



## Business and Support Services

### Sample of Business Unit Business Process

<b>Business Unit</b>	<b>Business Process/Business Function</b>	<b>Allowable Downtime</b>	<b>Priority For Recovery</b>
VP FSS	Advisor to the President and President's Cabinet	None	High
VP FSS	Provide leadership and guidance to FSS and BSC	None	High
VP FSS	Provide administrative support	None	High
Auxiliary Services	Mail Services	1 Day	High
Auxiliary Services	Dining Services	1 Day	High
Auxiliary Services	Bookstore Operations	1 Day	High
Auxiliary Services	Motor Transportation Services	½ Day	High
Auxiliary Services	Copy/Printing Services	1-2 Days	Medium
Business Services	Travel Services	1-2 Days	Medium
Human Resources	Compensation & Classification	2-3 Days	High
Human Resources	Data Services	1 Day	High
Human Resources	Employment	1 Day	High
Human Resources	Staff Relations	2-3 Days	Medium
Human Resources	Organizational & New Employee Training	5 Days	Low
Procurement	Purchasing Activities	½ Day	High
Procurement	Construction & Facilities Procurement	½ Day	High
Materials Management	Central Receiving	½ Day	High
Materials Management	Central Shipping, and Distribution	½ Day	High
Treasurer	Accounting - Peak Period – Online Payments Accounting – Peak Period - Bill Generation Accounting – Peak Period – Walk Up Payments	1 Day 1 Day 2-3 Days	High
Treasurer	Accounting – Non Peak – Online Payments Accounting - Non Peak - Bill Generation Accounting – Non Peak – Walk Up Payments	2-3 Days 5-10 Days 2-3 Days	Medium
Treasurer	Accounting - Accounts Payable/Accounts Receivable	1 Day	High



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Treasurer	Accounting - General Accounting-Working Fund Checks	½ Day	High
Treasurer	Payroll	None	High
Budget	Budget Development and Management	1 Day	High
Grants and Contract Administration	Administering contracts for sponsored agreements Prepares and monitors sub-awards and subcontracts Prepares financial reports to sponsors	2 – 5 Days	High
Facilities Department	CoGen and Utility Operations and Maintenance	None	High
Facilities Department	Building and Landscape Services	None	High
Facilities Department	Architecture, Engineering, and Construction	24-48 hrs	Medium
Facilities Department	Office of Facilities Administration	None	High
Risk Management & Safety	All Staffing operations of critical personnel for emergency response	None	High
Risk Management & Safety	All Investigating of accidents, incidents, exposures and discharges	None	High
Risk Management & Safety	Providing technical assistance and evaluation to assess and communicate risks	None	High
Risk Management & Safety	Managing insurance claims process for all incidents	Two days	Medium
Risk Management & Safety	Environmental Affairs - Provide notice of hazardous material releases to regulatory agencies	None	High
Risk Management & Safety	Environmental Affairs - Maintain security and integrity of controlled waste facility	None	High
Risk Management & Safety	Environmental Affairs Provide collection, packaging and secure storage of controlled waste	Seven days	Low