

Hispanic Studies H0504
Baseline Standards
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Norma V. Quinones (DBA)	
2	Updating the Baseline Standards Form.	Norma V. Quinones (DBA)	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Jeanette Martinez (Office Coordinator)	
2	Reviewing cost center verifications.	Norma V. Quinones (DBA)	
3	Approving cost center verifications.	Pedro Gutierrez (Chair)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Norma V. Quinones (DBA)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Norma V. Quinones (DBA)	
2	Ensuring the validity of travel and expense reimbursements.	Norma V. Quinones (DBA)	
3	Ensuring that goods and services are received and that timely payment is made.	Jeanette Martinez (Office Coordinator)	
4	Ensuring correct account coding on purchases documents.	Jeanette Martinez (Office Coordinator)	
5	Primary contact for inquiries to expenditure transactions.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones (DBA)
PAYROLL / HUMAN RESOURCES			
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.	Jeanette Martinez (Office Coordinator)	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Norma V. Quinones (DBA)	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones (DBA)
4	Completing termination clearance procedures.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones (DBA)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Norma V. Quinones (DBA)	
6	Maintaining departmental Personnel files.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones (DBA)
7	Ensuring valid authorization of new hires.	Jeanette Martinez (Office Coordinator)	Norma V. Quinones (DBA)
8	Ensuring valid authorization of changes in compensation rates.	Norma V. Quinones (DBA)	
9	Ensuring the accurate input of changes to the HR System.	Norma V. Quinones (DBA)	
10	Consistent and efficient responses to inquiries.	Norma V. Quinones (DBA)	Jeanette Martinez (Office Coordinator)

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

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ACCOUNTS RECEIVABLE		N/A	
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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Norma V. Quinones (DBA)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Norma V. Quinones (DBA)	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Norma V. Quinones (DBA)	
2	Ensuring that critical data back up occurs.	Norma V. Quinones (DBA)	
3	Ensuring that procedures such as password controls are followed.	Norma V. Quinones (DBA)	
4	Reporting of suspected security violations.	Norma V. Quinones (DBA)	