

Department Name
Baseline Standards
FY YYYY

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.	Paula Jannett - Department Business Administrator I	N/A
2	Updating the Baseline Standards Form.	Paula Jannett - Department Business Administrator I	N/A
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
2	Reviewing cost center verifications.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
3	Approving cost center verifications.	Erica Morales - Director, Benefits and Compensation	Ivonne Montalbano - VP of ESO
4	Ensuring all cost centers are verified/approved on a timely basis. No later than 60 days after the accounting period is closed.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
2	Ensuring the validity of travel and expense reimbursements.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
3	Ensuring that goods and services are received and that timely payment is made.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
4	Ensuring correct account coding on purchases documents.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
5	Primary contact for inquiries to expenditure transactions.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
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.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
4	Completing termination clearance procedures.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
6	Maintaining departmental Personnel files.	Paula Jannett - Department Business Administrator I	N/A
7	Ensuring valid authorization of new hires.	Paula Jannett - Department Business Administrator I	Selena Samudio- Administrative Assistant II
8	Ensuring valid authorization of changes in compensation rates.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
9	Ensuring the accurate input of changes to the HR System.	Kristina Lucero - HRIS Analyst	N/A
10	Consistent and efficient responses to inquiries.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation

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

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3	Notifies the appropriate department to deactivate expired grant cost centers.	N/A	N/A
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	N/A	N/A
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	N/A	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	N/A
SCHOLARSHIPS			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	N/A	N/A
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	N/A	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	N/A
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>).	N/A	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	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Paula Jannett - Department Business Administrator I	Erica Morales - Director, Benefits and Compensation
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Kristina Lucero - HRIS Analyst	N/A
2	Ensuring that critical data back up occurs.	Kristina Lucero - HRIS Analyst	N/A
3	Ensuring that procedures such as password controls are followed.	Kristina Lucero - HRIS Analyst	Lisa Raynor-Keck - Mgr, Comm, Comp & Projects
4	Reporting of suspected security violations.	Kristina Lucero - HRIS Analyst	N/A