Engineering Technology - H0139 Baseline Standards FY 2019

		Responsible Person(s) (Name/Title)		
Descrij	otion of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAF	RTMENTAL POLICIES & PROCEDURES / BASELINE			
STANI	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Suleyka Cruzalta/ABA		
	current.		David McMullen/Dir, Bus Ops	
2	Updating the Baseline Standards Form.	Suleyka Cruzalta/ABA	David McMullen/Dir, Bus Ops	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Eduardo Cortes/DBA		
	D	Edwards Cartas/DDA	Suleyka Cruzalta/ABA	
2	Reviewing cost center verifications.	Eduardo Cortes/DBA	Suleyka Cruzalta/ABA	
3	Approving cost center verifications.	Eduardo Cortes/DBA	Suleyka Cruzaita/ABA	
3	Approving cost center verifications.	Eddardo Cortes/DBA	Suleyka Cruzalta/ABA	
4	Ensuring all cost centers are verified/approved on a timely	Eduardo Cortes/DBA	Suicyka Cruzana/1971	
	basis.	Zadardo Cortos, BB11	Suleyka Cruzalta/ABA	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Eduardo Cortes/DBA		
1	Ensuring valid addiorization of purchase documents.	Eduardo Cortes/DBA	Suleyka Cruzalta/ABA	
2	Ensuring the validity of travel and expense reimbursements.	Eduardo Cortes/DBA	Sulcyka Crazana / 15/1	
-	Ensuring the validity of travel and expense remoursements.	Eddardo Cortes, BB11	Suleyka Cruzalta/ABA	
3	Ensuring that goods and services are received and that timely	Eduardo Cortes/DBA		
	payment is made.		Suleyka Cruzalta/ABA	
4	Ensuring correct account coding on purchases documents.	Eduardo Cortes/DBA		
			Suleyka Cruzalta/ABA	
5	Primary contact for inquiries to expenditure transactions.	Eduardo Cortes/DBA		
			Suleyka Cruzalta/ABA	
PAYRO	DLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved	Eduardo Cortes/DBA		
	before the deadlines set by Payroll, so that the correct hours are			
	recorded and paid on each bi-weekly paycheck.		Suleyka Cruzalta/ABA	
2	Ensuring all monthly leave is recorded and approved before the	Eduardo Cortes/DBA		
	deadlines set by Payroll.		Suleyka Cruzalta/ABA	
3	Reconciling approved reported time and leave (bi-weekly	Eduardo Cortes/DBA		
	employees) and ePARs (monthly employees) to the trial and			
	final payroll verification reports.		Suleyka Cruzalta/ABA	
4	Completing termination clearance procedures.	Eduardo Cortes/DBA		
			Suleyka Cruzalta/ABA	
5	Ensuring terminated employees are no longer charged to	Eduardo Cortes/DBA		
	departmental cost centers.		Suleyka Cruzalta/ABA	
6	Maintaining departmental Personnel files.	Eduardo Cortes/DBA		
			Suleyka Cruzalta/ABA	
7	Ensuring valid authorization of new hires.	Eduardo Cortes/DBA	Section to Committee (A.D.A.	
	English well-developed and the second	Educado Contro (DDA	Suleyka Cruzalta/ABA	
8	Ensuring valid authorization of changes in compensation rates.	Eduardo Cortes/DBA	Sulvadas Consulta /A D A	
9	Engueing the converts input of the control the IID Cont	Edwards Contac/DD A	Suleyka Cruzalta/ABA	
	Ensuring the accurate input of changes to the HR System.	Eduardo Cortes/DBA	Suleyka Cruzalta/ABA	
			DIDENNA VILIZADA/ADA	
10	Consistent and efficient responses to inquiries.	Eduardo Cortes/DBA	Euroyina Grazania i 1211	

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			erson(s) (Name/Title)
	otion of Responsibility	Primary (Required)	Secondary (Optional)
CASH I	HANDLING		
1	Collecting cash, checks, etc.	Eduardo Cortes/DBA	
		71 1 2 77	Suleyka Cruzalta/ABA
2	Reconciling cash, checks, etc. to receipts.	Eduardo Cortes/DBA	Suleyka Cruzalta/ABA
3	Preparing deposits.	Eduardo Cortes/DBA	Buttyliu Oruzuitu/12/1
4	D : 1 IF.:	EL LC (DDA	Suleyka Cruzalta/ABA
4	Preparing Journal Entries.	Eduardo Cortes/DBA	Suleyka Cruzalta/ABA
5	Verifying deposits posted correctly in the Finance System.	Eduardo Cortes/DBA	
6	Adequacy of physical safeguards of cash receipts and	Eduardo Cortes/DBA	Suleyka Cruzalta/ABA
U	equivalent.	Eduardo Cortes/DBA	Suleyka Cruzalta/ABA
7	Secure deposits via UHDPS to Student Financial Services.	Eduardo Cortes/DBA	
8	Ensuring deposits are made timely.	Eduardo Cortes/DBA	Suleyka Cruzalta/ABA
0		Eduardo Cortos, BB/1	Suleyka Cruzalta/ABA
9	Ensuring all employees who handle cash have completed Cash	Eduardo Cortes/DBA	
	Security Procedures or Cash Deposit and Security Procedures training.		Suleyka Cruzalta/ABA
10	Updating Cash Handling Procedures as needed.	Eduardo Cortes/DBA	
11	Distribution of Cook Househouse to consider on the	Edwards Contac/DDA	Suleyka Cruzalta/ABA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Eduardo Cortes/DBA	Suleyka Cruzalta/ABA
12	Consistent and efficient responses to inquiries.	Eduardo Cortes/DBA	
FTTV	CASH		Suleyka Cruzalta/ABA
LIII	CASH		
1	Preparing petty cash disbursements.	NA	NT.4
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
			NA
3	Ensuring petty cash disbursements are made for only authorized	NA	NA
4	purposes. Approving petty cash disbursements.	NA	INA
			NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each	NA	177
101/101	disbursement.		NA
ONTE	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Eduardo Cortes/DBA	
DODE	administration policies/procedures. RTY MANAGEMENT		Suleyka Cruzalta/ABA
KOPE	KII MANAGEMENI		
1	Performing the annual inventory.	Vinh Trinh/Lan Admin	
2	Ensuring the annual inventory was completed correctly.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll Its
	bisaring the aimaa inventory was completed correctly.	, IIII TIIIII/Laii Auiiiiii	Tom Jones/Dir, Coll Its
3	Tagging equipment.	Vinh Trinh/Lan Admin	m 1 /D: C !!:
4	Approving requests for removal of equipment from campus.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll Its
	- sproving requests for removal or equipment from eathpus.	· ······ IIIIII LAII / AIIIIII	Tom Jones/Dir, Coll Its
DISCLO	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Vicki Bell/Research Admin	
	annual Related Party disclosure statement online.		David McMullen/Dir, Bus Ops
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Vicki Bell/Research Admin	David MaMullan/Dia Para On
3	complete the Consulting disclosure statement online. Ensuring that all Principal and Co-Principal Investigators	Vicki Bell/Research Admin	David McMullen/Dir, Bus Ops
-	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.		David McMullen/Dir, Bus Ops

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Description of Responsibility		Primary (Required)	Secondary (Optional)
	UNTS RECEIVABLE		
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGA'	TIVE BALANCES		1112
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Eduardo Cortes/DBA	Suleyka Cruzalta/ABA
2	Ensuring that research expenditures are covered by funds from sponsors.	Eduardo Cortes/DBA	Suleyka Cruzalta/ABA
DEPAI	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll Its
2	Ensuring that critical data back up occurs.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll Its
3	Ensuring that procedures such as password controls are followed.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll Its
4	Reporting of suspected security violations.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll Its

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