

Office of Protocol Special Events  
Baseline Standards  
FY2021

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.	Janet Hubbard, Program Mgr. 2	Tonja Jones, Ex. Dir. Special Events
2	Updating the Baseline Standards Form.	TaShawna Wilson, Ex. Dir. Business Office Operations	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Mary Nguyen, Depart. Bus. Administrator	
2	Reviewing cost center verifications.	TaShawna Wilson, Ex. Dir. Business Office Operations	
3	Approving cost center verifications.	TaShawna Wilson, Ex. Dir. Business Office Operations	
4	Ensuring all cost centers are verified/approved on a timely basis.	TaShawna Wilson, Ex. Dir. Business Office Operations	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Mary Nguyen, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
2	Ensuring the validity of travel and expense reimbursements.	Mary Nguyen, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Ensuring that goods and services are received and that timely payment is made.	Janet Hubbard, Program Mgr. 2	
4	Ensuring correct account coding on purchases documents.	Mary Nguyen, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
5	Primary contact for inquiries to expenditure transactions.	Janet Hubbard, Program Mgr. 2	Mary Nguyen, Depart. Bus. Administrator
<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.	Mary Nguyen, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Ex. Dir. Bus. Office
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mary Nguyen, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Ex. Dir. Bus. Office
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mary Nguyen, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Ex. Dir. Bus. Office
4	Completing termination clearance procedures.	Mary Nguyen, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Ex. Dir. Bus. Office
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Mary Nguyen, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Ex. Dir. Bus. Office
6	Maintaining departmental Personnel files.	Mary Nguyen, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Ex. Dir. Bus. Office
7	Ensuring valid authorization of new hires.	Mary Nguyen, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Ex. Dir. Bus. Office
8	Ensuring valid authorization of changes in compensation rates.	Mary Nguyen, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Ex. Dir. Bus. Office
9	Ensuring the accurate input of changes to the HR System.	Mary Nguyen, Depart. Bus. Administrator	
10	Consistent and efficient responses to inquiries.	Janet Hubbard, Program Mgr. 2	
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Janet Hubbard, Program Mgr. 2	Mary Nguyen, Depart. Bus. Administrator
2	Reconciling cash, checks, etc. to receipts.	Janet Hubbard, Program Mgr. 2	Mary Nguyen, Depart. Bus. Administrator
3	Preparing deposits.	Janet Hubbard, Program Mgr. 2	Mary Nguyen, Depart. Bus. Administrator

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4	Preparing Journal Entries.	Janet Hubbard, Program Mgr. 2	Mary Nguyen, Depart. Bus. Administrator
5	Verifying deposits posted correctly in the Finance System.	Mary Nguyen, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Janet Hubbard, Program Mgr. 2	Tonja Jones, Ex. Dir. Special Events
7	Secure deposits via UHDPS to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.	Mary Nguyen, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	TaShawna Wilson, Ex. Dir. Business Office Operations	
10	Updating Cash Handling Procedures as needed.	TaShawna Wilson, Ex. Dir. Business Office Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	TaShawna Wilson, Ex. Dir. Business Office Operations	
12	Consistent and efficient responses to inquiries.	Janet Hubbard, Program Mgr. 2	Mary Nguyen, Depart. Bus. Administrator
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Mary Nguyen, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Janet Hubbard, Program Mgr. 2	Vanessa Adams, Dept. Business Administrator
2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, Dept. Business Administrator	Mary Nguyen, Depart. Bus. Administrator
3	Tagging equipment.	Janet Hubbard, Program Mgr. 2	
4	Approving requests for removal of equipment from campus.	Tonja Jones, Ex. Dir. Special Events	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	TaShawna Wilson, Ex. Dir. Business Office Operations	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	TaShawna Wilson, Ex. Dir. Business Office Operations	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	

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3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.		
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	TaShawna Wilson, Ex. Dir. Business Office Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tonja Jones, Ex. Dir. Special Events	
2	Ensuring that critical data back up occurs.	IT Executive Support	
3	Ensuring that procedures such as password controls are followed.	IT Executive Support	
4	Reporting of suspected security violations.	All Staff	