

Natural Sciences, D0017  
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.	Andrea Guillory, Dept. Business Admin.	Alex Hernandez, College Business Admin.
2	Updating the Baseline Standards Form.	Andrea Guillory, Dept. Business Admin.	Alex Hernandez, College Business Admin.
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Cindy Evans, Administrative Asst. II	Andrea Guillory, Dept. Business Admin.
2	Reviewing cost center verifications.	Andrea Guillory, Dept. Business Admin.	
3	Approving cost center verifications.	Dr. Rachna Sadana, Dept. Chair	
4	Ensuring all cost centers are verified/approved on a timely basis. no later than 60 days after the accounting period is closed.	Andrea Guillory, Dept. Business Admin.	Cindy Evans, Administrative Asst. II
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Andrea Guillory, Dept. Business Admin.	Alex Hernandez, College Business Admin.
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Cindy Evans, Administrative Asst. II	Andrea Guillory, Dept. Business Admin.
2	Ensuring the validity of travel and expense reimbursements.	Andrea Guillory, Dept. Business Admin.	Dr. Rachna Sadana, Dept. Chair
3	Ensuring that goods and services are received and that timely payment is made.	Mehdi Esmaeilian, Laboratory Manager	Andrea Guillory, Dept. Business Admin.
4	Ensuring correct account coding on purchases documents.	Mehdi Esmaeilian, Laboratory Manager	Andrea Guillory, Dept. Business Admin.
5	Primary contact for inquiries to expenditure transactions.	Mehdi Esmaeilian, Laboratory Manager	Andrea Guillory, Dept. Business Admin.
<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.	Andrea Guillory, Dept. Business Admin.	Dr. Rachna Sadana, Dept. Chair
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Andrea Guillory, Dept. Business Admin.	Cindy Evans, Administrative Asst. II
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Andrea Guillory, Dept. Business Admin.	Cindy Evans, Administrative Asst. II
4	Completing termination clearance procedures.	Andrea Guillory, Dept. Business Admin.	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Andrea Guillory, Dept. Business Admin.	
6	Maintaining departmental Personnel files.	Andrea Guillory, Dept. Business Admin.	Cindy Evans, Administrative Asst. II
7	Ensuring valid authorization of new hires.	Andrea Guillory, Dept. Business Admin.	
8	Ensuring valid authorization of changes in compensation rates.	Andrea Guillory, Dept. Business Admin.	Alex Hernandez, College Business Admin.
9	Ensuring the accurate input of changes to the HR System.	Andrea Guillory, Dept. Business Admin.	Alex Hernandez, College Business Admin.
10	Consistent and efficient responses to inquiries.	Andrea Guillory, Dept. Business Admin.	

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<b>CASH HANDLING</b>		
1 Collecting cash, checks, etc.	Cindy Evans, Administrative Asst. II	
2 Prepares Departmental Deposit Form.	Cindy Evans, Administrative Asst. II	
3 Approves Departmental Deposit Form.	Dr. Rachna Sadana, Dept. Chair	
4 Transports deposit to the Cashiers Office.	Cindy Evans, Administrative Asst. II	
5 Preparing Journal Entries.	NA	NA
6 Verifying deposits posted correctly in the Finance System.	Andrea Guillory, Dept. Business Admin.	Cindy Evans, Administrative Asst. II
7 Adequacy of physical safeguards of cash receipts and equivalent.	Cindy Evans, Administrative Asst. II	Andrea Guillory, Dept. Business Admin,
8 Ensuring deposits are made timely.	Andrea Guillory, Dept. Business Admin.	Cindy Evans, Administrative Asst. II
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Andrea Guillory, Dept. Business Admin.	Dr. Rachna Sadana, Dept. Chair
10 Updating Cash Handling Procedures as needed.	Alex Hernandez, College Business Admin.	Andrea Guillory, Dept. Business Admin,
11 Consistent and efficient responses to inquiries.	Cindy Evans, Administrative Asst. II	Andrea Guillory, Dept. Business Admin,
<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.	Andrea Guillory, Dept. Business Admin.	Dr. Rachna Sadana, Dept. Chair
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Bruce Greer, Instrument Technician	
2 Ensuring the annual inventory was completed correctly.	Bruce Greer, Instrument Technician	
3 Tagging equipment.	Bruce Greer, Instrument Technician	
4 Approving requests for removal of equipment from campus.	Bruce Greer, Instrument Technician	
<b>DISCLOSURE FORMS</b>		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Andrea Guillory, Dept. Business Admin.	Dr. Rachna Sadana, Dept. Chair
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Dr. Rachna Sadana, Dept. Chair	Andrea Guillory, Dept. Business Admin,
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	Dr. Rachna Sadana, Dept. Chair	Andrea Guillory, Dept. Business Admin,
<b>RESEARCH ADMINISTRATION</b>		
1 Verifies that all grant cost centers contain positive budgetary balances.	Andrea Guillory, Dept. Business Admin.	Cindy Evans, Administrative Asst. II
2 Ensuring that research expenditures are covered by funds from sponsors.	Andrea Guillory, Dept. Business Admin.	Cindy Evans, Administrative Asst. II

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3	Notifies the appropriate department to deactivate expired grant cost centers.	Andrea Guillory, Dept. Business Admin.	Cindy Evans, Administrative Asst. II
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Andrea Guillory, Dept. Business Admin.	Cindy Evans, Administrative Asst. II
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	Andrea Guillory, Dept. Business Admin.	Cindy Evans, Administrative Asst. II
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	Andrea Guillory, Dept. Business Admin.	Dr. Rachna Sadana, Dept. Chair
<b>SCHOLARSHIPS</b>			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	Department Committee	Andrea Guillory, Dept. Business Admin.
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	Cindy Evans, Administrative Asst. II	Andrea Guillory, Dept. Business Admin.
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> ).	Andrea Guillory, Dept. Business Admin.	Alex Hernandez, College Business Admin.
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> ).	Cindy Evans, Administrative Asst. II	Andrea Guillory, Dept. Business Admin.
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.	Andrea Guillory, Dept. Business Admin.	Alex Hernandez, College Business Admin.
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Andrea Guillory, Dept. Business Admin.	Alex Hernandez, College Business Admin.
2	Ensuring that research expenditures are covered by funds from sponsors.	Andrea Guillory, Dept. Business Admin.	Alex Hernandez, College Business Admin.
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Information Technology	Bruce Greer, Instrument Technician
2	Ensuring that critical data back up occurs.	Information Technology	Bruce Greer, Instrument Technician
3	Ensuring that procedures such as password controls are followed.	Bruce Greer, Instrument Technician	Information Technology
4	Reporting of suspected security violations.	Bruce Greer, Instrument Technician	Andrea Guillory, Dept. Business Admin.