UHD Facilities Management Department Baseline Standards Form

Responsible Person(s) (Name/Title)						
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)			
	ATMENTAL POLICIES & PROCEDURES / BASELINE					
STANI 1	Ensuring the Departmental Policy and Procedures manual is	Janet Dyer-Department Business	Stefany Records- Division Business			
1	current.	Administrator III	Administrator			
2	Updating the Baseline Standards Form.	Stefany Records- Division Business	Janet Dyer-Department Business			
_	opaning in Dasonio standards 1 sim.	Administrator	Administrator III			
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS					
1	Preparing cost center verifications.	Janet Dyer-Department Business Administrator III	Jherikia Miller-Financial Assistant II			
2	Reviewing cost center verifications.	Janet Dyer-Department Business Administrator III	Jherikia Miller-Financial Assistant II			
3	Approving cost center verifications.	Christopher G. McCall- Asst.V.P. FM	Janet Dyer-Department Business Administrator III			
4	Ensuring all cost centers are verified/approved on a timely basis.	Christopher G. McCall- Asst.V.P. FM	Janet Dyer-Department Business Administrator III			
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS					
1	Ensuring valid authorization of purchase documents.					
	English of the contributes of American III	Christopher G. McCall- Asst.V.P. FM	Janet Dyer-Department Business			
2	Ensuring the validity of travel and expense reimbursements.	Christopher G. McCall- Asst.V.P. FM	Janet Dyer-Department Business Administrator III			
3	Ensuring that goods and services are received and that timely	FM Directors, Managers/Janet Dyer-	n 11 Mil 12			
	payment is made.	Department Business Administrator III Janet Dyer-Department Business	Jherikia Miller-Financial Assistant II			
4	Ensuring correct account coding on purchases documents.	Administrator III	Jherikia Miller-Financial Assistant II			
5	Primary contact for inquiries to expenditure transactions.	Janet Dyer-Department Business	JHETIKIA WITHET-THIANCIAI ASSISTANT II			
	Timary contact for inquiries to expenditure transactions.	Administrator III	Jherikia Miller-Financial Assistant II			
PAYRO	DLL / HUMAN RESOURCES	Tummovator III	VIII III III III III III III III III II			
1	Reconciling leave records to time and effort reports.	DeSandra Torbor-Work Request	Y 5			
		Controller/Lyncolna Bonier-Administrative	Janet Dyer-Department Business			
2	Reconciling leave accruals to the payroll system.	Assitant I DeSandra Torbor-Work Request	Administrator III			
2	Reconcining leave accidans to the payron system.	Controller/Lyncolna Bonier-Administrative	Janet Dyer-Department Business			
		Assitant I	Administrator III			
3	Ensuring all time and effort reports are submitted to Payroll.	DeSandra Torbor-Work Request				
		Controller/Lyncolna Bonier-Administrative	Janet Dyer-Department Business			
		Assitant I	Administrator III			
4	Reconciling time and effort reports to check registers.	NI/A	NI/A			
5	Completing termination clearance procedures.	N/A Janet Dyer-Department Business	N/A			
'	Completing termination elearance procedures.	Administrator III	Lyncolna Bonier-Administrative Assitant I			
6	Ensuring terminated employees are no longer charged to	Janet Dyer-Department Business	2,125ma Domer raministrative rissitant I			
-	departmental cost centers.	Administrator III	Jherikia Miller-Financial Assistant II			
7	Paycheck distribution.					
		N/A	N/A			
8	Maintaining departmental Personnel files	Janet Dyer-Department Business Administrator III	DeSandra Torbor-Work Request Controller			
9	Ensuring valid authorization of new hires.	Christopher G. McCall- Asst.V.P. FM	14			
10	Ensuring valid authorization of changes in compensation rates.					
<u> </u>		Christopher G. McCall- Asst. V.P. FM				
11	Ensuring the accurate input of changes to the payroll system.	DeSandra Torbor-Work Request	Innet Description (D)			
		Controller/Lyncolna Bonier-Administrative	Janet Dyer-Department Business			
12	Propriety of leave account classification on time records.	Assitant I DeSandra Torbor-Work Request	Administrator III			
12	1 ropriety of leave account classification on time records.	Controller/Lyncolna Bonier-Administrative	Janet Dyer-Department Business			
		Assitant I	Administrator III			
13	Consistent and efficient responses to inquiries.	DeSandra Torbor-Work Request	A Millimottator III			
1.5	consistent and emotion responses to inquiries.	Controller/Lyncolna Bonier-Administrative	Janet Dyer-Department Business			
		Assitant I	Administrator III			
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10/26/2012 1 of 3

UHD Facilities Management Department Baseline Standards Form

Docomi	Respons ption of Responsibility	ible Person(s) (Name/Title) Primary (Required)	Secondary (Optional)
CASH	HANDLING	rilliary (Requireu)	Secondary (Optional)
CASII	HANDLING		
1	Collecting cash, checks, etc.		
		Jherikia Miller-Financial Assistant II	
2	Reconciling cash, checks, etc. to receipts.	Janet Dyer-Department Business	
3	Preparing deposits.	Administrator III	
3	Preparing deposits.	Jherikia Miller-Financial Assistant II	
4	Preparing Journal Entries.		
		N/A	
5	Verifying deposits to the financial system.	Janet Dyer-Department Business	
6	Adequacy of physical safeguards.	Administrator III	
O	Adequacy of physical safeguards.	N/A	
7	Transporting deposits to Student Financial Services.	1 1/11	
		Jherikia Miller-Financial Assistant II	
8	Ensuring deposits are made timely.		
		Jherikia Miller-Financial Assistant II	
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	N/A	
7	Updating Cash Handling Procedures as needed.	11/14	
10	epaning cum ramaning recodulities as necessari	N/A	
	Consistent and efficient responses to inquiries.		
11		N/A	
PETTY	CASH		
1	Preparing petty cash disbursements.		
1	repairing petty cash disoursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.		
		N/A	
3	Ensuring petty cash disbursements are made for only	27/4	
1	authorized purposes. Approving petty cash disbursements.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	1 1/11	
		N/A	
6	Ensuring the petty cash fund is balanced after each		
LONG	disbursement.	N/A	
LONG	DISTANCE / CELL PHONE CHARGES		
1	Forwarding employees long distance and cell phone charge		
_	reports.	Lynette Bonier - Administrative Assistant I	
2	Ensuring employees review their long distance and/or cell		
	phone charge reports.	Lynette Bonier - Administrative Assistant I	
3	Ensuring personal calls are reimbursed within 10 days from the	NI/A	
CONT	billing date. RACT ADMINISTRATION	N/A	
CO1 1 11	THE TAINING PROTECTION		
1	Ensuring departmental personnel comply with contract	Janet Dyer-Department Business	
	administration policies/procedures.	Administrator III	Jherikia Miller-Financial Assistant II
PROPE	ERTY MANAGEMENT		
1	Performing the annual inventory.		Janet Dyer-Department Business
1	i croming the annual inventory.	DeSandra Torbor-Work Request Controller	Administrator III
2	Ensuring the annual inventory was completed correctly.	Total Continue	Janet Dyer-Department Business
	, _F ,	DeSandra Torbor-Work Request Controller	Administrator III
3	Tagging equipment.		Janet Dyer-Department Business
		DeSandra Torbor-Work Request Controller	Administrator III
4	Approving requests for removal of equipment from campus.	DaSandra Torbor Work Poguest Controller	Janet Dyer-Department Business Administrator III
DISCI	L OSURE FORMS	DeSandra Torbor-Work Request Controller	Administrator III
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10/26/2012 2 of 3

UHD Facilities Management Department Baseline Standards Form

Responsible Person(s) (Name/Title)					
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)		
1	Ensuring all employees with purchasing influence complete a				
	Related Party disclosure statement.	ESO			
2	Ensuring all full time, benefits eligible, exempt staff complete a				
	Consulting disclosure statement.	ESO			
3	Ensuring that all Principal and Co-Principal Investigators				
	complete a Conflict of Interest disclosure statement.	ESO			
ACCO	UNTS RECEIVABLE				
1	F., 4 J., 6 J. 4				
1	Extending of credit.	NT/A			
2	Dillin -	N/A			
2	Billing.	N/A			
3	Collection.	IN/A			
3	Conection.	N/A			
4	Dlin-	IN/A			
4	Recording.	N/A			
- 5	Monitoring credit extended.	IV/A			
3	Monitoring crean extended.	N/A			
6	Approving write-offs.	IV/A			
U	Approving write-ons.	N/A			
NEGA	TIVE BALANCES	IV/A			
1 (LG)	TIVE BILLINGES				
1	Ensuring that all fund groups have positive fund equity at year-	Janet Dyer-Department Business			
	end.	Administrator III	Jherikia Miller-Financial Assistant II		
2	Ensuring that research expenditures are covered by funds from				
	sponsors.	N/A			
DEPA	RTMENTAL COMPUTING				
1	Management of the departments' information technology				
	resources.	DeSandra Torbor-Work Request Controller			
2	Ensuring that critical data back up occurs.				
		DeSandra Torbor-Work Request Controller			
3	Ensuring that procedures such as password controls are				
	followed.	DeSandra Torbor-Work Request Controller			
4	Reporting of suspected security violations.				
		DeSandra Torbor-Work Request Controller			

10/26/2012 3 of 3