## Dean's Office - H0102 Baseline Standards FY 2019

Responsible Person(s) (Name/Title)
Primary (Required) Secondary (Optional)

Descr	iption of Responsibility	Primary (Required)	Secondary (Optional)
DEPA	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STAN	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Judy Mata, Department	Emily Merrell, College
	current.	Business Administrator	Business Administrator
2	Updating the Baseline Standards Form.	Judy Mata, Department	Emily Merrell, College
_	opaamig me zacomie cianaa ac i ciiii	Business Administrator	Business Administrator
FINAN	ICIAL REPORTING - COST CENTER VERIFICATIONS	Basiness / tarrimotrator	Dadiniood / tarrimiotrator
", ",	CONTROL OR THE COURT OF THE COU		
1	Preparing cost center verifications.	Shahab Tayyab, Program	Antoinette Marvels,
-		Manager 2	Financial Coordinator
2	Reviewing cost center verifications.	Shahab Tayyab, Program	Antoinette Marvels,
		Manager 2	Financial Coordinator
3	Approving cost center verifications.	Cost Center Managers	Judy Mata, Department
			Business Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Shahab Tayyab, Program	Judy Mata, Department
1	and the same of th	Manager 2	Business Administrator
FINAN	ICIAL REPORTING - EXPENDITURE TRANSACTIONS	Manager 2	Dadinger , tarrim netrater
,	CONCENE ON THE CONCENE ON CONCENE		
1	Ensuring valid authorization of purchase documents.	Antoinette Marvels,	Judy Mata, Department
		Financial Coordinator	Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Jordan Wilcots, Financial	Judy Mata, Department
_	Thousand the value of the control and oxposite forms also menter	Coordinator	Business Administrator
3	Ensuring that goods and services are received and that timely	Antoinette Marvels,	Judy Mata, Department
3	payment is made.	Financial Coordinator	Business Administrator
4	Ensuring correct account coding on purchases documents.	Antoinette Marvels,	Judy Mata, Department
+	Ensuring correct account country on purchases accuments.	Financial Coordinator	Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Antoinette Marvels,	Judy Mata, Department
3	I filliary contact for inquines to experiordire transactions.	Financial Coordinator	Business Administrator
DAVD	L OLL / HUMAN RESOURCES	I mancial Coordinator	Dusiness Administrator
	OLE / HOMAN RESCONCES		
1	Ensuring all bi-weekly reported time and leave are approved	Jordan Wilcots, Finnacial	Antoinette Marvels,
	before the deadlines set by Payroll, so that the correct hours are		Financial Coordinator
	recorded and paid on each bi-weekly paycheck.		
2	Ensuring all monthly leave is recorded and approved before the	Jordan Wilcots, Finnacial	Antoinette Marvels,
_	deadlines set by Payroll.	Coordinator	Financial Coordinator
3	Reconciling approved reported time and leave (bi-weekly	Jordan Wilcots, Finnacial	Antoinette Marvels,
	employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Coordinator	Financial Coordinator
4	Completing termination clearance procedures.	Jordan Wilcots, Finnacial	Antoinette Marvels,
-	Descriptioning termination organization procedures.	Coordinator	Financial Coordinator
5	Ensuring terminated employees are no longer charged to	Jordan Wilcots, Finnacial	Judy Mata, Department
l	departmental cost centers.	Coordinator	Business Administrator
6	Maintaining departmental Personnel files.	Jordan Wilcots, Finnacial	Judy Mata, Department
6	mantaning departmental religion inco.	Coordinator	Business Administrator
7	Ensuring valid authorization of new hires.	Jordan Wilcots, Finnacial	Judy Mata, Department
	Liberting value authorization of fiew filles.	Coordinator	Business Administrator
8	Encuring valid authorization of changes in companyation rates		Judy Mata, Department
	Ensuring valid authorization of changes in compensation rates.	Jordan Wilcots, Finnacial Coordinator	Business Administrator
	Enguring the accurate input of changes to the LID Contains		
9	Ensuring the accurate input of changes to the HR System.	Jordan Wilcots, Finnacial	Judy Mata, Department
		Coordinator	Business Administrator

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	FY 2019		
10	Consistent and efficient responses to inquiries.	Jordan Wilcots, Finnacial Coordinator	Judy Mata, Department Business Administrator
CASH	HANDLING		
1	Collecting cash, checks, etc.	Antoinette Marvels,	Judy Mata, Department
ı	Collecting cash, checks, etc.	Financial Coordinator	Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Judy Mata, Department	Emily Merrell, College
_	Trecondining cash, checks, etc. to receipts.	Business Administrator	Business Administrator
3	Preparing deposits.	Antoinette Marvels,	Judy Mata, Department
Ū	in repairing depression	Financial Coordinator	Business Administrator
4	Preparing Journal Entries.	Antoinette Marvels,	Judy Mata, Department
		Financial Coordinator	Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Shahab Tayyab, Program	Judy Mata, Department
		Manager 2	Business Administrator
6	Adequacy of physical safeguards of cash receipts and	Judy Mata, Department	
	equivalent.	Business Administrator	
7	Secure deposits via UHDPS to Student Financial Services.	Judy Mata, Department	Debbi Loya, Financial
		Business Administrator	Manager
8	Ensuring deposits are made timely.	Antoinette Marvels,	Judy Mata, Department
		Financial Coordinator	Business Administrator
9	Ensuring all employees who handle cash have completed Cash	_	
	Security Procedures or Cash Deposit and Security Procedures	Judy Mata, Department	Emily Merrell, College
	training.	Business Administrator	Business Administrator
10	Updating Cash Handling Procedures as needed.	Judy Mata, Department	Emily Merrell, College
4.4		Business Administrator	Business Administrator
11	Distribution of Cash Handling Procedures to employees who	Judy Mata, Department	Emily Merrell, College
40	handle cash.	Business Administrator	Business Administrator
12	Consistent and efficient responses to inquiries.	Antoinette Marvels,	Judy Mata, Department Business Administrator
PETTY	I ´CASH	Financial Coordinator	Business Administrator
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	N/A	
4	Approving petty cash disbursements.	N/A	+
4	Approving petty cash disbursements.	IVA	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each	N/A	
	disbursement.		
CONTI	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Judy Mata, Department	Emily Merrell, College
	administration policies/procedures.	Business Administrator	Business Administrator
PROPI	ERTY MANAGEMENT		
1	Performing the annual inventory.	Mike Mahanay, Project	Judy Mata, Department
	,	Manager	Business Administrator
2	Ensuring the annual inventory was completed correctly.	Mike Mahanay, Project	Judy Mata, Department
	, , , , , , , , , , , , , , , , , , , ,	Manager	Business Administrator
		manager	

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	F1 2019		
3	Tagging equipment.	Mike Mahanay, Project	Judy Mata, Department
		Manager	Business Administrator
4	Approving requests for removal of equipment from campus.	Mike Mahanay, Project	Judy Mata, Department
		Manager	Business Administrator
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Judy Mata, Department	Emily Merrell, College
	annual Related Party disclosure statement online.	Business Administrator	Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Judy Mata, Department	Emily Merrell, College
	complete the Consulting disclosure statement online.	Business Administrator	Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators	Judy Mata, Department	
	complete the annual Conflict of Interest disclosure statement for	Business Administrator	Emily Merrell, College
	the Division of Research.		Business Administrator
ACCO	JNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	Javier Diaz, Systems	Karen Le, Technical
		Administrator	Services Specialist
3	Collection.	Javier Diaz, Systems	Karen Le, Technical
		Administrator	Services Specialist
4	Recording.	Antoinette Marvels,	Judy Mata, Department
		Financial Coordinator	Business Administrator
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Salvador Baez-Franceschi,	Judy Mata, Department
	The standard	College Info. Services	Business Administrator
NEGA	TIVE BALANCES	Somego milos Contract	
1	Ensuring that all fund groups for each Dept ID have positive	Fred McGhee, Exec	Judy Mata, Department
	fund equity at year-end.	Director	Business Administrator
2	Ensuring that research expenditures are covered by funds from	Judy Mata, Department	
_	sponsors.	Business Administrator	
DEPAR	RTMENTAL COMPUTING	Business / turninstrator	
	THE COM CTITE		
1	Management of the departments' information technology	Javier Diaz, Systems	Salvador Baez-Franceschi,
'	resources.	Administrator	College Info. Services
2	Ensuring that critical data back up occurs.	Javier Diaz, Systems	Salvador Baez-Franceschi,
_	2.134.119 that orthodi data baok up obodio.	Administrator	College Info. Services
3	Ensuring that procedures such as password controls are	Javier Diaz, Systems	Salvador Baez-Franceschi,
	followed.	Administrator	College Info. Services
4	Reporting of suspected security violations.	Javier Diaz, Systems	Salvador Baez-Franceschi,
"	Troporting of Suspected Security Molations.	Administrator	College Info. Services
		Auministrator	Conege inio. Services

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