

## Baseline Standards FY19 - H0242, H0246, H0288, H0500, H0579

| 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.   | Michele Hoffman                    | Pam Muscarello       |
| 2  | Updating the Baseline Standards Form.  | Michele Hoffman                    | Pam Muscarello       |
| <b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>             |  |                                    |                      |
| 1  | Preparing cost center verifications.   | Adilia Vargas                      | Michele Hoffman      |
| 2  | Reviewing cost center verifications.   | Adilia Vargas                      | Michele Hoffman      |
| 3  | Approving cost center verifications.   | Michele Hoffman                    | Pam Muscarello       |
| 4  | Ensuring all cost centers are verified/approved on a timely basis.   | Adilia Vargas                      | Michele Hoffman      |
| <b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>              |  |                                    |                      |
| 1  | Ensuring valid authorization of purchase documents.  | Michele Hoffman                    | Pam Muscarello       |
| 2  | Ensuring the validity of travel and expense reimbursements.  | Michele Hoffman                    | Pam Muscarello       |
| 3  | Ensuring that goods and services are received and that timely payment is made.   | Michele Hoffman                    | Pam Muscarello       |
| 4  | Ensuring correct account coding on purchases documents.  | Michele Hoffman                    | Pam Muscarello       |
| 5  | Primary contact for inquiries to expenditure transactions.   | Michele Hoffman                    | Pam Muscarello       |
| <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.                     | Helen Lozano                       | Michele Hoffman      |
| 2  | Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.  | Helen Lozano                       | Michele Hoffman      |
| 3  | Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.   | Helen Lozano                       | Michele Hoffman      |
| 4  | Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.  | Helen Lozano                       | Michele Hoffman      |
| 5  | Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls | Helen Lozano                       | Michele Hoffman      |
| 6  | Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.  | Helen Lozano                       | Michele Hoffman      |
| 7  | Ensuring terminated employees are no longer charged to departmental cost centers.  | Helen Lozano                       | Michele Hoffman      |
| 8  | Maintaining departmental personnel files.  | Helen Lozano                       | Michele Hoffman      |
| 9  | Consistent and efficient responses to inquiries.   | Helen Lozano                       | Michele Hoffman      |
| 10   | Hire ePAR's should be processed at least 1 week prior to start date.   | Helen Lozano                       | Michele Hoffman      |
| 11   | Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.   | Helen Lozano                       | Michele Hoffman      |

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| <b>CASH HANDLING</b>           |  |                                    |                      |
| 1                              | Collecting cash, checks, etc.  | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| 2                              | Reconciling cash, checks, etc. to receipts.  | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| 3                              | Preparing deposits.  | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| 4                              | Preparing Journal Entries.   | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| 5                              | Verifying deposits posted correctly in the Finance System.   | Adilia Vargas                      | Michele Hoffman      |
| 6                              | Adequacy of physical safeguards of cash receipts and equivalent.   | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| 7                              | Secure deposits via UHDPS to Student Financial Services.   | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| 8                              | Ensuring deposits are made timely.   | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| 9                              | Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.                       | Michele Hoffman                    | Pam Muscarello       |
| 10                             | Updating Cash Handling Procedures as needed.   | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| 11                             | Distribution of Cash Handling Procedures to employees who handle cash.   | Michele Hoffman                    | Pam Muscarello       |
| 12                             | Consistent and efficient responses to inquiries.   | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| <b>PETTY CASH</b>              |  |                                    |                      |
| 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                  |
| <b>CONTRACT ADMINISTRATION</b> |  |                                    |                      |
| 1                              | Ensuring departmental personnel comply with contract administration policies/procedures.   | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| <b>PROPERTY MANAGEMENT</b>     |  |                                    |                      |
| 1                              | Performing the annual inventory.   | Bertha Gil/Helaine Guillory        | Michele Hoffman      |
| 2                              | Ensuring the annual inventory was completed correctly.   | Bertha Gil/Helaine Guillory        | Michele Hoffman      |
| 3                              | Tagging equipment.   | Bertha Gil/Helaine Guillory        | Michele Hoffman      |
| 4                              | Approving requests for removal of equipment from campus.   | Bertha Gil/Helaine Guillory        | Michele Hoffman      |
| <b>DISCLOSURE FORMS</b>        |  |                                    |                      |
| 1                              | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  | Michele Hoffman                    | Pam Muscarello       |
| 2                              | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.                               | Michele Hoffman                    | Pam Muscarello       |
| 3                              | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | Michele Hoffman                    | Pam Muscarello       |

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|--|---|------------------------------------|----------------------|
|  |   | Primary (Required)                 | Secondary (Optional) |
| ACCOUNTS RECEIVABLE                                      |   |                                    |                      |
| 1  | Extending of credit.  | N/A                                | N/A                  |
| 2  | Billing.  | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| 3  | Collection.   | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| 4  | Recording.  | Bertha Gil/Virginia Hernandez      | Michele Hoffman      |
| 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. | Michele Hoffman                    | Pam Muscarello       |
| 2  | Ensuring that research expenditures are covered by funds from sponsors.               | Michele Hoffman                    | Pam Muscarello       |
| DEPARTMENTAL COMPUTING                                   |   |                                    |                      |
| 1  | Management of the departments' information technology resources.                      | Minh Duong                         | Jeremy Alexander     |
| 2  | Ensuring that critical data back up occurs.   | Minh Duong                         | Jeremy Alexander     |
| 3  | Ensuring that procedures such as password controls are followed.                      | Minh Duong                         | Jeremy Alexander     |
| 4  | Reporting of suspected security violations.   | Minh Duong                         | Jeremy Alexander     |
| <b>Name &amp; Title</b>                                  |   |                                    |                      |
| Jeremy Alexander -Systems Administrator 1                |   |                                    |                      |
| Minh Duong - Technical Svcs Lead                         |   |                                    |                      |
| Bertha Gil - Financial Cordinator 2                      |   |                                    |                      |
| Helaine Guillory - Executive Administrative Assistant    |   |                                    |                      |
| Michele Hoffman - Department Business Administrator      |   |                                    |                      |
| Pam Muscarello - Executive Director-Coll/Div Business Op |   |                                    |                      |
| Virginia Hernandez - Financial Coordinator 2             |   |                                    |                      |
| Adilia Vargas - Financial Analyst 1                      |   |                                    |                      |