

Business Services
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.	Linda M Garza, Dir, Bus Svcs	Hector Bonilla, Department Business Administrator Angel Perez, Department Business Administrator
2	Updating the Baseline Standards Form.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Tiffany Taylor-Denson, Financial Analyst 1	Hector Bonilla, Department Business Administrator Angel Perez, Department Business Administrator
2	Reviewing cost center verifications.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
3	Approving cost center verifications.	Designated Cost Center Manager	Cost Center Manager Delegate (if applicable)
4	Ensuring all cost centers are verified/approved on a timely basis.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
3	Ensuring that goods and services are received and that timely payment is made.	Designated Cost Center Manager	Cost Center Manager Delegate (if applicable)
4	Ensuring correct account coding on purchases documents.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
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.	Irma Perez (H0161/H0162); Valneshia Hines, Asst Business Services (H0020, H0182) Diane Sylvester, Asst Business Administrator (H0155, H0156)	Diane Sylvester, Asst Business Administrator; Valneshia Hines, Asst Business Services
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Irma Perez (H0161/H0162); Valneshia Hines, Asst Business Services (H0020, H0182) Diane Sylvester, Asst Business Administrator (H0155, H0156)	Diane Sylvester, Asst Business Administrator; Valneshia Hines, Asst Business Services
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Irma Perez (H0161/H0162); Valneshia Hines, Asst Business Services (H0020, H0182) Diane Sylvester, Asst Business Administrator (H0155, H0156)	Diane Sylvester, Asst Business Administrator; Valneshia Hines, Asst Business Services
4	Completing termination clearance procedures.	Irma Perez (H0161/H0162); Valneshia Hines, Asst Business Services (H0020, H0182) Diane Sylvester, Asst Business Administrator (H0155, H0156)	Diane Sylvester, Asst Business Administrator; Valneshia Hines, Asst Business Services
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Irma Perez (H0161/H0162); Valneshia Hines, Asst Business Services (H0020, H0182) Diane Sylvester, Asst Business Administrator (H0155, H0156)	Diane Sylvester, Asst Business Administrator; Valneshia Hines, Asst Business Services
6	Maintaining departmental Personnel files.	Irma Perez (H0161/H0162); Valneshia Hines, Asst Business Services (H0020, H0182) Diane Sylvester, Asst Business Administrator (H0155, H0156)	Diane Sylvester, Asst Business Administrator; Valneshia Hines, Asst Business Services
7	Ensuring valid authorization of new hires.	Irma Perez (H0161/H0162); Valneshia Hines, Asst Business Services (H0020, H0182) Diane Sylvester, Asst Business Administrator (H0155, H0156)	Diane Sylvester, Asst Business Administrator; Valneshia Hines, Asst Business Services
8	Ensuring valid authorization of changes in compensation rates.	Irma Perez (H0161/H0162); Valneshia Hines, Asst Business Services (H0020, H0182) Diane Sylvester, Asst Business Administrator (H0155, H0156)	Diane Sylvester, Asst Business Administrator; Valneshia Hines, Asst Business Services
9	Ensuring the accurate input of changes to the HR System.	Irma Perez (H0161/H0162); Valneshia Hines, Asst Business Services (H0020, H0182) Diane Sylvester, Asst Business Administrator (H0155, H0156)	Diane Sylvester, Asst Business Administrator; Valneshia Hines, Asst Business Services
10	Consistent and efficient responses to inquiries.	Irma Perez (H0161/H0162); Valneshia Hines, Asst Business Services (H0020, H0182) Diane Sylvester, Asst Business Administrator (H0155, H0156)	Diane Sylvester, Asst Business Administrator; Valneshia Hines, Asst Business Services
CASH HANDLING			

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Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Departments cash handlers - on record with Department	Hector Bonilla, Department Business Administrator Angel Perez, Department Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Departments cash handlers - on record with Department	Hector Bonilla, Department Business Administrator Angel Perez, Department Business Administrator
3	Preparing deposits.	Adrian Robinson, Financial Assistant 2	Loan Villon, Financial Coordinator 2
4	Preparing Journal Entries.	Adrian Robinson, Financial Assistant 2	Loan Villon, Financial Coordinator 2
5	Verifying deposits posted correctly in the Finance System.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
6	Adequacy of physical safeguards of cash receipts and equivalent.	Adrian Robinson, Financial Assistant 2	Loan Villon, Financial Coordinator 2
7	Secure deposits via UHDPS to Student Financial Services.	Adrian Robinson, Financial Assistant 2	Loan Villon, Financial Coordinator 2
8	Ensuring deposits are made timely.	Adrian Robinson, Financial Assistant 2	Loan Villon, Financial Coordinator 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Department Head	Hector Bonilla, Department Business Administrator Angel Perez, Department Business Administrator Linda Garza, Dir, Bus Svcs
10	Updating Cash Handling Procedures as needed.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
11	Distribution of Cash Handling Procedures to employees who handle cash.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
12	Consistent and efficient responses to inquiries.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sylvia Morales Salinas, Contract Analyst	Sarah Rowland, Contracts Assistant
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	See page 3	Hector Bonilla, Department Business Administrator Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
2	Ensuring the annual inventory was completed correctly.	See page 3	Hector Bonilla, Department Business Administrator Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
3	Tagging equipment.	See page 3	Hector Bonilla, Department Business Administrator Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
4	Approving requests for removal of equipment from campus.	Employee Supervisor & Property Custodian noted on page 3	Linda M Garza, Dir, Bus Svcs
DISCLOSURE FORMS			

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Description of Responsibility		Responsible Person(s) (Name/Title)	
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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Department Head	Hector Bonilla, Department Business Administrator Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Department Head	Hector Bonilla, Department Business Administrator Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Hector Bonilla, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	See page 3	UIT
2	Ensuring that critical data back up occurs.	See page 3	UIT
3	Ensuring that procedures such as password controls are followed.	See page 3	UIT
4	Reporting of suspected security violations.	All Staff	All Staff
Dept ID Department Name		PROPERTY MANAGEMENT	DEPARTMENTAL COMPUTING
H0020	Equal Opportunity Services	Mandisa Oliver, Equal Opportunity Analyst	Brian Thomas/ User Services Spec 3
H0155	Business Services	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
H0161	State Appropriations Accounting	Jacqueline Chee/ Accountant III	Henry Pham/ Analyst, Microsystems 2
H0162	Financial Reporting	Jacqueline Chee/ Accountant III	Henry Pham/ Analyst, Microsystems 2
H0182	Human Resources	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3