

Nursing, D0087  
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.	Bojana Ninkovic Petkovic, CST	Alex Hernandez, College Business Administrator II
2	Updating the Baseline Standards Form.	Alex Hernandez, College Business Administrator II	Linda Dune, Director of Nursing
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Bojana Ninkovic Petkovic, CST	
2	Reviewing cost center verifications.	Alex Hernandez, College Business Administrator II	
3	Approving cost center verifications.	Linda Dune, Director of Nursing	
4	Ensuring all cost centers are verified/approved on a timely basis. no later than 60 days after the accounting period is closed.	Alex Hernandez, College Business Administrator II	Linda Dune, Director of Nursing
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Alex Hernandez, College Business Administrator II	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Bojana Ninkovic Petkovic, CST	Alex Hernandez, College Business Administrator II
2	Ensuring the validity of travel and expense reimbursements.	Bojana Ninkovic Petkovic, CST	Alex Hernandez, College Business Administrator II
3	Ensuring that goods and services are received and that timely payment is made.	Bojana Ninkovic Petkovic, CST	Alex Hernandez, College Business Administrator II
4	Ensuring correct account coding on purchases documents.	Bojana Ninkovic Petkovic, CST	Alex Hernandez, College Business Administrator II
5	Primary contact for inquiries to expenditure transactions.	Bojana Ninkovic Petkovic, CST	Alex Hernandez, College Business Administrator II
<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.	Alex Hernandez, College Business Administrator II	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Alex Hernandez, College Business Administrator II	Linda Dune, Director of Nursing
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Alex Hernandez, College Business Administrator II	
4	Completing termination clearance procedures.	Bojana Ninkovic Petkovic, CST	Alex Hernandez, College Business Administrator II
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Alex Hernandez, College Business Administrator II	
6	Maintaining departmental Personnel files.	Alex Hernandez, College Business Administrator II	
7	Ensuring valid authorization of new hires.	Alex Hernandez, College Business Administrator II	
8	Ensuring valid authorization of changes in compensation rates.	Alex Hernandez, College Business Administrator II	
9	Ensuring the accurate input of changes to the HR System.	Alex Hernandez, College Business Administrator II	
10	Consistent and efficient responses to inquiries.	Alex Hernandez, College Business Administrator II	

Nursing, D0087  
Baseline Standards  
FY 2022

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
<b>CASH HANDLING</b>		
1 Collecting cash, checks, etc.	Bojana Ninkovic Petkovic, CST	
2 Prepares Departmental Deposit Form.	Bojana Ninkovic Petkovic, CST	
3 Approves Departmental Deposit Form.	Linda Dune, Director of Nursing	
4 Transports deposit to the Cashiers Office.	Bojana Ninkovic Petkovic, CST	
5 Preparing Journal Entries.	Alex Hernandez, College Business Administrator II	
6 Verifying deposits posted correctly in the Finance System.	Bojana Ninkovic Petkovic, CST	Alex Hernandez, College Business Administrator II
7 Adequacy of physical safeguards of cash receipts and equivalent.	Alex Hernandez, College Business Administrator II	Bojana Ninkovic Petkovic, CST
8 Ensuring deposits are made timely.	Bojana Ninkovic Petkovic, CST	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Alex Hernandez, College Business Administrator II	Linda Dune, Director of Nursing
10 Updating Cash Handling Procedures as needed.	Alex Hernandez, College Business Administrator II	
11 Consistent and efficient responses to inquiries.	Bojana Ninkovic Petkovic, CST	Alex Hernandez, College Business Administrator II
<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.	Alex Hernandez, College Business Administrator II	Linda Dune, Director of Nursing
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Stephanie Aise', Admin. Assistant III	Bojana Ninkovic Petkovic, CST
2 Ensuring the annual inventory was completed correctly.	Stephanie Aise', Admin. Assistant III	Bojana Ninkovic Petkovic, CST
3 Tagging equipment.	Stephanie Aise', Admin. Assistant III	Bojana Ninkovic Petkovic, CST
4 Approving requests for removal of equipment from campus.	Linda Dune, Director of Nursing	
<b>DISCLOSURE FORMS</b>		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Alex Hernandez, College Business Administrator II	Linda Dune, Director of Nursing
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Alex Hernandez, College Business Administrator II	Linda Dune, Director of Nursing
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	Alex Hernandez, College Business Administrator II	Linda Dune, Director of Nursing
<b>RESEARCH ADMINISTRATION</b>		
1 Verifies that all grant cost centers contain positive budgetary balances.	Alex Hernandez, College Business Administrator II	
2 Ensuring that research expenditures are covered by funds from sponsors.	Alex Hernandez, College Business Administrator II	

Nursing, D0087  
Baseline Standards  
FY 2022

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
3	Notifies the appropriate department to deactivate expired grant cost centers.	Alex Hernandez, College Business Administrator II	
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Alex Hernandez, College Business Administrator II	
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	Heather Davis, Post Award ORSP	Alex Hernandez, College Business Administrator II
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	Alex Hernandez, College Business Administrator II	
<b>SCHOLARSHIPS</b>			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	Jacqueline Santiago, Nursing Coordinator	Alex Hernandez, College Business Administrator II
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	Jacqueline Santiago, Nursing Coordinator	Alex Hernandez, College Business Administrator II
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> ).	Jacqueline Santiago, Nursing Coordinator	Alex Hernandez, College Business Administrator II
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> ).	Jacqueline Santiago, Nursing Coordinator	Alex Hernandez, College Business Administrator II
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.	Alex Hernandez, College Business Administrator II	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Alex Hernandez, College Business Administrator II	
2	Ensuring that research expenditures are covered by funds from sponsors.	Alex Hernandez, College Business Administrator II	
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	UHD IT	
2	Ensuring that critical data back up occurs.	UHD IT	
3	Ensuring that procedures such as password controls are followed.	All Departmental Staff	UHD IT
4	Reporting of suspected security violations.	All Departmental Staff	UHD IT