

Academic Advising - D0066
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. | Angela Parrish, College Business Administrator II | Gerre Davidson, Department Business Administrator II |
| 2 | Updating the Baseline Standards Form. | Angela Parrish, College Business Administrator II | Gerre Davidson, Department Business Administrator II |
| FINANCIAL REPORTING - COST CENTER VERIFICATIONS | | | |
| 1 | Preparing cost center verifications. | Alejandra Castellano, Admin Asst III | Gerre Davidson, Department Business Administrator II |
| 2 | Reviewing cost center verifications. | Gerre Davidson, Department Business Administrator II | Angela Parrish, College Business Administrator II |
| 3 | Approving cost center verifications. | Dr. John Indiatsi, Director Academic Advising Center | |
| 4 | Ensuring all cost centers are verified/approved on a timely basis, no later than 60 days after the accounting period is closed. | Gerre Davidson, Department Business Administrator II | Angela Parrish, College Business Administrator II |
| 5 | Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center. | Angela Parrish, College Business Administrator II | |
| FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS | | | |
| 1 | Ensuring valid authorization of purchase documents. | Angela Parrish, College Business Administrator II | Gerre Davidson, Department Business Administrator II |
| 2 | Ensuring the validity of travel and expense reimbursements. | Alejandra Castellano, Admin Asst III | Gerre Davidson, Department Business Administrator II |
| 3 | Ensuring that goods and services are received and that timely payment is made. | Alejandra Castellano, Admin Asst III | Gerre Davidson, Department Business Administrator II |
| 4 | Ensuring correct account coding on purchases documents. | Alejandra Castellano, Admin Asst III | Gerre Davidson, Department Business Administrator II |
| 5 | Primary contact for inquiries to expenditure transactions. | Alejandra Castellano, Admin Asst III | Gerre Davidson, 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. | Alejandra Castellano, Admin Asst III | Gerre Davidson, Department Business Administrator II |
| 2 | Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll. | Alejandra Castellano, Admin Asst III | Gerre Davidson, 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. | Gerre Davidson, Department Business Administrator II | Angela Parrish, College Business Administrator II |
| 4 | Completing termination clearance procedures. | Gerre Davidson, Department Business Administrator II | Angela Parrish, College Business Administrator II |
| 5 | Ensuring terminated employees are no longer charged to departmental cost centers. | Gerre Davidson, Department Business Administrator II | Angela Parrish, College Business Administrator II |
| 6 | Maintaining departmental Personnel files. | Gerre Davidson, Department Business Administrator II | Angela Parrish, College Business Administrator II |
| 7 | Ensuring valid authorization of new hires. | Gerre Davidson, Department Business Administrator II | Angela Parrish, College Business Administrator II |
| 8 | Ensuring valid authorization of changes in compensation rates. | Gerre Davidson, Department Business Administrator II | Angela Parrish, College Business Administrator II |
| 9 | Ensuring the accurate input of changes to the HR System. | Gerre Davidson, Department Business Administrator II | Angela Parrish, College Business Administrator II |
| 10 | Consistent and efficient responses to inquiries. | Gerre Davidson, Department Business Administrator II | Angela Parrish, College Business Administrator II |

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

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| 3 | Notifies the appropriate department to deactivate expired grant cost centers. | N/A | |
| 4 | Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. | N/A | |
| 5 | Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly). | N/A | |
| 6 | Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research. | N/A | |
| SCHOLARSHIPS | | | |
| 1 | Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...). | N/A | |
| 2 | Verifies that all available department scholarships are publicized (web site, in department, etc...). | N/A | |
| 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>). | N/A | |
| 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...). | N/A | |
| 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. | N/A | |
| NEGATIVE BALANCES | | | |
| 1 | Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. | Angela Parrish, College Business Administrator II | Gerre Davidson, Department Business Administrator II |
| 2 | Ensuring that research expenditures are covered by funds from sponsors. | Angela Parrish, College Business Administrator II | Gerre Davidson, Department Business Administrator II |
| DEPARTMENTAL COMPUTING | | | |
| 1 | Management of the departments' information technology resources. | Marc Williams, College Web Tech | |
| 2 | Ensuring that critical data back up occurs. | IT | |
| 3 | Ensuring that procedures such as password controls are followed. | IT | |
| 4 | Reporting of suspected security violations. | All Staff | |