

College of Humanities Social Sciences
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.	Shandra Robertson College Business Administrator	Teresa Estrada, Administrative Asst. I
2	Updating the Baseline Standards Form.	Shandra Robertson College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Joselin Escobar Administrative Assistant	Teresa Estrada, Administrative Asst. I
2	Reviewing cost center verifications.	Shandra Robertson College Business Administrator	
3	Approving cost center verifications.	Wendy Burns-Ardolino, Dean	
4	Ensuring all cost centers are verified/approved on a timely basis, no later than 60 days after the accounting period is closed.	Shandra Robertson College Business Administrator	
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Shandra Robertson College Business Administrator	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Shandra Robertson College Business Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Shandra Robertson College Business Administrator	
3	Ensuring that goods and services are received and that timely payment is made.	Shandra Robertson College Business Administrator	
4	Ensuring correct account coding on purchases documents.	Shandra Robertson College Business Administrator	
5	Primary contact for inquiries to expenditure transactions.	Shandra Robertson College Business Administrator	
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.	Joselin Escobar Administrative Assistant	Shandra Robertson, College Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Shandra Robertson College Business Administrator	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Shandra Robertson College Business Administrator	
4	Completing termination clearance procedures.	Shandra Robertson College Business Administrator	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Shandra Robertson College Business Administrator	
6	Maintaining departmental Personnel files.	Joselin Escobar Administrative Assistant	Shandra Robertson, College Business Administrator
7	Ensuring valid authorization of new hires.	Shandra Robertson College Business Administrator	
8	Ensuring valid authorization of changes in compensation rates.	Shandra Robertson College Business Administrator	
9	Ensuring the accurate input of changes to the HR System.	Shandra Robertson College Business Administrator	
10	Consistent and efficient responses to inquiries.	Shandra Robertson College Business Administrator	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Joselin Escobar Administrative Assistant	Teresa Estrada, Administrative Assistant
2	Prepares Departmental Deposit Form.	Joselin Escobar Administrative Assistant	
3	Approves Departmental Deposit Form.	Shandra Robertson College Business Administrator	
4	Transports deposit to the Cashiers Office.	Joselin Escobar Administrative Assistant	Teresa Estrada, Administrative Assistant
5	Preparing Journal Entries.	Cashier's Office	
6	Verifying deposits posted correctly in the Finance System.	Shandra Robertson College Business Administrator	
7	Adequacy of physical safeguards of cash receipts and equivalent.	Joselin Escobar Administrative Assistant	
8	Ensuring deposits are made timely.	Joselin Escobar Administrative Assistant	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Shandra Robertson College Business Administrator	
10	Updating Cash Handling Procedures as needed.	Shandra Robertson College Business Administrator	
11	Consistent and efficient responses to inquiries.	Shandra Robertson College Business Administrator	
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.	Shandra Robertson College Business Administrator	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Joselin Escobar Administrative Assistant	
2	Ensuring the annual inventory was completed correctly.	Joselin Escobar Administrative Assistant	
3	Tagging equipment.	IT	
4	Approving requests for removal of equipment from campus.	Joselin Escobar Administrative Assistant	Shandra Robertson, College Business Administrator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Wendy Burns-Ardolino, Dean	Shandra Robertson, College Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Wendy Burns-Ardolino, Dean	Shandra Robertson, College Business Administrator
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	Wendy Burns-Ardolino, Dean	Shandra Robertson, College Business Administrator
RESEARCH ADMINISTRATION			
1	Verifies that all grant cost centers contain positive budgetary balances.	Shandra Robertson College Business Administrator	
2	Ensuring that research expenditures are covered by funds from sponsors.	Shandra Robertson College Business Administrator	

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3	Notifies the appropriate department to deactivate expired grant cost centers.	Shandra Robertson College Business Administrator	
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Shandra Robertson College Business Administrator	
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	Shandra Robertson College Business Administrator	
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	Shandra Robertson College Business 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	Shandra Robertson, College Business Administrator
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, College Business 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 College Business Administrator	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Shandra Robertson College Business Administrator	
2	Ensuring that research expenditures are covered by funds from sponsors.	Shandra Robertson College Business Administrator	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	IT	
2	Ensuring that critical data back up occurs.	IT	
3	Ensuring that procedures such as password controls are followed.	All employees	
4	Reporting of suspected security violations.	Joselin Escobar Administrative Assistant	