

Math - H0110
Baseline Standards
FY 2018

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.	Avani Dave/Dept. Business Administrator	Leona Pham/Fin Coord 2
2	Updating the Baseline Standards Form.	Avani Dave/Dept. Business Administrator	Leona Pham/Fin Coord 2
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lawrencene Dourseau/Accountant 2	Leona Pham/Fin Coord 2
2	Reviewing cost center verifications.	Cost Center Managers, Avani Dave/Dept. Business Administrator	Leona Pham/Fin Coord 2
3	Approving cost center verifications.	Designated Cost Center Managers	Avani Dave/Dept. Business Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Leona Pham/Fin Coord 2	Avani Dave/Dept. Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Nhi Kha/Financial Asst/Emilio Ontiveros/ Office Coord and Mariela Raudales/Executive Secretary/Jevasia Machey/Fin Coord 1	Avani Dave/Dept. Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Linda Robinson/Asst. Business Administrator/and Mariela Raudales/Executive Secretary	Avani Dave/Dept. Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Nhi Kha/Financial Asst/Emilio Ontiveros/ Office Coord and Mariela Raudales/Executive Secretary/Jevasia Machey/Fin Coord 1	Avani Dave/Dept. Business Administrator
4	Ensuring correct account coding on purchases documents.	Nhi Kha/Financial Asst/Emilio Ontiveros/ Office Coord and Mariela Raudales/Executive Secretary/Jevasia Machey/Fin Coord 1	Leona Pham/Fin Coord 2
5	Primary contact for inquiries to expenditure transactions.	Nhi Kha/Financial Asst/Emilio Ontiveros/ Office Coord and Mariela Raudales/Executive Secretary/Jevasia Machey/Fin Coord 1	Leona Pham/Fin Coord 2
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.	Sharon Meeks/Payroll Coord 2	Linda Robinson/Asst. Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Sharon Meeks/Payroll Coord 2	Linda Robinson/Asst. Business Administrator, Avani Dave/Dept. Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports	Linda Robinson/Asst. Business Administrator	Sharon Meeks/Payroll Coord 2
4	Completing termination clearance procedures.	Sharon Meeks/Payroll Coord 2, Rachel Lee/Admin Coord	Avani Dave/Dept. Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Sharon Meeks/Payroll Coord 2, Rachel Lee/Admin Coord, Leona Pham/Fin Coord 2	Lawrencene Dourseau/Accountant 2
6	Maintaining departmental Personnel files.	Sharon Meeks/Payroll Coord 2, Rachel Lee/Admin Coord	Avani Dave/Dept. Business Administrator, Leona Pham/Fin Coord 2
7	Ensuring valid authorization of new hires.	Sharon Meeks/Payroll Coord 2, Rachel Lee/Admin Coord	Avani Dave/Dept. Business Administrator, Leona Pham/Fin Coord 2

Math - H0110
Baseline Standards
FY 2018

8	Ensuring valid authorization of changes in compensation rates.	Sharon Meeks/Payroll Coord 2, Rachel Lee/Admin Coord	Avani Dave/Dept. Business Administrator, Leona Pham/Fin Coord 2
9	Ensuring the accurate input of changes to the HR System.	Sharon Meeks/Payroll Coord 2, Rachel Lee/Admin Coord	Avani Dave/Dept. Business Administrator, Leona Pham/Fin Coord 2
10	Consistent and efficient responses to inquiries.	Sharon Meeks/Payroll Coord 2, Rachel Lee/Admin Coord	Avani Dave/Dept. Business Administrator, Leona Pham/Fin Coord 2
CASH HANDLING			
1	Collecting cash, checks, etc.	Emilio Ontiveros/ Office Coord	Jevasia Mache/Fin Coord 1
2	Reconciling cash, checks, etc. to receipts.	Lawrencene Dourseau/Accountant 2	Leona Pham/Finan Coord 2
3	Preparing deposits.	Emilio Ontiveros/ Office Coord	Jevasia Mache/Fin Coord 1
4	Preparing Journal Entries.	Emilio Ontiveros/ Office Coord	Jevasia Mache/Fin Coord 1
5	Verifying deposits posted correctly in the Finance System.	Lawrencene Dourseau/Accountant 2	Leona Pham/Finan Coord 2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Emilio Ontiveros/ Office Coord	Leona Pham/Finan Coord 2
7	Secure deposits via UHDPS to Student Financial Services.	Emilio Ontiveros/ Office Coord	Leona Pham/Finan Coord 2
8	Ensuring deposits are made timely.	Emilio Ontiveros/ Office Coord, Leona Pham/Fin Coord 2	Avani Dave/Dept. Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training	Avani Dave/Dept. Business Administrator	Leona Pham/Finan Coord 2
10	Updating Cash Handling Procedures as needed.	Leona Pham/Finan Coord 2	Avani Dave/Dept. Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Leona Pham/Finan Coord 2	Avani Dave/Dept. Business Administrator
12	Consistent and efficient responses to inquiries.	Leona Pham/Finan Coord 2	Avani Dave/Dept. Business Administrator
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.	Jevasia Mache/Fin Coord 1, Linda Robinson/Asst. Business Administrator	Avani Dave/Dept. Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Emilio Ontiveros/ Office Coordinator	Avani Dave/Dept. Business Administrator
2	Ensuring the annual inventory was completed correctly.	Emilio Ontiveros/ Office Coordinator	Avani Dave/Dept. Business Administrator
3	Tagging equipment.	Emilio Ontiveros/ Office Coordinator	Avani Dave/Dept. Business Administrator
4	Approving requests for removal of equipment from campus.	Employee's supervisor and Emilio Ontiveros/ Office Coordinator	Avani Dave/Dept. Business Administrator

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Avani Dave/Dept. Business Administrator	Linda Robinson/Asst. Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Avani Dave/Dept. Business Administrator	Linda Robinson/Asst. Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research	Jevasia Mache/Fin Coord 1	Avani Dave/Dept. Business Administrator
ACCOUNTS RECEIVABLE			
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.	Leona Pham/Fin Coord 2	Avani Dave/Dept. Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Leona Pham/Fin Coord 2	Avani Dave/Dept. Business Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda, Math: Jin Chen, CASA
2	Ensuring that critical data back up occurs.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda, Math: Jin Chen, CASA
3	Ensuring that procedures such as password controls are followed.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda, Math: Jin Chen, CASA
4	Reporting of suspected security violations.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda, Math: Jin Chen, CASA