

Department of Mathematics and Statistics D0018
Baseline Standards
FY2022

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Cynthia Russell, Administrative Assistant	Beaunica Clark, Administrative Assistant II
2	Prepares Departmental Deposit Form.	Cynthia Russell, Administrative Assistant	Beaunica Clark, Administrative Assistant II
3	Approves Departmental Deposit Form.	Ryan Pepper Department Chair	
4	Transports deposit to the Cashiers Office.	Cynthia Russell, Administrative Assistant	Beaunica Clark, Administrative Assistant II
5	Preparing Journal Entries.	Sawsan Shatleh Dept. Business Admin	Alex Hernandez College Business Administrator
6	Verifying deposits posted correctly in the Finance System.	Sawsan Shatleh Dept. Business Admin	Cynthia Russell, Administrative Assistant
7	Adequacy of physical safeguards of cash receipts and equivalent.	Sawsan Shatleh Dept. Business Admin	Alex Hernandez College Business Administrator
8	Ensuring deposits are made timely.	Cynthia Russell, Administrative Assistant	Sawsan Shatleh Dept. Business Admin
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Alex Hernandez College Business Administrator	Sawsan Shatleh Dept. Business Admin
10	Updating Cash Handling Procedures as needed.	Alex Hernandez College Business Administrator	Sawsan Shatleh Dept. Business Admin
11	Consistent and efficient responses to inquiries.	Cynthia Russell, Administrative Assistant	Sawsan Shatleh Dept. Business Admin
PETTY CASH			
1	Preparing petty cash disbursements.	Cynthia Russell, Administrative Assistant	
2	Ensuring petty cash disbursements are not for more than \$100.	Cynthia Russell, Administrative Assistant	
3	Ensuring petty cash disbursements are made for only authorized purposes.	Cynthia Russell, Administrative Assistant	
4	Approving petty cash disbursements.	Cynthia Russell, Administrative Assistant	
5	Replenishing the petty cash fund timely.	Cynthia Russell, Administrative Assistant	
6	Ensuring the petty cash fund is balanced after each disbursement.	Cynthia Russell, Administrative Assistant	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sawsan Shatleh Dept. Business Admin	Alex Hernandez College Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Ghanem Ghanem Tech. Sup. Specialist	Sawsan Shatleh Dept. Business Admin
2	Ensuring the annual inventory was completed correctly.	Ghanem Ghanem Tech. Sup. Specialist	Sawsan Shatleh Dept. Business Admin
3	Tagging equipment.	Ghanem Ghanem Tech. Sup. Specialist	Sawsan Shatleh Dept. Business Admin
4	Approving requests for removal of equipment from campus.	Ryan Pepper Department Chair	Timothy Redl Assist. Chairman
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Sawsan Shatleh Dept. Business Admin	Ryan Pepper, Dept. Chairman
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Sawsan Shatleh Dept. Business Admin	Ryan Pepper, Dept. Chairman
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	Sawsan Shatleh Dept. Business Admin	Ryan Pepper, Dept. Chairman
RESEARCH ADMINISTRATION			
1	Verifies that all grant cost centers contain positive budgetary balances.	Sawsan Shatleh Dept. Business Admin	Alex Hernandez College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Sawsan Shatleh Dept. Business Admin	Alex Hernandez College Business Administrator

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