

Center for Public Service and Community Research
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.	Marvelia Rocha, DBAII	Stephen Quander, CBA
2	Updating the Baseline Standards Form.	Stephen Quander, CBA	Marvelia Rocha, DBAII
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Marvelia Rocha, DBAII	Stephen Quander, CBA
2	Reviewing cost center verifications.	Marvelia Rocha, DBAII	Stephen Quander, CBA
3	Approving cost center verifications.	Steven Villano, Director	Jonathan Schwartz, Dean
4	Ensuring all cost centers are verified/approved on a timely basis. no later than 60 days after the accounting period is closed.	Marvelia Rocha, DBAII	Stephen Quander, CBA
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Marvelia Rocha, DBAII	Stephen Quander, CBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Marvelia Rocha, DBAII	Stephen Quander, CBA
2	Ensuring the validity of travel and expense reimbursements.	Marvelia Rocha, DBAII	Stephen Quander, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Marvelia Rocha, DBAII	Stephen Quander, CBA
4	Ensuring correct account coding on purchases documents.	Marvelia Rocha, DBAII	Stephen Quander, CBA
5	Primary contact for inquiries to expenditure transactions.	Marvelia Rocha, DBAII	Stephen Quander, CBA
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.	Marvelia Rocha, DBAII	Stephen Quander, CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Marvelia Rocha, DBAII	Stephen Quander, CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Marvelia Rocha, DBAII	Stephen Quander, CBA
4	Completing termination clearance procedures.	Marvelia Rocha, DBAII	Stephen Quander, CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Marvelia Rocha, DBAII	Stephen Quander, CBA
6	Maintaining departmental Personnel files.	Marvelia Rocha, DBAII	Stephen Quander, CBA
7	Ensuring valid authorization of new hires.	Marvelia Rocha, DBAII	Stephen Quander, CBA
8	Ensuring valid authorization of changes in compensation rates.	Marvelia Rocha, DBAII	Stephen Quander, CBA
9	Ensuring the accurate input of changes to the HR System.	Marvelia Rocha, DBAII	Stephen Quander, CBA
10	Consistent and efficient responses to inquiries.	Marvelia Rocha, DBAII	Stephen Quander, CBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
2	Prepares Departmental Deposit Form.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
3	Approves Departmental Deposit Form.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
4	Transports deposit to the Cashiers Office.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
5	Preparing Journal Entries.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
6	Verifying deposits posted correctly in the Finance System.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
7	Adequacy of physical safeguards of cash receipts and equivalent.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
8	Ensuring deposits are made timely.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
10	Updating Cash Handling Procedures as needed.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
11	Consistent and efficient responses to inquiries.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
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.	Marvelia Rocha, DBAII	Stephen Quander, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Stacey Bryant, Admin Asst. III	Tracey Vennus Roberts, Admin Assistant II
2	Ensuring the annual inventory was completed correctly.	Marvelia Rocha, DBAII	Stephen Quander, CBA
3	Tagging equipment.	Information Technology	
4	Approving requests for removal of equipment from campus.	Steven Villano, Director	Stephen Quander, CBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Steven Villano, Director	Marvelia Rocha, DBAII
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Steven Villano, Director	Marvelia Rocha, DBAII
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	Steven Villano, Director	Marvelia Rocha, DBAII
RESEARCH ADMINISTRATION			
1	Verifies that all grant cost centers contain positive budgetary balances.	Marvelia Rocha, DBAII	Stephen Quander, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Marvelia Rocha, DBAII	Stephen Quander, CBA

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3	Notifies the appropriate department to deactivate expired grant cost centers.	Heather Davis, Asst Director ORSP	
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Marvelia Rocha, DBAII	Stephen Quander, CBA
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	Heather Davis, Asst Director ORSP	
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	Heather Davis, Asst Director ORSP	
SCHOLARSHIPS			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	Faculty/Donor	
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	Marvelia Rocha, DBAII	Stephen Quander, CBA
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>).	Marvelia Rocha, DBAII	Stephen Quander, CBA
4	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>).	Marvelia Rocha, DBAII	Stephen Quander, CBA
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.	Marvelia Rocha, DBAII	Stephen Quander, CBA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Marvelia Rocha, DBAII	Stephen Quander, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Marvelia Rocha, DBAII	Stephen Quander, CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Hitesh Patel, Manager IT Services	
2	Ensuring that critical data back up occurs.	Information Technology	
3	Ensuring that procedures such as password controls are followed.	All employees	
4	Reporting of suspected security violations.	All employees	