

H0536 - Dean of Students  
Baseline Standards  
FY 2019

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.	Gil Lizalde / DBA	Georgeann Smith / Director, Business Services
2	Updating the Baseline Standards Form.	Gil Lizalde / DBA	Georgeann Smith / Director, Business Services
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Lanita Holmes/Accountant III, Sheldon Henderson/Accountant I	
2	Reviewing cost center verifications.	Gil Lizalde / DBA	Georgeann Smith / Director, Business Services
3	Approving cost center verifications.	Designated Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Gil Lizalde / DBA	Candy Littleton/Asst. DBA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Gil Lizalde/DBA
2	Ensuring the validity of travel and expense reimbursements.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I, Dee Ann Canfield/Office Coord.	Gil Lizalde/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I, Dee Ann Canfield/Office Coord.	Gil Lizalde/DBA
4	Ensuring correct account coding on purchases documents.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Fin Coord II, Celeste Fuentes/Fin Coord I, Dee Ann Canfield/Office Coord.	Gil Lizalde/DBA
5	Primary contact for inquiries to expenditure transactions.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I.	Gil Lizalde/DBA
<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.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I and Gil Lizalde/DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I and Gil Lizalde/DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I and Gil Lizalde/DBA
4	Completing termination clearance procedures.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I and Gil Lizalde/DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I and Gil Lizalde/DBA
6	Maintaining departmental Personnel files.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I and Gil Lizalde/DBA
7	Ensuring valid authorization of new hires.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I and Gil Lizalde/DBA
8	Ensuring valid authorization of changes in compensation rates.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I and Gil Lizalde/DBA
9	Ensuring the accurate input of changes to the HR System.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I and Gil Lizalde/DBA
10	Consistent and efficient responses to inquiries.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I and Gil Lizalde/DBA

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I, Dee Ann Canfield/Office Coord.	Gil Lizalde/DBA
2	Reconciling cash, checks, etc. to receipts.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Celeste Fuentes/Fin Coord I	Gil Lizalde/DBA
3	Preparing deposits.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Celeste Fuentes/Fin Coord I	Gil Lizalde/DBA
4	Preparing Journal Entries.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Celeste	Gil Lizalde/DBA
5	Verifying deposits posted correctly in the Finance System.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Celeste	Gil Lizalde/DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I	Gil Lizalde/DBA
7	Secure deposits via UHDPS to Student Financial Services.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I	Gil Lizalde/DBA
8	Ensuring deposits are made timely.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Celeste	Gil Lizalde/DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA	Department supervisors and Gil Lizalde/DBA
10	Updating Cash Handling Procedures as needed.	Candy Littleton/Asst. DBA	Change fund custodians
11	Distribution of Cash Handling Procedures to employees who handle cash.	Department Supervisors and/or Managers of Cash Handling	Candy Littleton/Asst. DBA
12	Consistent and efficient responses to inquiries.	All members of the business services team.	Gil Lizalde/DBA
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Dr. William Munson / Assoc VP of Student Affairs and Dean of Students	Gil Lizalde/DBA and the Business Services contracts team
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	DSAES IT and Designated Department Property Custodian	
2	Ensuring the annual inventory was completed correctly.	DSAES IT and Designated Department Property Custodian	
3	Tagging equipment.	DSAES IT and Designated Department Property Custodian	

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4 Approving requests for removal of equipment from campus.	Devi Bala / Assistant VP Business Services, Georgeann Smith / Director Business Services	
<b>DISCLOSURE FORMS</b>		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Dr. William Munson / Assoc VP of Student Affairs and Dean of Students, Vicky Henderson/ Asst. DBA	Gil Lizalde/DBA
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Dr. William Munson / Assoc VP of Student Affairs and Dean of Students, Vicky Henderson/Asst. DBA	Gil Lizalde/DBA
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Dr. William Munson / Assoc VP of Student Affairs and Dean of Students, Vicky Henderson/Asst. DBA	Gil Lizalde/DBA
<b>ACCOUNTS RECEIVABLE</b>		
1 Extending of credit.	N/A	
2 Billing.	N/A	
3 Collection.	N/A	
4 Recording.	N/A	
5 Monitoring credit extended.	N/A	
6 Approving write-offs.	N/A	
<b>NEGATIVE BALANCES</b>		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Candy Littleton/Asst. DBA, Celeste Fuentes/Fin Coord I	Gil Lizalde/DBA
2 Ensuring that research expenditures are covered by funds from sponsors.	Candy Littleton/Asst. DBA, Celeste Fuentes/Fin Coord I	Gil Lizalde/DBA
<b>DEPARTMENTAL COMPUTING</b>		
1 Management of the departments' information technology resources.	DSAES IT	UIT
2 Ensuring that critical data back up occurs.	DSAES IT	UIT
3 Ensuring that procedures such as password controls are followed.	DSAES IT	UIT
4 Reporting of suspected security violations.	All staff members	DSAES IT / UIT
<b>FOR DEPARTMENT LISTED BELOW:</b>		
<b>H0206 Urban Experience Program</b>	<b>Candy Littleton</b>	<b>Gil Lizalde/DBA</b>
<b>H0218 Veteran Services</b>	<b>Candy Littleton</b>	<b>Gil Lizalde/DBA</b>
<b>H0223 Dean of Students</b>	<b>Candy Littleton</b>	<b>Gil Lizalde/DBA</b>
<b>H0229 Children's Learning Centers</b>	<b>Candy Littleton</b>	<b>Gil Lizalde/DBA</b>
<b>H0678 Woman and Gender Resource Center</b>	<b>Candy Littleton</b>	<b>Gil Lizalde/DBA</b>