

ATHLETICS DEPT.H0002
Baseline Standards
FY 2021

Responsible Person(s) Monty Porter, Sr. Associate Athletics Director/ Brandon Maddux Assistant Athletics Director			
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
2	Updating the Baseline Standards Form.	BRANDON MADDUX, ASST. AD	MONTY PORTER, SR. ASSOC. AD
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
2	Reviewing cost center verifications.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
3	Approving cost center verifications.	MONTY PORTER, SR. ASSOC. AD	DELEGATED SPORT/ADMIN CC MANAGER
4	Ensuring all cost centers are verified/approved on a timely basis.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASST. AD
2	Ensuring the validity of travel and expense reimbursements.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASST. AD
3	Ensuring that goods and services are received and that timely payment is made.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASST. AD
4	Ensuring correct account coding on purchases documents.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASST. AD
5	Primary contact for inquiries to expenditure transactions.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASST. AD
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.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
4	Completing termination clearance procedures.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
5	Ensuring terminated employees are no longer charged to departmental cost centers.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASST. AD
6	Maintaining departmental Personnel files.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
7	Ensuring valid authorization of new hires.	BRANDON MADDUX, ASST. AD	MONTY PORTER, SR. ASSOC. AD
8	Ensuring valid authorization of changes in compensation rates.	BRANDON MADDUX, ASST. AD	MONTY PORTER, SR. ASSOC. AD
9	Ensuring the accurate input of changes to the HR System.	BRANDON MADDUX, ASST. AD	MONTY PORTER, SR. ASSOC. AD, TASHAWNA WILSON, EX. DIR.
10	Consistent and efficient responses to inquiries.	BRANDON MADDUX, ASST. AD	MONTY PORTER, SR. ASSOC. AD

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CASH HANDLING			
1	Collecting cash, checks, etc.	NAM NGUYEN, ABA; JESSICA RIVERA FIN COORD I	BRANDON MADDUX, ASST. AD
2	Reconciling cash, checks, etc. to receipts.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASST. AD
3	Preparing deposits.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASST. AD
4	Preparing Journal Entries.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASST. AD
5	Verifying deposits posted correctly in the Finance System.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASST. AD
6	Adequacy of physical safeguards of cash receipts and equivalent.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
7	Secure deposits via UHDPS to Student Financial Services.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASST. AD
8	Ensuring deposits are made timely.	JESSICA RIVERA, FIN COORD I	BRANDON MADDUX, ASST. AD
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASST. AD
10	Updating Cash Handling Procedures as needed.	MONTY PORTER, SR. ASSOC. AD	BRANDON MADDUX, ASST. AD
11	Distribution of Cash Handling Procedures to employees who handle cash.	BRANDON MADDUX, ASST. AD	KRISTIN DEVILLE, ASST. AD
12	Consistent and efficient responses to inquiries.	JESSICA RIVERA, FIN COORD I	KRISTIN DEVILLE, ASST. AD
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	BRANDON MADDUX, ASST. AD	MONTY PORTER, SR. ASSOC. AD, TASHAWNA WILSON, EX. DIR.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	MEDGAR JACOBS, IT MANAGER	ACUNA ROBERT, USER SERVICES SPEC 2
2	Ensuring the annual inventory was completed correctly.	MEDGAR JACOBS, IT MANAGER	ACUNA ROBERT, USER SERVICES SPEC 2
3	Tagging equipment.	MEDGAR JACOBS, IT MANAGER	ACUNA ROBERT, USER SERVICES SPEC 2
4	Approving requests for removal of equipment from campus.	MONTY PORTER, SR. ASSOC. AD	CHRIS PEZMAN, VP FOR ICA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASST. AD
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	KRISTIN DEVILLE, ASST. AD	BRANDON MADDUX, ASST. AD
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	MONTY PORTER, SR. ASSOC. AD	BRANDON MADDUX, ASST. AD
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	MEDGAR JACOBS, IT MANAGER	ACUNA ROBERT, USER SERVICES SPEC 2
2	Ensuring that critical data back up occurs.	MEDGAR JACOBS, IT MANAGER	ACUNA ROBERT, USER SERVICES SPEC 2
3	Ensuring that procedures such as password controls are followed.	MEDGAR JACOBS, IT MANAGER	ACUNA ROBERT, USER SERVICES SPEC 2
4	Reporting of suspected security violations.	ALL STAFF	