

DOR Central H0581
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.	Demeatra Yowman, Fin. Coord. II	Theo Katahena, DBA
2	Updating the Baseline Standards Form.	Theo Katahena, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Kenneth Jones, Accountant III	
2	Reviewing cost center verifications.	Cost Center Managers	Theo Katahena, DBA Elyse Davis, DA
3	Approving cost center verifications.	Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Kenneth Jones, Accountant III	Theo Katahena, DBA Elyse Davis, DA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Theo Katahena, DBA	Elyse Davis, DA
2	Ensuring the validity of travel and expense reimbursements.	Admin Assistants	Theo Katahena, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Admin Assistants	Theo Katahena, DBA
4	Ensuring correct account coding on purchases documents.	Theo Katahena, DBA	Elyse Davis, DA
5	Primary contact for inquiries to expenditure transactions.	Demeatra Yowman, Fin. Coord. II	Theo Katahena, 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.	Leanda Walker, HR/Payroll Coord. I	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Leanda Walker, HR/Payroll Coord. I	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Leanda Walker, HR/Payroll Coord. I	
4	Completing termination clearance procedures.	Theo Katahena, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Demeatra Yowman, Fin. Coord. II	Leanda Walker, HR/Payroll Coord. I
6	Maintaining departmental Personnel files.	Leanda Walker, HR/Payroll Coord. I	
7	Ensuring valid authorization of new hires.	Leanda Walker, HR/Payroll Coord. I	
8	Ensuring valid authorization of changes in compensation rates.	Theo Katahena, DBA	Elyse Davis, DA
9	Ensuring the accurate input of changes to the HR System.	Theo Katahena, DBA	
10	Consistent and efficient responses to inquiries.	Leanda Walker, HR/Payroll Coord. I	Demeatra Yowman, Fin. Coord.II Theo Katahena, DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Ed Sierra, Exe. Assist Hannah Niven, Exe Assist Lynne Gador, Admin Assistant Irene Ray, Research Assistant Nancy Mostafa, Admin Assistant	Ashley Merwin, Exec Assistant
2	Reconciling cash, checks, etc. to receipts.	Kenneth Jones, Accountant III	
3	Preparing deposits.	Cheerice Davis, Fin. Coord. I	Demeatra Yowman, Fin. Coord. II
4	Preparing Journal Entries.	Cheerice Davis, Fin. Coord. I	Demeatra Yowman, Fin. Coord. II
5	Verifying deposits posted correctly in the Finance System.	Demeatra Yowman, Fin. Coord. II	Kenneth Jones, Accountant III
6	Adequacy of physical safeguards of cash receipts and equivalent.	Theo Katahena, DBA	Elyse Davis, DA
7	Secure deposits via UHDPS to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	Cheerice Davis, Fin. Coord. I	Demeatra Yowman, Fin. Coord. II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Theo Katahena, DBA	Elyse Davis, DA
10	Updating Cash Handling Procedures as needed.	Demeatra Yowman, Fin. Coord. II Grace Rosanes, Director, OCG	Theo Katahena, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Demeatra Yowman, Fin. Coord. II Grace Rosanes, Director, OCG	Theo Katahena, DBA
12	Consistent and efficient responses to inquiries.	Cheerice Davis, Fin. Coord. I Beverly Richard, Research	Theo Katahena, DBA & Grace Rosanes, OCG, Director
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.	Demeatra Yowman, Fin. Coord. II	Theo Katahena, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Edward Sierra, Admin Asst	
2	Ensuring the annual inventory was completed correctly.	Edward Sierra, Admin Asst	
3	Tagging equipment.	Edward Sierra, Admin Asst	
4	Approving requests for removal of equipment from campus.	Employee's Supervisor	Cristina Milligan, AVP of Research Admin
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Theo Katahena, DBA	Elyse Davis, DA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Theo Katahena, DBA	Elyse Davis, DA

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Theo Katahena, DBA	Elyse Davis, DA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Cheerice Davis, Fin. Coord. I	Demetra Yowman, Fin. Coord. II
3	Collection.	Demetra Yowman, Fin. Coord. II	Cheerice Davis, Fin. Coord. I
4	Recording.	Cheerice Davis, Fin. Coord. I	
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	Cristina Milligan, AVP of Research Admin	Elyse Davis, DA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Theo Katahena, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Theo Katahena, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Vacant, User Services Spec 3	Mohammad Saklayen, Exe. Director
2	Ensuring that critical data back up occurs.	Vacant, User Services Spec 3	Mohammad Saklayen, Exe. Director
3	Ensuring that procedures such as password controls are followed.	Vacant, User Services Spec 3	Mohammad Saklayen, Exe. Director
4	Reporting of suspected security violations.	Vacant, User Services Spec 3	Mohammad Saklayen, Exe. Director