

Conrad N Hilton College (H0080 H0081)
Baseline Standards
FY 2019

| 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. | Theodore Liang, DBA | Deepu Kurian, Dir. Bus Ops |
| 2 | Updating the Baseline Standards Form. | Deepu Kurian, Dir. Bus Ops | Theodore Liang, DBA |
| FINANCIAL REPORTING - COST CENTER VERIFICATIONS | | | |
| 1 | Preparing cost center verifications. | Dominique Cotwright, Bus. Svc. Asst | Eric Chen, Fin. Coordinator |
| 2 | Reviewing cost center verifications. | Deepu Kurian, Dir. Bus Ops | Theodore Liang, DBA |
| 3 | Approving cost center verifications. | Deepu Kurian, Dir. Bus Ops | Theodore Liang, DBA |
| 4 | Ensuring all cost centers are verified/approved on a timely basis. | Deepu Kurian, Dir. Bus Ops | Theodore Liang, DBA |
| FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS | | | |
| 1 | Ensuring valid authorization of purchase documents. | Silvia Vera, Fin. Coordinator | Dominique Cotwright, Bus. Svc. Asst |
| 2 | Ensuring the validity of travel and expense reimbursements. | Eric Chen, Fin. Coordinator | Silvia Vera, Fin. Coordinator |
| 3 | Ensuring that goods and services are received and that timely payment is made. | Silvia Vera, Fin. Coordinator | Dominique Cotwright, Bus. Svc. Asst |
| 4 | Ensuring correct account coding on purchases documents. | Silvia Vera, Fin. Coordinator | Eric Chen, Fin. Coordinator |
| 5 | Primary contact for inquiries to expenditure transactions. | Silvia Vera, Fin. Coordinator | Theodore Liang, 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. | Flor Montelongo, ABA | Theodore Liang, DBA |
| 2 | Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll. | Flor Montelongo, ABA | Theodore Liang, DBA |
| 3 | Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports. | Flor Montelongo, ABA | Theodore Liang, DBA |
| 4 | Completing termination clearance procedures. | Theodore Liang, DBA | Deepu Kurian, Dir. Bus Ops |
| 5 | Ensuring terminated employees are no longer charged to departmental cost centers. | Flor Montelongo, ABA | Theodore Liang, DBA |
| 6 | Maintaining departmental Personnel files. | Flor Montelongo, ABA | Theodore Liang, DBA |
| 7 | Ensuring valid authorization of new hires. | Flor Montelongo, ABA | Theodore Liang, DBA |
| 8 | Ensuring valid authorization of changes in compensation rates. | Deepu Kurian, Dir. Bus Ops | Theodore Liang, DBA |
| 9 | Ensuring the accurate input of changes to the HR System. | Flor Montelongo, ABA | Theodore Liang, DBA |

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| 10 Consistent and efficient responses to inquiries. | Flor Montelongo, ABA | Theodore Liang, DBA |
| CASH HANDLING | | |
| 1 Collecting cash, checks, etc. | Eric Chen, Fin. Coordinator | Alfredo Fernandez, Fin. Coordinator |
| 2 Reconciling cash, checks, etc. to receipts. | Eric Chen, Fin. Coordinator | Alfredo Fernandez, Fin. Coordinator |
| 3 Preparing deposits. | Eric Chen, Fin. Coordinator | Alfredo Fernandez, Fin. Coordinator |
| 4 Preparing Journal Entries. | Eric Chen, Fin. Coordinator | Alfredo Fernandez, Fin. Coordinator |
| 5 Verifying deposits posted correctly in the Finance System. | Dominique Cotwright, Bus. Svc. Asst | Theodore Liang, DBA |
| 6 Adequacy of physical safeguards of cash receipts and equivalent. | Eric Chen, Fin. Coordinator | Alfredo Fernandez, Fin. Coordinator |
| 7 Secure deposits via UHDPS to Student Financial Services. | Eric Chen, Fin. Coordinator | Alfredo Fernandez, Fin. Coordinator |
| 8 Ensuring deposits are made timely. | Eric Chen, Fin. Coordinator | Alfredo Fernandez, Fin. Coordinator |
| 9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. | Theodore Liang, DBA | Flor Montelongo, ABA |
| 10 Updating Cash Handling Procedures as needed. | Theodore Liang, DBA | Deepu Kurian, Dir. Bus Ops |
| 11 Distribution of Cash Handling Procedures to employees who handle cash. | Theodore Liang, DBA | Deepu Kurian, Dir. Bus Ops |
| 12 Consistent and efficient responses to inquiries. | Eric Chen, Fin. Coordinator | Alfredo Fernandez, Fin. 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. | Silvia Vera, Fin. Coordinator | Theodore Liang, DBA |
| PROPERTY MANAGEMENT | | |
| 1 Performing the annual inventory. | Alfredo Fernandez, Fin. Coordinator | Theodore Liang, DBA |

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| 2 | Ensuring the annual inventory was completed correctly. | Theodore Liang, DBA Deepu Kurian, Dir. Bus Ops |
| 3 | Tagging equipment. | Gautam Taneja, Manager Info Systems Akash Grover, Dir of Facilities |
| 4 | Approving requests for removal of equipment from campus. | Theodore Liang, DBA Deepu Kurian, Dir. Bus Ops |
| DISCLOSURE FORMS | | |
| 1 | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. | Theodore Liang, DBA Deepu Kurian, Dir. Bus Ops |
| 2 | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. | Theodore Liang, DBA Deepu Kurian, Dir. Bus Ops |
| 3 | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | Theodore Liang, DBA Deepu Kurian, Dir. Bus Ops |
| ACCOUNTS RECEIVABLE | | |
| 1 | Extending of credit. | Deepu Kurian, Dir. Bus Ops Alfredo Fernandez, Fin. Asst. |
| 2 | Billing. | Alfredo Fernandez, Fin. Cordinator Eric Chen, Fin. Coordinator |
| 3 | Collection. | Alfredo Fernandez, Fin. Cordinator Eric Chen, Fin. Coordinator |
| 4 | Recording. | Alfredo Fernandez, Fin. Cordinator Eric Chen, Fin. Coordinator |
| 5 | Monitoring credit extended. | Alfredo Fernandez, Fin. Cordinator Eric Chen, Fin. Coordinator |
| 6 | Approving write-offs. | Deepu Kurian, Dir. Bus Ops Dr. Dennis Reynolds, Dean |
| NEGATIVE BALANCES | | |
| 1 | Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. | Deepu Kurian, Dir. Bus Ops Theodore Liang, DBA |
| 2 | Ensuring that research expenditures are covered by funds from sponsors. | Deepu Kurian, Dir. Bus Ops Theodore Liang, DBA |
| DEPARTMENTAL COMPUTING | | |
| 1 | Management of the departments' information technology resources. | Gautam Taneja, Manager Info Systems Preston Pierott, USS 2 |
| 2 | Ensuring that critical data back up occurs. | Gautam Taneja, Manager Info Systems Preston Pierott, USS 3 |
| 3 | Ensuring that procedures such as password controls are followed. | Gautam Taneja, Manager Info Systems Preston Pierott, USS 4 |
| 4 | Reporting of suspected security violations. | Gautam Taneja, Manager Info Systems Preston Pierott, USS 5 |