UBP - H0044 Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)		
	tion of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE			
STANE	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Frank Kelley, Associate Dean		
	current.	-	Kathy Dominguez, Dept. Business Administrator	
2	Updating the Baseline Standards Form.	Kathy Dominguez, Dept Business		
		Administrator	Sara Brown, Executive Director, Business Operations	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst		
		2	Sara Brown, Executive Director, Business Operations	
2	Reviewing cost center verifications.	Kathy Dominguez, Dept Business		
		Administrator	Sara Brown, Executive Director, Business Operations	
3	Approving cost center verifications.	Frank Kelley, Associate Dean		
		5.	Sara Brown, Executive Director, Business Operations	
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director.		
		Business Operations	Latha Ramchand, College Dean	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS	····· Fr ··· ····		
1	Ensuring valid authorization of purchase documents.	Amy Tran, Administrative		
	o i i i i i i i i i i i i i i i i i i i	Coordinator	Terrolyn Gunter, Asst Business Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Amy Tran, Administrative		
	y ,	Coordinator	Terrolyn Gunter, Asst Business Administrator	
3	Ensuring that goods and services are received and that timely	Amy Tran, Administrative		
5	payment is made.	Coordinator	Terrolyn Gunter, Asst Business Administrator	
4	Ensuring correct account coding on purchases documents.	Kathy Dominguez, Dept Business		
•	Linearing contest account county on parenases documents.	Administrator	Terrolyn Gunter, Asst Business Administrator	
5	Primary contact for inquiries to expenditure transactions.	Kathy Dominguez, Dept Business		
5	rinnary contact for inquiries to experientate transactions.	Administrator	Terrolyn Gunter, Asst Business Administrator	
PAYRC	DLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved	Kathy Dominguez, Dept Business		
-	before the deadlines set by Payroll, so that the correct hours are	Administrator		
	recorded and paid on each bi-weekly paycheck.		Alaiandra Dadriawar, Acat. Duainaga Administrator	
2		Katha Daminana Dant Davis	Alejandra Rodriguez, Asst. Business Administrator	
2	Ensuring all monthly leave is recorded and approved before the	Kathy Dominguez, Dept Business	Alaiandra Dadrianan Aast Duainan Adrainistantan	
2	deadlines set by Payroll.	Administrator	Alejandra Rodriguez, Asst. Business Administrator	
3	Reconciling approved reported time and leave (bi-weekly	Kathy Dominguez, Dept Business		
	employees) and ePARs (monthly employees) to the trial and	Administrator	Alaiandus Daduisway, Asst Duringer Aduitietus	
4	final payroll verification reports.	Katha Daminana Dat D	Alejandra Rodriguez, Asst. Business Administrator	
4	Completing termination clearance procedures.	Kathy Dominguez, Dept Business	Alain des De deiseren Anst D. 1. Alainte i	
-	President to main studies and a superior and the state	Administrator	Alejandra Rodriguez, Asst. Business Administrator	
5	Ensuring terminated employees are no longer charged to	Kathy Dominguez, Dept Business		
	departmental cost centers.	Administrator	Alejandra Rodriguez, Asst. Business Administrator	
6	Maintaining departmental Personnel files.	Kathy Dominguez, Dept Business		
-		Administrator	Melissa Niles, College Business Administrator	
7	Ensuring valid authorization of new hires.	Frank Kelley, Associate Dean		
			Melissa Niles, College Business Administrator	
8	Ensuring valid authorization of changes in compensation rates.	Frank Kelley, Associate Dean		
			Melissa Niles, College Business Administrator	
9	Ensuring the accurate input of changes to the HR System.	Kathy Dominguez, Dept Business		
		Administrator	Melissa Niles, College Business Administrator	
10	Consistent and efficient responses to inquiries.	Kathy Dominguez, Dept Business	Melissa Niles, College Business Administrator	

UBP - H0044 Baseline Standards FY 2017

	4'		nsible Person(s) (Name/Title)
IL OTT	ntion of Responsibility	Primary (Required)	Secondary (Optional)
ASH	HANDLING		
1	Collecting cash, checks, etc.	Amy Tran, Administrative	
1	Conecting cash, checks, etc.	Coordinator	Terrolyn Gunter, Asst Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Amy Tran, Administrative	Terroryn Gunter, Asst Business Administrator
2	Reconcining cash, checks, etc. to receipts.	Coordinator	Terrolyn Gunter, Asst Business Administrator
3	Preparing deposits.	Amy Tran, Administrative	Terroryn Gunter, Asst Business Administrator
5	repairing deposits.	Coordinator	Terrolyn Gunter, Asst Business Administrator
4	Preparing Journal Entries.	Amy Tran, Administrative	Terroryn Gunter, Asst Business Auministrator
4	repaining Journal Entries.	Coordinator	Terrolyn Gunter, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Amy Tran, Administrative	Terroryn Gunter, Asst Business Administrator
0		Coordinator	Terrolyn Gunter, Asst Business Administrator
6	Adequacy of physical safeguards of cash receipts and	Amy Tran, Administrative	Terrory in Guinet, Frish Dubiness Freihinduktor
	equivalent.	Coordinator	Terrolyn Gunter, Asst Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst. Business	Sara Brown, Executive Director, Business Operations
		Administrator	
8	Ensuring deposits are made timely.	Amy Tran, Administrative	
	S	Coordinator	Terrolyn Gunter, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash	Kathy Dominguez, Dept Business	
	Security Procedures or Cash Deposit and Security Procedures	Administrator	
	training.		Terrolyn Gunter, Asst Business Administrator
10	Updating Cash Handling Procedures as needed.	Kathy Dominguez, Dept Business	
		Administrator	Terrolyn Gunter, Asst Business Administrator
11	Distribution of Cash Handling Procedures to employees who	Kathy Dominguez, Dept Business	
	handle cash.	Administrator	Terrolyn Gunter, Asst Business Administrator
12	Consistent and efficient responses to inquiries.	Kathy Dominguez, Dept Business	
		Administrator	Terrolyn Gunter, Asst Business Administrator
ETTY	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
ONTE	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Kathy Dominguez, Dept Business	
	administration policies/procedures.	Administrator	Terrolyn Gunter, Asst Business Administrator
ROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Amy Tran, Administrative	Katha Daminana D. (D.)
		Coordinator	Kathy Dominguez, Dept. Business Administrator
2	Paramian dan samual inconstruction and the last of	Vether Densinger D (D)	
2	Ensuring the annual inventory was completed correctly.	Kathy Dominguez, Dept Business	Engla Kaller, Associate De
		Administrator	Frank Kelley, Associate Dean
2	Ensuring the annual inventory was completed correctly. Tagging equipment.	Administrator Amy Tran, Administrative	
3	Tagging equipment.	Administrator Amy Tran, Administrative Coordinator	Frank Kelley, Associate Dean Kathy Dominguez, Dept. Business Administrator
3		Administrator Amy Tran, Administrative	Kathy Dominguez, Dept. Business Administrator
3	Tagging equipment. Approving requests for removal of equipment from campus.	Administrator Amy Tran, Administrative Coordinator	
3	Tagging equipment.	Administrator Amy Tran, Administrative Coordinator	Kathy Dominguez, Dept. Business Administrator
3 4 ISCL0	Tagging equipment. Approving requests for removal of equipment from campus. OSURE FORMS	Administrator Amy Tran, Administrative Coordinator Frank Kelley, Associate Dean	Kathy Dominguez, Dept. Business Administrator
3	Tagging equipment. Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the	Administrator Amy Tran, Administrative Coordinator Frank Kelley, Associate Dean Terrolyn Gunter, Asst. Business	Kathy Dominguez, Dept. Business Administrator Sara Brown, Executive Director, Business Operations
3 4 ISCL0 1	Tagging equipment. Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Administrator Amy Tran, Administrative Coordinator Frank Kelley, Associate Dean Terrolyn Gunter, Asst. Business Administrator	Kathy Dominguez, Dept. Business Administrator
3 4 ISCL0	Tagging equipment. Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff	Administrator Amy Tran, Administrative Coordinator Frank Kelley, Associate Dean Terrolyn Gunter, Asst. Business Administrator Melissa Niles, College Business	Kathy Dominguez, Dept. Business Administrator Sara Brown, Executive Director, Business Operations Sara Brown, Executive Director, Business Operations
3 4 ISCLO 1 2	Tagging equipment. Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Administrator Amy Tran, Administrative Coordinator Frank Kelley, Associate Dean Terrolyn Gunter, Asst. Business Administrator Melissa Niles, College Business Administrator	Kathy Dominguez, Dept. Business Administrator Sara Brown, Executive Director, Business Operations
3 4 ISCL0 1	Tagging equipment. Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. Ensuring that all Principal and Co-Principal Investigators	Administrator Amy Tran, Administrative Coordinator Frank Kelley, Associate Dean Terrolyn Gunter, Asst. Business Administrator Melissa Niles, College Business Administrator Melissa Niles, College Business	Kathy Dominguez, Dept. Business Administrator Sara Brown, Executive Director, Business Operations Sara Brown, Executive Director, Business Operations
3 4 ISCLO 1 2	Tagging equipment. Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Administrator Amy Tran, Administrative Coordinator Frank Kelley, Associate Dean Terrolyn Gunter, Asst. Business Administrator Melissa Niles, College Business Administrator Melissa Niles, College Business	Kathy Dominguez, Dept. Business Administrator Sara Brown, Executive Director, Business Operations Sara Brown, Executive Director, Business Operations

UBP - H0044 Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCO	UNTS RECEIVABLE		
1	Extending of credit.		
		N/A	N/A
2	Billing.	NT/A	NT/A
3	Collection.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	IN/A	
4	Recording.	N/A	N/A
5	Monitoring credit extended.	11/21	
5	Nontoring creat extended.	N/A	N/A
6	Approving write-offs.		
		N/A	N/A
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Khanh Nguyen, Financial Analyst	
	fund equity at year-end.	2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from	Khanh Nguyen, Financial Analyst	
	sponsors.	2	Sara Brown, Executive Director, Business Operations
DEPA	RTMENTAL COMPUTING		
1			
1	Management of the departments' information technology	Peter Truong, Mgr. Network Control	Thomas Coores Sr. Associate Door for Ecoulty Affairs
2	resources. Ensuring that critical data back up occurs.	Peter Truong, Mgr. Network	Thomas George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Control	Thomas George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are	Peter Truong, Mgr. Network	Thomas George, SI: Associate Dean for Faculty Affairs
5	followed.	Control	Thomas George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr. Network	Thomas George, 51. Associate Dean for Faculty Attails
· ·	reporting of suspected security floudous.	Control	Thomas George, Sr. Associate Dean for Faculty Affairs