

Civil and Environmental Engineering - H0068
Baseline Standards
FY 2021

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.	Betsy Roguer, DBA	Maria T. Trasancos, ABA
2	Updating the Baseline Standards Form.	Betsy Roguer, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Maria T. Trasancos, ABA	Betsy Roguer, DBA
2	Reviewing cost center verifications.	Maria T. Trasancos, ABA	Betsy Roguer, DBA
3	Approving cost center verifications.	Roberto Ballarini, Dept Chair/ Pls	Betsy Roguer, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Betsy Roguer, DBA	Maria T. Trasancos, ABA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Betsy Roguer, DBA	Maria T. Trasancos, ABA
2	Ensuring the validity of travel and expense reimbursements.	Cherish Wallace, Admin Asst / Aurora Ramirez, Financial Coord	Betsy Roguer, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Maria T. Trasancos, ABA / Aurora Ramirez, Financial Coord	Betsy Roguer, DBA
4	Ensuring correct account coding on purchases documents.	Maria T. Trasancos, ABA / Aurora Ramirez, Financial Coord	Betsy Roguer, DBA
5	Primary contact for inquiries to expenditure transactions.	Maria T. Trasancos, ABA	Betsy Roguer, DBA
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.	Tyler Robinson, Financial Coord	Betsy Roguer, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Tyler Robinson, Financial Coord	Betsy Roguer, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tyler Robinson, Financial Coord	Betsy Roguer, DBA
4	Completing termination clearance procedures.	Tyler Robinson, Financial Coord	Betsy Roguer, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Tyler Robinson, Financial Coord	Betsy Roguer, DBA
6	Maintaining departmental Personnel files.	Tyler Robinson, Financial Coord / Cherish Wallace, Admin Asst	Betsy Roguer, DBA
7	Ensuring valid authorization of new hires.	Tyler Robinson, Financial Coord / Cherish Wallace, Admin Asst	Betsy Roguer, DBA
8	Ensuring valid authorization of changes in compensation rates.	Tyler Robinson, Financial Coord	Betsy Roguer, DBA
9	Ensuring the accurate input of changes to the HR System.	Tyler Robinson, Financial Coord	Betsy Roguer, DBA
10	Consistent and efficient responses to inquiries.	Tyler Robinson, Financial Coord	Betsy Roguer, DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Maria T. Trasancos, ABA / Aurora Ramirez, Financial Coord	Tyler Robinson, Financial Coord
2	Reconciling cash, checks, etc. to receipts.	Cherish Wallace, Admin Asst	Betsy Roguer, DBA
3	Preparing deposits.	Maria T. Trasancos, ABA / Tyler Robinson, Financial Coord	Betsy Roguer, DBA
4	Preparing Journal Entries.	Maria T. Trasancos, ABA / Tyler Robinson, Financial Coord	Betsy Roguer, DBA
5	Verifying deposits posted correctly in the Finance System.	Maria T. Trasancos, ABA / Tyler Robinson, Financial Coord	Betsy Roguer, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Maria T. Trasancos, ABA / Tyler Robinson, Financial Coord	Betsy Roguer, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Betsy Roguer, DBA	Maria T. Trasancos, ABA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Betsy Roguer, DBA	Dean's Office
10	Updating Cash Handling Procedures as needed.	Steve Bangerter, Exec. Director of Business Ops	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Steve Bangerter, Exec. Director of Business Ops	
12	Consistent and efficient responses to inquiries.	Betsy Roguer, DBA	
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.	Maria T. Trasancos, ABA	Betsy Roguer, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Charisma Lattao, Instructional Lab Manager	Betsy Roguer, DBA
2	Ensuring the annual inventory was completed correctly.	Charisma Lattao, Instructional Lab Manager	Betsy Roguer, DBA
3	Tagging equipment.	Charisma Lattao, Instructional Lab Manager	Betsy Roguer, DBA
4	Approving requests for removal of equipment from campus.	Roberto Ballarini, Dept Chair/ Pls	Betsy Roguer, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Betsy Roguer, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Betsy Roguer, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Betsy Roguer, DBA	Roberto Balarini, Department Chair

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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.	Betsy Roguer, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	Betsy Roguer, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Betsy Roguer, DBA	Roberto Ballarini, Department Chair
2	Ensuring that critical data back up occurs.	Ryan McConnell, ECC User Services Specialist	
3	Ensuring that procedures such as password controls are followed.	Ryan McConnell, ECC User Services Specialist	
4	Reporting of suspected security violations.	Ryan McConnell, ECC User Services Specialist	