

Center for Diversity  
Baseline Standards  
FY 2022

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Kevin Dorsey - Manager Financial Affairs	
2	Updating the Baseline Standards Form.	Kevin Dorsey - Manager Financial Affairs	Leah Long, Department Business Administrator
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Leah Long, Department Business Administrator	
2	Reviewing cost center verifications.	Kevin Dorsey - Manager Financial Affairs	
3	Approving cost center verifications.	Akif Uzman, Interim Provost	
4	Ensuring all cost centers are verified/approved on a timely basis. no later than 60 days after the accounting period is closed.	John Hudson, Director	
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Leah Long, Department Business Administrator	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	John Hudson, Director	
2	Ensuring the validity of travel and expense reimbursements.	Kevin Dorsey - Manager Financial Affairs	John Hudson, Director
3	Ensuring that goods and services are received and that timely payment is made.	Leah Long, Department Business Administrator	Kevin Dorsey - Manager Financial Affairs
4	Ensuring correct account coding on purchases documents.	Leah Long, Department Business Administrator	Kevin Dorsey - Manager Financial Affairs
5	Primary contact for inquiries to expenditure transactions.	Leah Long, Department Business Administrator	
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Leah Long, Department Business Administrator	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Leah Long, Department Business Administrator	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Leah Long, Department Business Administrator	
4	Completing termination clearance procedures.	Leah Long, Department Business Administrator	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Leah Long, Department Business Administrator	
6	Maintaining departmental Personnel files.	Leah Long, Department Business Administrator	
7	Ensuring valid authorization of new hires.	Leah Long, Department Business Administrator	
8	Ensuring valid authorization of changes in compensation rates.	Leah Long, Department Business Administrator	
9	Ensuring the accurate input of changes to the HR System.	Leah Long, Department Business Administrator	
10	Consistent and efficient responses to inquiries.	Leah Long, Department Business Administrator	Kevin Dorsey - Manager Financial Affairs

Center for Diversity  
Baseline Standards  
FY 2022

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Leah Long, Department Business Administrator	
2	Prepares Departmental Deposit Form.	Leah Long, Department Business Administrator	
3	Approves Departmental Deposit Form.	Akif Uzman, Interim Provost	
4	Transports deposit to the Cashiers Office.	Leah Long, Department Business Administrator	
5	Preparing Journal Entries.	Kevin Dorsey - Manager Financial Affairs	
6	Verifying deposits posted correctly in the Finance System.	Leah Long, Department Business Administrator	
7	Adequacy of physical safeguards of cash receipts and equivalent.	Leah Long, Department Business Administrator	
8	Ensuring deposits are made timely.	Akif Uzman, Interim Provost	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Akif Uzman, Interim Provost	
10	Updating Cash Handling Procedures as needed.	Akif Uzman, Interim Provost	
11	Consistent and efficient responses to inquiries.	Leah Long, Department Business Administrator	
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Akif Uzman, Interim Provost	Kevin Dorsey - Manager Financial Affairs
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Leah Long, Department Business Administrator	
2	Ensuring the annual inventory was completed correctly.	Leah Long, Department Business Administrator	
3	Tagging equipment.	Information Technology	
4	Approving requests for removal of equipment from campus.	Jerry Johnson, AVP Faculty and Research and Sponsored Programs	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Leah Long, Department Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Leah Long, Department 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	Leah Long, Department Business Administrator	
<b>RESEARCH ADMINISTRATION</b>			
1	Verifies that all grant cost centers contain positive budgetary balances.	NA	

Center for Diversity  
Baseline Standards  
FY 2022

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
3	Notifies the appropriate department to deactivate expired grant cost centers.	NA	
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	NA	
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	NA	
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	NA	
<b>SCHOLARSHIPS</b>			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	NA	
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	NA	
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> ).	NA	
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> ).	NA	
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.	NA	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Kevin Dorsey - Manager Financial Affairs	
2	Ensuring that research expenditures are covered by funds from sponsors.	Kevin Dorsey - Manager Financial Affairs	
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Information Technology	
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	