

College of Architecture -H0403  
Baseline Standards  
FY 2018

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Cecilia Rodriguez, CBA	
2	Updating the Baseline Standards Form.	Cecilia Rodriguez, CBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Nhu-Thuy Mai, Assistant CBA/ Linda Silva/Off. Asst.	
2	Reviewing cost center verifications.	Cecilia Rodriguez, CBA	Nhu-Thuy Mai, Assistant CBA
3	Approving cost center verifications.	Cecilia Rodriguez, CBA	Nhu-Thuy Mai, Assistant CBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Nhu-Thuy Mai, Assistant CBA	Cecilia Rodriguez, CBA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	VACANT, Financial Assist II	Nhu-Thuy Mai, Assistant CBA
2	Ensuring the validity of travel and expense reimbursements.	VACANT, Financial Assist II	Nhu-Thuy Mai, Assistant CBA
3	Ensuring that goods and services are received and that timely payment is made.	VACANT, Financial Assist II	Nhu-Thuy Mai, Assistant CBA
4	Ensuring correct account coding on purchases documents.	VACANT, Financial Assist II	Nhu-Thuy Mai, Assistant CBA
5	Primary contact for inquiries to expenditure transactions.	VaCANT, Financial Assist II	Nhu-Thuy Mai, Assistant CBA
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Roneshia Shaw, HR Payroll Coord.	Nhu-Thuy Mai, Assistant CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Roneshia Shaw, HR Payroll Coord	Nhu-Thuy Mai, Assistant CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Roneshia Shaw, HR Payroll Coord	Nhu-Thuy Mai, Assistant CBA
4	Completing termination clearance procedures.	Roneshia Shaw, HR Payroll Coord	Nhu-Thuy Mai, Assistant CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Roneshia Shaw, HR Payroll Coord	Nhu-Thuy Mai, Assistant CBA
6	Maintaining departmental Personnel files.	Roneshia Shaw, HR Payroll Coord	Nhu-Thuy Mai, Assistant CBA
7	Ensuring valid authorization of new hires.	Roneshia Shaw, HR Payroll Coord	Nhu-Thuy Mai, Assistant CBA
8	Ensuring valid authorization of changes in compensation rates.	Roneshia Shaw, HR Payroll Coord	Nhu-Thuy Mai, Assistant CBA
9	Ensuring the accurate input of changes to the HR System.	Roneshia Shaw, HR Payroll Coord	Nhu-Thuy Mai, Assistant CBA
10	Consistent and efficient responses to inquiries.	Roneshia Shaw, HR Payroll Coord	Nhu-Thuy Mai, Assistant CBA

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Nhu-Thuy Mai, Assistant CBA	VACANT, Financial Assist II
2	Reconciling cash, checks, etc. to receipts.	Nhu-Thuy Mai, Assistant CBA	Cecilia Rodriguez, CBA
3	Preparing deposits.	VACANT, Financial Assist II	Nhu-Thuy Mai, Assistant CBA
4	Preparing Journal Entries.	VACANT, Financial Assist II	Nhu-Thuy Mai, Assistant CBA
5	Verifying deposits posted correctly in the Finance System.	Nhu-Thuy Mai, Assistant CBA	Cecilia Rodriguez, CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	VACANT, Financial Assist II	Nhu-Thuy Mai, Assistant CBA
7	Secure deposits via UHDPS to Student Financial Services.	VACANT, Financial Assist II	Nhu-Thuy Mai, Assistant CBA
8	Ensuring deposits are made timely.	VACANT, Financial Assist II	Nhu-Thuy Mai, Assistant CBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Cecilia Rodriguez, CBA	Nhu-Thuy Mai, Assistant CBA
10	Updating Cash Handling Procedures as needed.	Cecilia Rodriguez, CBA	Nhu-Thuy Mai, Assistant CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Cecilia Rodriguez, CBA	Nhu-Thuy Mai, Assistant CBA
12	Consistent and efficient responses to inquiries.	Cecilia Rodriguez, CBA	Nhu-Thuy Mai, Assistant CBA
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nhu-Thuy Mai, Assistant CBA	Cecilia Rodriguez, CBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Cecilia Rodriguez, CBA	Herlinda Silva, Office Assist I
2	Ensuring the annual inventory was completed correctly.	Cecilia Rodriguez, CBA	Herlinda Silva, Office Assist I
3	Tagging equipment.	Cecilia Rodriguez, CBA	Herlinda Silva, Office Assist I
4	Approving requests for removal of equipment from campus.	Cecilia Rodriguez, CBA	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Cecilia Rodriguez, CBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Cecilia Rodriguez, CBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Cecilia Rodriguez, CBA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nhu-Thuy Mai, Assistant CBA	Cecilia Rodriguez, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Nhu-Thuy Mai, Assistant CBA	Cecilia Rodriguez, CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Lam Pham , IT Manager	
2	Ensuring that critical data back up occurs.	Lam Pham , IT Manager	
3	Ensuring that procedures such as password controls are followed.	Lam Pham , IT Manager	
4	Reporting of suspected security violations.	Lam Pham , IT Manager	