

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.	Each staff member is responsible to ensure their subject expertise is kept up to date on the department website	Keah Walker, DBA
2	Updating the Baseline Standards Form.	Keah Walker, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Smita Ketkar, Asst. DBA (non-grants); Jennifer Dowell (grants)	
2	Reviewing cost center verifications.	Keah Walker, 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.	Smita Ketkar, Asst. DBA	Keah Walker, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Lee Ann Carroll, Financial Coord 2	When there are vouchers creators: Shayla Faustin, Kirene Ramesar and Marsha Braxton
2	Ensuring the validity of travel and expense reimbursements.	Laura Bell, Program Manager 2	Kirene Ramesar, Asst to the Chair
3	Ensuring that goods and services are received and that timely payment is made.	Lee Ann Carroll, Financial Coord 2	Smita Ketkar, Asst DBA
4	Ensuring correct account coding on purchases documents.	Lee Ann Carroll, Financial Coord 2	When there are vouchers creators: Shayla Faustin, Kirene Ramesar and Marsha Braxton
5	Primary contact for inquiries to expenditure transactions.	Lee Ann Carroll, Financial Coord 2 (before posted to Peoplesoft)	Smita Ketkar, Asst DBA (after posted to Peoplesoft)
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.	Shayla Faustin, HR/Payroll Coordinator 2	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Shayla Faustin, HR/Payroll Coordinator 2	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARS (monthly employees) to the trial and final payroll verification reports.	Shayla Faustin, HR/Payroll Coordinator 2	
4	Completing termination clearance procedures.	Shayla Faustin, HR/Payroll Coordinator 2	Keah Walker, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Shayla Faustin, HR/Payroll Coordinator 2	Keah Walker, DBA
6	Maintaining departmental Personnel files.	Shayla Faustin, HR/Payroll Coordinator 2	
7	Ensuring valid authorization of new hires.	Shayla Faustin, HR/Payroll Coordinator 2	
8	Ensuring valid authorization of changes in compensation rates.	Shayla Faustin, HR/Payroll Coordinator 2	
9	Ensuring the accurate input of changes to the HR System.	Shayla Faustin, HR/Payroll Coordinator 2	Jennifer Dowell, Financial Coordinator 2
10	Consistent and efficient responses to inquiries.	Shayla Faustin, HR/Payroll Coordinator 2	
CASH HANDLING			
1	Collecting cash, checks, etc.	For donations, Kirene Ramesar, Assist ot the Chair and for service center payments, Lee Ann Carroll, Financial Coord 2	Keah Walker, DBA
2	Reconciling cash, checks, etc. to receipts.	Keah Walker, DBA	Smita Ketkar, Asst DBA
3	Preparing deposits.	For donations, Kirene Ramesar, Assist ot the Chair and for service center payments, Lee Ann Carroll, Financial Coord 2	Keah Walker, DBA
4	Preparing Journal Entries.	For donations, Kirene Ramesar, Assist ot the Chair and for service center payments, Lee Ann Carroll, Financial Coord 2	Keah Walker, DBA

5	Verifying deposits posted correctly in the Finance System.	Smita Ketkar, Asst. DBA	
6	Adequacy of physical safeguards of cash receipts and <u>equivalent.</u>	Keah Walker, DBA	
7	Secure deposits via UHDPS to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	For donations, Kirene Ramesar, Asst of the Chair and for service center payments, Lee Ann Carroll, Financial Coord 2	Keah Walker, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures <u>training.</u>	Keah Walker, DBA	
10	Updating Cash Handling Procedures as needed.	NSM College	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Keah Walker, DBA	
12	Consistent and efficient responses to inquiries.	For donations, Kirene Ramesar, Asst of the Chair and for service center payments, Lee Ann Carroll, Financial Coord 2	
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 <u>authorized purposes.</u>	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 <u>disbursement.</u>	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract <u>administration policies/procedures.</u>	Keah Walker, DBA	Smita Ketkar, Asst DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Joint effort between faculty, staff, supported students and Lee Ann Carroll, Financial Coordinator 2	Marsha Braxton, Office Coordinator and Jason Ognosky, Computer System Analyst
2	Ensuring the annual inventory was completed correctly.	Lee Ann Carrol, Financial Coordinator 2	
3	Tagging equipment.	Lee Ann Carrol, Financial Coordinator 2	Jay Krishnan, System Admin 3 and Jason Ognosky, Computer Support Analyst (IT equipment)
4	Approving requests for removal of equipment from campus.	Employee's supervisor and Keah Walker, DBA	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual <u>Related Party disclosure statement online.</u>	Shayla Faustin, HR/Payroll Coordinator 2	Keah Walker, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the <u>Consulting disclosure statement online.</u>	Shayla Faustin, HR/Payroll Coordinator 2	Keah Walker, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement <u>for the Division of Research.</u>	DOR has taken primary responsibility for this.	Jennifer Dowell, Financial Coord may assist DOR with following up as needed.
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Service Managers	
2	Billing.	Service Managers	
3	Collection.	Service Managers	Keah Walker, DBA and Lee Ann Carroll, Financial Coordinator 2
4	Recording.	Smita Ketkar, Asst. DBA	
5	Monitoring credit extended.	Smita Ketkar, Asst. DBA and Service Managers	
6	Approving write-offs.	Service Managers	

NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Joint effort between cost center managers and Keah Walker, DBA	Smita Ketkar, Asst DBA and cost center managers
2	Ensuring that research expenditures are covered by funds from sponsors.	Joint effort between Lee Ann Carroll, Financial Coord 2, Laura Bell, Program Manager 2, Shayla Faustin, HR/Payroll Coordinator 2 and Pls	Jennifer Dowel, Financial Coordinator 2 and Smita Ketkar, Asst DBA, assist by double-checking is done during reconciliations.
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jay Krishnan, System Admin 3 and Jason Ognosky, Computer Support Analyst	
2	Ensuring that critical data back up occurs.	Jay Krishnan, System Admin 3 and Jason Ognosky, Computer Support Analyst	
3	Ensuring that procedures such as password controls are followed.	Jay Krishnan, System Admin 3 and Jason Ognosky, Computer Support Analyst	
4	Reporting of suspected security violations.	Jay Krishnan, System Admin 3 and Jason Ognosky, Computer Support Analyst	