

Business Services (Human Resources)
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	Tiffany Taylor-Denson, Department Business Administrator Angel Perez, Department Business Administrator
2	Updating the Baseline Standards Form.	Tiffany Taylor-Denson, 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	Angel Perez, Department Business Administrator
2	Reviewing cost center verifications.	Tiffany Taylor-Denson, 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.	Tiffany Taylor-Denson, 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.	Tiffany Taylor-Denson, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	Tiffany Taylor-Denson, 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.	Tiffany Taylor-Denson, Department Business Administrator	Angel Perez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	Tiffany Taylor-Denson, 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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Departments cash handlers - on record with Department	Tiffany Taylor-Denson, Department Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Departments cash handlers - on record with Department	Tiffany Taylor-Denson, 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.	Tiffany Taylor-Denson, Department Business Administrator	Angel Peralez, 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	Tiffany Taylor-Denson, Department Business Administrator Angel Peralez, Department Business Administrator Linda Garza, Dir, Bus Svcs
10	Updating Cash Handling Procedures as needed.	Tiffany Taylor-Denson, Department Business Administrator	Angel Peralez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
11	Distribution of Cash Handling Procedures to employees who handle cash.	Tiffany Taylor-Denson, Department Business Administrator	Angel Peralez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
12	Consistent and efficient responses to inquiries.	Tiffany Taylor-Denson, Department Business Administrator	Angel Peralez, 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	Tiffany Taylor-Denson, Department Business Administrator Angel Peralez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
2	Ensuring the annual inventory was completed correctly.	See page 3	Tiffany Taylor-Denson, Department Business Administrator Angel Peralez, Department Business Administrator Linda M Garza, Dir, Bus Svcs
3	Tagging equipment.	See page 3	Tiffany Taylor-Denson, Department Business Administrator Angel Peralez, 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

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Department Head	Tiffany Taylor-Denson, Department Business Administrator Angel Peralez, 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	Tiffany Taylor-Denson, Department Business Administrator Angel Peralez, 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.	Tiffany Taylor-Denson, Department Business Administrator	Angel Peralez, 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