GCSW Dean's Office H0129
Baseline Standards
FY 2020

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Marsha Wright, Director of Business Operations	
2	Updating the Baseline Standards Form.	Marsha Wright, Director of Business Operations	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Yolanda Williams, Dept Business Administrator; Lisa Martinez, Research Administrator	Marsha Wright, DBO
2	Reviewing cost center verifications.	Donna Amtsberg, Clinical Asst. Professor; Virginia Lucas, Clinical Asst. Professor; Alan Dettlaff, Dean; Robin Gearing, Faculty; Christina Miyawaki, Faculty; Samira Ali, Faculty; Patrick Leung, Faculty; Sarah Narendorf, Assoc Dean; Chiara Acquati, Faculty; Suzanne Pritzker, Assoc Dean; Amber Mollhagen, Asst Dean; Sheara Jennings, Faculty; Connease Warren, Director of Communications	
3	Approving cost center verifications.	Donna Amtsberg, Clinical Asst. Professor; Virginia Lucas, Clinical Asst. Professor; Alan Dettlaff, Dean; Robin Gearing, Faculty; Christina Miyawaki, Faculty; Samira Ali, Faculty; Patrick Leung, Faculty; Sarah Narendorf, Assoc Dean; Chiara Acquati, Faculty; Suzanne Pritzker, Assoc Dean; Amber Mollhagen, Asst Dean; Sheara Jennings, Faculty; Connease Warren, Director of Communications	
4	Ensuring all cost centers are verified/approved on a timely basis.	Marsha Wright, DBO	Alan Dettlaff, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO
2	Ensuring the validity of travel and expense reimbursements.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO
3	Ensuring that goods and services are received and that timely payment is made.	Yolanda Williams, Dept Business Administrator; Nicole Holmon, Financial Assistant 2	Marsha Wright, DBO
4	Ensuring correct account coding on purchases documents.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO
5	Primary contact for inquiries to expenditure transactions.	Yolanda Williams, Dept Business Administrator; Nicole Holmon, Financial Assistant 2	Marsha Wright, DBO
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.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO

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3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Marsha Wright, DBO	Yolanda Williams, Dept Business Administrator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Marsha Wright, DBO	Yolanda Williams, Dept Business Administrator
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Yolanda Williams, Dept Business Administrator	Nicole Holmon, Financial Assistant 2
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO
8	Maintaining departmental personnel files.	Yolanda Williams, Dept Business Administrator	Nicole Holmon, Financial Assistant 2
9	Consistent and efficient responses to inquiries.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO
10	Hire ePAR's should be processed at least 1 week prior to start date.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Marsha Wright, DBO	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Elizabeth Wingfield, Executive Administrative Assistant	
2	Reconciling cash, checks, etc. to receipts.	Nicole Holmon, Financial Assistant 2	Yolanda Williams, Dept Business Administrator
3	Preparing deposits.	Nicole Holmon, Financial Assistant 2	Yolanda Williams, Dept Business Administrator
4	Preparing Journal Entries.	Nicole Holmon, Financial Assistant 2	Yolanda Williams, Dept Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO
6	Adequacy of physical safeguards of cash receipts and equivalent.	Marsha Wright, DBO	Yolanda Williams, Dept Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO
8	Ensuring deposits are made timely.	Yolanda Williams, Dept Business Administrator	Marsha Wright, DBO
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Marsha Wright, DBO	
10	Updating Cash Handling Procedures as needed.	Marsha Wright, DBO	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Marsha Wright, DBO	
12	Consistent and efficient responses to inquiries.	Marsha Wright, DBO	
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.	Marsha Wright, DBO	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Haydee Rodriguez, User Services Specialist 1	David Nguyen, Coll/Dev Info Services Manager 1
2	Ensuring the annual inventory was completed correctly.	David Nguyen, Coll/Dev Info Services Manager 1	Marsha Wright, DBO
3	Tagging equipment.	Haydee Rodriguez, User Services Specialist 1	David Nguyen, Coll/Dev Info Services Manager 1
4	Approving requests for removal of equipment from campus.	David Nguyen, Coll/Dev Info Services Manager 1	Alan Dettlaff, Dean
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Marsha Wright, DBO	
2	Ensuring all full time, benefits eligible, exempt Faculty and staff complete the Consulting disclosure statement online.	Marsha Wright, DBO	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lisa Martinez, Research Administrator	Marsha Wright, DBO

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Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Marsha Wright, DBO	
2	Billing.	Marsha Wright, DBO	
3	Collection.	Marsha Wright, DBO	
4	Recording.	Marsha Wright, DBO	
5	Monitoring credit extended.	Marsha Wright, DBO	
6	Approving write-offs.	Alan Dettlaff, Dean	Marsha Wright, DBO
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Marsha Wright, DBO	
2	Ensuring that research expenditures are covered by funds from sponsors.	Marsha Wright, DBO	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Nguyen, Coll/Dev Info Services Manager 1	
2	Ensuring that critical data back up occurs.	David Nguyen, Coll/Dev Info Services Manager 1	
3	Ensuring that procedures such as password controls are followed.	David Nguyen, Coll/Dev Info Services Manager 1	
4	Reporting of suspected security violations.	David Nguyen, Coll/Dev Info Services Manager 1	