shahab Tayyab, Asst. DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Crystal Gonzalez, Asst DBA, Payroll	Seth Evans, Financial Coord 2 (payroll)
6	Maintaining departmental Personnel files.	Crystal Gonzalez, Asst DBA, Payroll	Seth Evans, Financial Coord 2 (payroll)
7	Ensuring valid authorization of new hires.	Crystal Gonzalez, Asst DBA, Payroll	Elsie Myers, DBA
8	Ensuring valid authorization of changes in compensation rates.	Crystal Gonzalez, Asst DBA, Payroll	Seth Evans, Financial Coord 2 (payroll)
9	Ensuring the accurate input of changes to the HR System.	Crystal Gonzalez, Asst DBA, Payroll	Seth Evans, Financial Coord 2 (payroll)
10	Consistent and efficient responses to inquiries.	Crystal Gonzalez, Asst DBA, Payroll	Elsie Myers, DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	Caleb Prestridge, Financial Analyst	Shahab Tayyab, Asst. DBA
2	Reconciling cash, checks, etc. to receipts.	Marvin Alexander, Financial Coord.	Shahab Tayyab, Asst. DBA
3	Preparing deposits.	Marvin Alexander, Financial Coord.	Shahab Tayyab, Asst. DBA
4	Preparing Journal Entries.	Marvin Alexander, Financial Coord.	Shahab Tayyab, Asst. DBA
5	Verifying deposits posted correctly in the Finance System.	Caleb Prestridge, Financial Analyst	Shahab Tayyab, Asst. DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Elsie Myers, DBA	Shahab Tayyab, Asst. DBA
7	Secure deposits via UHDPSS to Student Financial Services.	Marvin Alexander, Financial Coord.	Shahab Tayyab, Asst. DBA

8	Ensuring deposits are made timely.	Caleb Prestridge, Financial Analyst Marvin Alexander, Financial Coord.	Elsie Myers, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elsie Myers, DBA	Shahab Tayyab, Asst. DBA
10	Updating Cash Handling Procedures as needed.	Elsie Myers, DBA	Marvin Alexander, Financial Coord.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elsie Myers, DBA	Shahab Tayyab, Asst. DBA
12	Consistent and efficient responses to inquiries.	Elsie Myers, DBA	Marvin Alexander, Financial Coord.
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.	Jessica Feil, Financial Coord. 2	Shahab Tayyab, Asst. DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jerry Do, User Svs Spec	Ryan Nguyen, System Analyst I
2	Ensuring the annual inventory was completed correctly.	Jerry Do, User Svs Spec	Elsie Myers, DBA
3	Tagging equipment.	Jerry Do, User Svs Spec	Ryan Nguyen, System Analyst I
4	Approving requests for removal of equipment from campus.	Employee's supervisor and Jerry Do, User Svs Spec	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Caleb Prestridge, Financial Analyst	Shahab Tayyab, Asst. DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Caleb Prestridge, Financial Analyst	Shahab Tayyab, Asst. DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Caleb Prestridge, Financial Analyst	Shahab Tayyab, Asst. DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Elsie Myers, DBA	
2	Billing.	Marvin Alexander, Financial Coord.	Shahab Tayyab, Asst. DBA
3	Collection.	Marvin Alexander, Financial Coord.	Shahab Tayyab, Asst. DBA
4	Recording.	Caleb Prestridge, Financial Analyst	Shahab Tayyab, Asst. DBA
5	Monitoring credit extended.	Elsie Myers, DBA	
6	Approving write-offs.	Elsie Myers, DBA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Elsie Myers, DBA	Shahab Tayyab, Asst. DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Elsie Myers, DBA	Shahab Tayyab, Asst. DBA, Caleb Prestridge, Financial Analyst
DEPARTMENTAL COMPUTING			

1	Management of the departments' information technology resources.	Jerry Do, User Svs Spec	NSM IT Dept
2	Ensuring that critical data back up occurs.	Jerry Do, User Svs Spec	NSM IT Dept
3	Ensuring that procedures such as password controls are followed.	Jerry Do, User Svs Spec	NSM IT Dept
4	Reporting of suspected security violations.	Jerry Do, User Svs Spec	NSM IT Dept