

Hispanic Studies
Baseline Standards
FY 2019

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 Quinones -DBA	NA
2	Updating the Baseline Standards Form.	Norma Quinones -DBA	NA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Admin Coord	Norma Quinones -DBA
2	Reviewing cost center verifications.	Norma Quinones -DBA	NA
3	Approving cost center verifications.	Anadeli Bencomo-Chair	NA
4	Ensuring all cost centers are verified/approved on a timely basis.	Lynn Smith - College Business Administrator	NA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Admin Coord	Norma Quinones -DBA
2	Ensuring the validity of travel and expense reimbursements.	Admin Coord	Norma Quinones -DBA
3	Ensuring that goods and services are received and that timely payment is made.	Admin Coord	Norma Quinones -DBA
4	Ensuring correct account coding on purchases documents.	Admin Coord	Norma Quinones -DBA
5	Primary contact for inquiries to expenditure transactions.	Admin Coord	Norma 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.	Admin Coord	Norma Quinones -DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Norma Quinones -DBA	NA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Admin Coord	Norma Quinones -DBA
4	Completing termination clearance procedures.	Admin Coord	Norma Quinones -DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Norma Quinones -DBA	NA
6	Maintaining departmental Personnel files.	Admin Coord	Norma Quinones -DBA
7	Ensuring valid authorization of new hires.	Norma Quinones -DBA	NA
8	Ensuring valid authorization of changes in compensation rates.	Norma Quinones -DBA	NA
9	Ensuring the accurate input of changes to the HR System.	Norma Quinones -DBA	NA

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10 Consistent and efficient responses to inquiries.	Norma Quinones -DBA	NA
CASH HANDLING		
1 Collecting cash, checks, etc.	Admin Coord	Norma Quinones -DBA
2 Reconciling cash, checks, etc. to receipts.	Admin Coord	Norma Quinones -DBA
3 Preparing deposits.	Admin Coord	Norma Quinones -DBA
4 Preparing Journal Entries.	Admin Coord	Norma Quinones -DBA
5 Verifying deposits posted correctly in the Finance System.	Admin Coord	Norma Quinones -DBA
6 Adequacy of physical safeguards of cash receipts and equivalent.	Admin Coord	Norma Quinones -DBA
7 Secure deposits via UHDPS to Student Financial Services.	Admin Coord	Norma Quinones -DBA
8 Ensuring deposits are made timely.	Admin Coord	Norma Quinones -DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Norma Quinones -DBA	NA
10 Updating Cash Handling Procedures as needed.	Norma Quinones -DBA	NA
11 Distribution of Cash Handling Procedures to employees who handle cash.	Norma Quinones -DBA	NA
12 Consistent and efficient responses to inquiries.	Norma Quinones -DBA	NA
PETTY CASH		
1 Preparing petty cash disbursements.	NA	NA
2 Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3 Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4 Approving petty cash disbursements.	NA	NA
5 Replenishing the petty cash fund timely.	NA	NA
6 Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Norma Quinones -DBA	NA
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Admin Coord	NA

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	Primary (Required)	Secondary (Optional)
2	Ensuring the annual inventory was completed correctly.	Norma Quinones -DBA NA
3	Tagging equipment.	Admin Coord NA
4	Approving requests for removal of equipment from campus.	Norma Quinones -DBA Andadeli Bencomo-Chair
DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Norma Quinones -DBA NA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Norma Quinones -DBA NA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Division of Research Norma Quinones -DBA
ACCOUNTS RECEIVABLE		
		NA NA
1	Extending of credit.	NA NA
2	Billing.	NA NA
3	Collection.	NA NA
4	Recording.	NA NA
5	Monitoring credit extended.	NA NA
6	Approving write-offs.	NA NA
NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Norma Quinones -DBA NA
2	Ensuring that research expenditures are covered by funds from sponsors.	Norma Quinones -DBA NA
DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Vu Le -Information Technology Frank Houston-College Div
2	Ensuring that critical data back up occurs.	Vu Le -Information Technology Frank Houston-College Div
3	Ensuring that procedures such as password controls are followed.	Vu Le -Information Technology Frank Houston-College Div
4	Reporting of suspected security violations.	Norma Quinones -DBA NA