

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

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<b>CASH HANDLING</b>		
1 Collecting cash, checks, etc.	Arrianna O'Quin, Administrative Assistant I	
2 Prepares Departmental Deposit Form.	Arrianna O'Quin, Administrative Assistant I	
3 Approves Departmental Deposit Form.	Kathy Knapp, Director	Tasha Jones, Department Business Administrator III
4 Transports deposit to the Cashiers Office.	Arrianna O'Quin, Administrative Assistant I	
5 Preparing Journal Entries.	N/A	
6 Verifying deposits posted correctly in the Finance System.	Tasha Jones, Department Business Administrator III	
7 Adequacy of physical safeguards of cash receipts and equivalent.	Arrianna O'Quin, Administrative Assistant I	
8 Ensuring deposits are made timely.	Arrianna O'Quin, Administrative Assistant I	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Kathy Knapp, Director	Tasha Jones, Department Business Administrator III
10 Updating Cash Handling Procedures as needed.	N/A	
11 Consistent and efficient responses to inquiries.	Arrianna O'Quin, Administrative Assistant I	
<b>PETTY CASH</b>		
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	
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Tasha Jones, Department Business Administrator III	
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Arrianna O'Quin, Administrative Assistant I	
2 Ensuring the annual inventory was completed correctly.	Arrianna O'Quin, Administrative Assistant I	
3 Tagging equipment.	N/A	
4 Approving requests for removal of equipment from campus.	Kathy Knapp, Director	
<b>DISCLOSURE FORMS</b>		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kathy Knapp, Director	Tasha Jones, Department Business Administrator III
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kathy Knapp, Director	Tasha Jones, Department Business Administrator III
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	Kathy Knapp, Director	Tasha Jones, Department Business Administrator III
<b>RESEARCH ADMINISTRATION</b>		
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	
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	

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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	
<b>SCHOLARSHIPS</b>			
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 ( <i>GPA, major, requisite hours, letters of recommendation, etc...</i> ).	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	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Tasha Jones, Department Business Administrator III	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	N/A	
2	Ensuring that critical data back up occurs.	N/A	
3	Ensuring that procedures such as password controls are followed.	N/A	
4	Reporting of suspected security violations.	All Staff	