

DOR Central - H0581
Baseline Standards
FY 2025

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Katrina Battle, Exec Admin Assist; Irene Ray, Admin Assistant; Ron Mesa, Exec Admin Assistant; Lynne Gador, Admin Assistant;	Ashley Merwin, Exec Assistant; Vacant DA; Cris Milligan, VP Research Admin
2	Reconciling cash, checks, etc. to receipts.	Tim Alicea, Accountant II	Kenneth Jones, Accountant III
3	Preparing deposits.	Claude Abner, ABA - Finance	Vacant DBA
4	Preparing Journal Entries.	Claude Abner, ABA - Finance	Vacant DBA
5	Verifying deposits posted correctly in the Finance System.	Tim Alicea, Accountant II	Claude Abner, ABA - Finance; Kenneth Jones, Accountant III
6	Adequacy of physical safeguards of cash receipts and equivalent.	Vacant DBA	Vacant DA; Cris Milligan, AVP of Research Admin
7	Secure deposits via UHDPSS to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	Claude Abner, ABA - Finance; Andrienne Allison, OCG Research	Vacant DBA; Vacant DA; Cris Milligan AVP Research Admin
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Vacant DBA	Vacant DA; Cris Milligan AVP Research Admin
10	Updating Cash Handling Procedures as needed.	Claude Abner, ABA - Finance; Shannon Garry, Director, Research Admin, OCG	Vacant DBA; Vacant DA; Cris Milligan AVP Research Admin; David Schultz, AVP Sponsored Programs, OCG
11	Distribution of Cash Handling Procedures to employees who handle cash.	Vacant DBA; Shannon Gary, Director, Research Admin, OCG	Vacant DA; Cris Milligan AVP Research Admin; David Schultz, AVP Sponsored Programs, OCG
12	Consistent and efficient responses to inquiries.	Claude Abner, ABA - Finance; Shannon Garry, Director, Research Admin, OCG	Vacant DBA; David Schultz, AVP Sponsored Programs, OCG
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.	Claude Abner, ABA - Finance	Vacant DBA; Vacant DA; Cris Milligan, AVP Research Admin
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Vacant, User Services Spec 3	Hao Yu, Systems Administrator I
2	Ensuring the annual inventory was completed correctly.	Vacant, User Services Spec 3	Hao Yu, Systems Administrator I
3	Tagging equipment.	Vacant, User Services Spec 3	Hao Yu, Systems Administrator I
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.	Claude Abner, ABA - Finance; Vacant DBA	Vacant DA; Cris Milligan, AVP Research Admin

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2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Claude Abner, ABA - Finance; Vacant DBA	Vacant DA; Cris Milligan, AVP Research Admin
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Claude Abner, ABA - Finance; Vacant DBA	Vacant DA; Cris Milligan, AVP Research Admin
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Claude Abner, ABA - Finance; Vacant DBA	Vacant DA; Cris Milligan AVP Research Admin
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Hao Yu, Systems Administrator I	Cris Milligan, AVP Research Admin
2	Ensuring that critical data back up occurs.	Hao Yu, Systems Administrator I	Cris Milligan, AVP Research Admin
3	Ensuring that procedures such as password controls are followed.	Hao Yu, Systems Administrator I	Cris Milligan, AVP Research Admin
4	Reporting of suspected security violations.	Hao Yu, Systems Administrator I	Cris Milligan, AVP Research Admin