

Hispanic Studies
Baseline Standards
FY 2016

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.	Norma V. Quinones (DBA)	
2	Updating the Baseline Standards Form.	Norma V. Quinones (DBA)	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Jeanette Martinez (Office Coordinator)	
2	Reviewing cost center verifications.	Norma V. Quinones (DBA)	
3	Approving cost center verifications.	Norma V. Quinones (DBA)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Isaac Davis (Asst. College Admin)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Norma V. Quinones (DBA)	
2	Ensuring the validity of travel and expense reimbursements.	Norma V. Quinones (DBA)	
3	Ensuring that goods and services are received and that timely payment is made.	Jeanette Martinez (Office Coordinator)	
4	Ensuring correct account coding on purchases documents.	Jeanette Martinez (Office Coordinator)	
5	Primary contact for inquiries to expenditure transactions.	Norma V. Quinones (DBA)	
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.	Norma V. Quinones (DBA)	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Norma V. Quinones (DBA)	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Norma V. Quinones (DBA)	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Norma V. Quinones (DBA)	
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Norma V. Quinones (DBA)	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Norma V. Quinones (DBA)	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Norma V. Quinones (DBA)	
8	Maintaining departmental personnel files.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones(DBA)
9	Consistent and efficient responses to inquiries.	Norma V. Quinones (DBA)	
10	Hire ePAR's should be processed at least 1 week prior to start date.	Norma V. Quinones (DBA)	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Norma V. Quinones (DBA)	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones(DBA)
2	Reconciling cash, checks, etc. to receipts.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones(DBA)
3	Preparing deposits.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones(DBA)
4	Preparing Journal Entries.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones(DBA)
5	Verifying deposits posted correctly in the Finance System.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones(DBA)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Norma V. Quinones (DBA)	Jeanette Martinez (Office Coordinator)
7	Secure deposits via UHDPS to Student Financial Services.	Norma V. Quinones (DBA)	Jeanette Martinez (Office Coordinator)
8	Ensuring deposits are made timely.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones(DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Norma V. Quinones (DBA)	
10	Updating Cash Handling Procedures as needed.	Norma V. Quinones (DBA)	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Norma V. Quinones (DBA)	
12	Consistent and efficient responses to inquiries.	Norma V. Quinones (DBA)	
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Norma V. Quinones (DBA)	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jeanette Martinez (Office Coordinator)	
2	Ensuring the annual inventory was completed correctly.	Norma V. Quinones (DBA)	Jeanette Martinez
3	Tagging equipment.	Jeanette Martinez (Office Coordinator)	
4	Approving requests for removal of equipment from campus.	Norma V. Quinones (DBA)	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Norma V. Quinones (DBA)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Norma V. Quinones (DBA)	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Norma V. Quinones (DBA)	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	n/a	
2	Billing.	n/a	
3	Collection.	n/a	
4	Recording.	n/a	
5	Monitoring credit extended.	n/a	
6	Approving write-offs.	n/a	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Norma V. Quinones (DBA)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Norma V. Quinones (DBA)	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Le Vu (User Services Spec)	
2	Ensuring that critical data back up occurs.	Le Vu (User Services Spec)	
3	Ensuring that procedures such as password controls are followed.	Le Vu (User Services Spec)	
4	Reporting of suspected security violations.	Le Vu (User Services Spec)	