

Arts Communication
Baseline Standards
FY 2022

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.	Fallon Noel, Department Business Administrator I	Katherine Aleman-Alaniz, Administrative Assistant II
2	Updating the Baseline Standards Form.	Fallon Noel, Department Business Administrator I	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Fallon Noel, Department Business Administrator I	Katherine Aleman-Alaniz, Administrative Assistant II
2	Reviewing cost center verifications.	Fallon Noel, Department Business Administrator I	
3	Approving cost center verifications.	Azar Rejaie, Dept. Chair or Cost Center Manager	
4	Ensuring all cost centers are verified/approved on a timely basis, no later than 60 days after the accounting period is closed.	Fallon Noel, Department Business Administrator I	Shandra Robertson, CHSS College CBA, College Administrator
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Fallon Noel, Department Business Administrator I	Shandra Robertson, CHSS College CBA, College Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Fallon Noel, Department Business Administrator I	
2	Ensuring the validity of travel and expense reimbursements.	Fallon Noel, Department Business Administrator I	
3	Ensuring that goods and services are received and that timely payment is made.	Fallon Noel, Department Business Administrator I	
4	Ensuring correct account coding on purchases documents.	Fallon Noel, Department Business Administrator I	
5	Primary contact for inquiries to expenditure transactions.	Fallon Noel, Department Business Administrator I	
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.	Fallon Noel, Department Business Administrator I	Alicia Allen-Whetstone or DBA assigned as a delegate
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Fallon Noel, Department Business Administrator I	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Fallon Noel, Department Business Administrator I	
4	Completing termination clearance procedures.	Fallon Noel, Department Business Administrator I	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Fallon Noel, Department Business Administrator I	
6	Maintaining departmental Personnel files.	Fallon Noel, Department Business Administrator I	
7	Ensuring valid authorization of new hires.	Fallon Noel, Department Business Administrator I	
8	Ensuring valid authorization of changes in compensation rates.	Fallon Noel, Department Business Administrator I	
9	Ensuring the accurate input of changes to the HR System.	Fallon Noel, Department Business Administrator I	
10	Consistent and efficient responses to inquiries.	Fallon Noel, Department Business Administrator I	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Katherine Aleman-Alaniz, Administrative Assistant II	Bridgett Johnson, ENG Department Administrative Assistant II
2	Prepares Departmental Deposit Form.	Katherine Aleman-Alaniz, Administrative Assistant II	Bridgett Johnson, ENG Department Administrative Assistant II
3	Approves Departmental Deposit Form.	Katherine Aleman-Alaniz, Administrative Assistant II	Bridgett Johnson, ENG Department Administrative Assistant II
4	Transports deposit to the Cashiers Office.	Katherine Aleman-Alaniz, Administrative Assistant II	Bridgett Johnson, ENG Department Administrative Assistant II
5	Preparing Journal Entries.	Cashier's Office	
6	Verifying deposits posted correctly in the Finance System.	Fallon Noel, Department Business Administrator I	Shandra Robertson, CHSS College CBA, College Administrator
7	Adequacy of physical safeguards of cash receipts and equivalent.	Katherine Aleman-Alaniz, Administrative Assistant II	Fallon Noel, Department Business Administrator I
8	Ensuring deposits are made timely.	Katherine Aleman-Alaniz, Administrative Assistant II	Fallon Noel, Department Business Administrator I
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Fallon Noel, Department Business Administrator I	Shandra Robertson, CHSS College CBA, College Administrator
10	Updating Cash Handling Procedures as needed.	Fallon Noel, Department Business Administrator I	Katherine Aleman-Alaniz, Administrative Assistant II
11	Consistent and efficient responses to inquiries.	Fallon Noel, Department Business Administrator I	Katherine Aleman-Alaniz, Administrative Assistant II
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.	Fallon Noel, Department Business Administrator I	Shandra Robertson, CHSS College CBA, College Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Katherine Aleman-Alaniz, Administrative Assistant II	Fallon Noel, Department Business Administrator I
2	Ensuring the annual inventory was completed correctly.	Katherine Aleman-Alaniz, Administrative Assistant II	Fallon Noel, Department Business Administrator I
3	Tagging equipment.	UHD IT	
4	Approving requests for removal of equipment from campus.	Katherine Aleman-Alaniz, Administrative Assistant II	Fallon Noel, Department Business Administrator I
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Azar Rejaie, Dept. Chair or Cost Center Manager	Fallon Noel, Department Business Administrator I
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Azar Rejaie, Dept. Chair or Cost Center Manager	Fallon Noel, Department Business Administrator I
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Office of Research and Sponsored Programs	Azar Rejaie, Dept. Chair or Cost Center Manager	Fallon Noel, Department Business Administrator I
RESEARCH ADMINISTRATION			
1	Verifies that all grant cost centers contain positive budgetary balances.	Fallon Noel, Department Business Administrator I	Shandra Robertson, CHSS College CBA, College Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Fallon Noel, Department Business Administrator I	Shandra Robertson, CHSS College CBA, College Administrator

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3	Notifies the appropriate department to deactivate expired grant cost centers.	Fallon Noel, Department Business Administrator I	Shandra Robertson, CHSS College CBA, College Administrator
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Fallon Noel, Department Business Administrator I	Shandra Robertson, CHSS College CBA, College Administrator
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	Fallon Noel, Department Business Administrator I	Shandra Robertson, CHSS College CBA, College Administrator
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	Fallon Noel, Department Business Administrator I	Shandra Robertson, CHSS College CBA, College Administrator
SCHOLARSHIPS			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	Scholarship Committee	
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	Scholarship Committee	
3	Verifies that the scholarship award recipient was eligible for the award and met all required criteria (<i>GPA, major, requisite hours, letters of recommendation, etc...</i>).	Scholarship Committee	Shandra Robertson, CHSS College CBA, College Administrator
4	Verifies that the scholarship award recipient was eligible for the award and met all required criteria (GPA, major, requisite hours, letters of recommendation, etc...).	same as above	
5	Reviews scholarship cost centers annually to help ensure that available scholarship funds are being awarded; and to identify excessive equity balances in scholarship cost centers.	Shandra Robertson, CHSS College CBA, College Administrator	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Fallon Noel, Department Business Administrator I	
2	Ensuring that research expenditures are covered by funds from sponsors.	Fallon Noel, Department Business Administrator I	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	UHD IT	
2	Ensuring that critical data back up occurs.	UHD IT	
3	Ensuring that procedures such as password controls are followed.	All employees	
4	Reporting of suspected security violations.	Katherine Aleman-Alaniz, Administrative Assistant II	Fallon Noel, Department Business Administrator I