

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

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Teresa Estrada Administrative Assistant	Myisha Williams, HHL Department Administrative Assistant
2	Prepares Departmental Deposit Form.	Teresa Estrada Administrative Assistant	Myisha Williams, HHL Department Administrative Assistant
3	Approves Departmental Deposit Form.	Eileen Serban, Department Business Administrator II	Myisha Williams, HHL Department Administrative Assistant
4	Transports deposit to the Cashiers Office.	Teresa Estrada Administrative Assistant	Myisha Williams, HHL Department Administrative Assistant
5	Preparing Journal Entries.	Cashier's Office	
6	Verifying deposits posted correctly in the Finance System.	Eileen Serban, Department Business Administrator II	Shandra Robertson, College Business Administrator
7	Adequacy of physical safeguards of cash receipts and equivalent.	Teresa Estrada Administrative Assistant	Myisha Williams, HHL Department Administrative Assistant
8	Ensuring deposits are made timely.	Teresa Estrada Administrative Assistant	Myisha Williams, HHL Department Administrative Assistant
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Eileen Serban, Department Business Administrator II	Shandra Robertson, College Business Administrator
10	Updating Cash Handling Procedures as needed.	Eileen Serban, Department Business Administrator II	Teresa Estrada, Administrative Asst. I
11	Consistent and efficient responses to inquiries.	Eileen Serban, Department Business Administrator II	Teresa Estrada, Administrative Asst. 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.	Eileen Serban, Department Business Administrator II	Shandra Robertson, College Business Administrator
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Teresa Estrada Administrative Assistant	
2	Ensuring the annual inventory was completed correctly.	Teresa Estrada Administrative Assistant	
3	Tagging equipment.	IT	
4	Approving requests for removal of equipment from campus.	Teresa Estrada Administrative Assistant	Eileen Serban, Department Business Administrator II
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Susan Henney, Chair	Eileen Serban, Department Business Administrator II
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Susan Henney, Chair	Eileen Serban, Department Business Administrator 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	Susan Henney, Chair	Eileen Serban, Department Business Administrator II
<b>RESEARCH ADMINISTRATION</b>			
1	Verifies that all grant cost centers contain positive budgetary balances.	Eileen Serban, Department Business Administrator II	Shandra Robertson, College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Eileen Serban, Department Business Administrator II	Shandra Robertson, College Business Administrator

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3	Notifies the appropriate department to deactivate expired grant cost centers.	Eileen Serban, Department Business Administrator II	Shandra Robertson, College Business Administrator
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Eileen Serban, Department Business Administrator II	Shandra Robertson, College Business Administrator
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	Eileen Serban, Department Business Administrator II	Shandra Robertson, College Business Administrator
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	Eileen Serban, Department Business Administrator II	Shandra Robertson, College Business Administrator
<b>SCHOLARSHIPS</b>			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	Scholarship Committee	
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	Scholarship Committee	
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> ).	Scholarship Committee	Shandra Robertson, College Business Administrator
4	Verifies that the scholarship award recipient was eligible for the award and met all required criteria (GPA, major, requisite hours, letters of recommendation, etc...).	Same as above	
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.	Shandra Robertson College Business Administrator	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Eileen Serban, Department Business Administrator II	
2	Ensuring that research expenditures are covered by funds from sponsors.	Eileen Serban, Department Business Administrator II	
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	IT	
2	Ensuring that critical data back up occurs.	IT	
3	Ensuring that procedures such as password controls are followed.	All employees	
4	Reporting of suspected security violations.	Teresa Estrada Administrative Assistant	