

College of Business Dean's Office - D0013 / D0913
Baseline Standards
FY 2021

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.	Ruby LaCour-Tyler, Coordinator, Administrative Services	Joanna Rosario, Administrative Assistant II
2	Updating the Baseline Standards Form.	Berna McElyea, Director, Administration & Operations	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vernon Gonzales, Department Business Administrator II	Rebecca Hamilton, Department Business Administrator II & Christy Pennington, Department Business Administrator II
2	Reviewing cost center verifications.	Vernon Gonzales, Department Business Administrator II and Berna McElyea, Director, Administration & Operations	Dr. Charles Gengler, COB Dean
3	Approving cost center verifications.	Berna McElyea, Director, Administration & Operations	Dr. Charles Gengler, COB Dean
4	Ensuring all cost centers are verified/approved on a timely basis; no later than 60 days after the accounting period is closed.	Berna McElyea, Director, Administration & Operations	Dr. Charles Gengler, COB Dean
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Joanna Rosario, Administrative Assistant II	Vernon Gonzales, Department Business Administrator II
2	Ensuring the validity of travel and expense reimbursements.	Joanna Rosario, Administrative Assistant II	Vernon Gonzales, Department Business Administrator II
3	Ensuring that goods and services are received and that timely payment is made.	Joanna Rosario, Administrative Assistant II	Vernon Gonzales, Department Business Administrator II
4	Ensuring correct account coding on purchases documents.	Joanna Rosario, Administrative Assistant II	Vernon Gonzales, Department Business Administrator II
5	Primary contact for inquiries to expenditure transactions.	Joanna Rosario, Administrative Assistant II	Vernon Gonzales, Department Business Administrator II
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.	Vernon Gonzales, Department Business Administrator II	Rebecca Hamilton, Department Business Administrator II & Christy Pennington, Department Business Administrator II
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vernon Gonzales, Department Business Administrator II	Rebecca Hamilton, Department Business Administrator II & Christy Pennington, Department Business Administrator II
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vernon Gonzales, Department Business Administrator II	Rebecca Hamilton, Department Business Administrator II & Christy Pennington, Department Business Administrator II
4	Completing termination clearance procedures.	Ruby LaCour-Tyler, Coordinator, Administrative Services	Vernon Gonzales, Department Business Administrator II
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vernon Gonzales, Department Business Administrator II	Rebecca Hamilton, Department Business Administrator II & Christy Pennington, Department Business Administrator II
6	Maintaining departmental Personnel files.	Vernon Gonzales, Department Business Administrator II	Rebecca Hamilton, Department Business Administrator II & Christy Pennington, Department Business Administrator II
7	Ensuring valid authorization of new hires.	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
8	Ensuring valid authorization of changes in compensation rates.	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations

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9	Ensuring the accurate input of changes to the HR System.	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
10	Consistent and efficient responses to inquiries.	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
CASH HANDLING			
1	Collecting cash, checks, etc.	Ruby LaCour-Tyler, Coordinator, Administrative Services	Joanna Rosario, Administrative Assistant II
2	Prepares Departmental Deposit Form	Ruby LaCour-Tyler, Coordinator, Administrative Services	Joanna Rosario, Administrative Assistant II
3	Approves Departmental Deposit Form	Dr. Charles Gengler, COB Dean	Dr. Justo Manrique, Assoc Dean, COB Undergraduate
4	Transports deposit to the Cashiers Office	Joanna Rosario, Administrative Assistant II	Ruby LaCour-Tyler, Coordinator, Administrative Services
5	Preparing Journal Entries.	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
6	Verifying deposits posted correctly in the Finance System.	Vernon Gonzales, Department Business Administrator II	Ruby LaCour-Tyler, Coordinator, Administrative Services
7	Adequacy of physical safeguards of cash receipts and equivalent.	Berna McElyea, Director, Administration & Operations	Ruby LaCour-Tyler, Coordinator, Administrative Services
8	Ensuring deposits are made timely.	Ruby LaCour-Tyler, Coordinator, Administrative Services	Vernon Gonzales, Department Business Administrator II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Berna McElyea, Director, Administration & Operations	Ruby LaCour-Tyler, Coordinator, Administrative Services
10	Updating Cash Handling Procedures as needed.	Berna McElyea, Director, Administration & Operations	Ruby LaCour-Tyler, Coordinator, Administrative Services
11	Consistent and efficient responses to inquiries.	Ruby LaCour-Tyler, Coordinator, Administrative Services	Berna McElyea, Director, Administration & Operations
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.	Ruby LaCour-Tyler, Coordinator, Administrative Services	Berna McElyea, Director, Administration & Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Ruby LaCour-Tyler, Coordinator, Administrative Services	Joanna Rosario, Administrative Assistant II
2	Ensuring the annual inventory was completed correctly.	UHD IT Division	N/A
3	Tagging equipment.	UHD IT Division	N/A
4	Approving requests for removal of equipment from campus.	Dr. Charles Gengler, COB Dean	Dr. Justo Manrique, Assoc Dean, COB Undergraduate Studies
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	ESO through annual mandatory training	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	ESO through annual mandatory training	
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	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
RESEARCH ADMINISTRATION			
1	Verifies that all grant cost centers contain positive budgetary balances	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations

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2	Ensuring that research expenditures are covered by funds from sponsors.	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
3	Notifies the appropriate department to deactivate expired grant cost centers	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly)	Heather Davis, Asst Dir, Post Award/Accountant, Research & Sponsored Programs	
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and timely submitted to the Division of Research	Damian Walsh, Asst Dir, Research Compliance & Grant Administration	
SCHOLARSHIPS			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...)	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
2	Verifies that all available department scholarships are publicized (web site, in department, etc...)	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
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>)	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
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...)	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
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	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Vernon Gonzales, Department Business Administrator II	Berna McElyea, Director, Administration & Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	UHD IT Division	N/A
2	Ensuring that critical data back up occurs.	UHD IT Division	N/A
3	Ensuring that procedures such as password controls are followed.	UHD IT Division	N/A
4	Reporting of suspected security violations.	UHD IT Division	N/A