

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.	Avani Dave/DBA
2	Updating the Baseline Standards Form.	Avani Dave/DBA Linda Robinson/A.B.A
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Lawrencene Dourseau/Accountant 2 Leona Pham/Accountant 3
2	Reviewing cost center verifications.	Lawrencene Dourseau/Accountant 2 Leona Pham/Accountant 3
3	Approving cost center verifications.	Designated Cost Center Managers Avani Dave/DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Leona Pham/Accountant 3 Avani Dave/DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Emilio Ontiveros/ Office Coord/Mariela Raudales/Executive Avani Dave/DBA
2	Ensuring the validity of travel and expense reimbursements.	Linda Robinson/A.B.A/Mariela Raudales/Executive Secretary Avani Dave/DBA
3	Ensuring that goods and services are received and that timely payments are made.	Linda Robinson/A.B.A/Emilio Ontiveros/ Office Coord/Mariela Raudales/Executive Avani Dave/DBA
4	Ensuring correct account coding on purchases documents.	Linda Robinson/A.B.A/Emilio Ontiveros/ Office Coord/Mariela Raudales/Executive Leona Pham/Accountant 3
5	Primary contact for inquiries to expenditure transactions.	Linda Robinson/A.B.A/Emilio Ontiveros/ Office Coord/Mariela Raudales/Executive Leona Pham/Accountant 3
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.	Katherine Vu/Dept. HR/Payroll Coord 2, Rachel Lee/Admin Coord Linda Robinson/A.B.A
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Katherine Vu/Dept. HR/Payroll Coord 2, Rachel Lee/Admin Coord Linda Robinson/A.B.A
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Katherine Vu/Dept. HR/Payroll Coord 2, Rachel Lee/Admin Coord Linda Robinson/A.B.A
4	Completing termination clearance procedures.	Katherine Vu/Dept. HR/Payroll Coord 2, Rachel Lee/Admin Coord Avani Dave/DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Katherine Vu/Dept. HR/Payroll Coord 2, Rachel Lee/Admin Coord Lawrencene Dourseau/Accountant 2/Leona Pham/Accountant 3
6	Maintaining departmental Personnel files.	Katherine Vu/Dept. HR/Payroll Coord 2, Rachel Lee/Admin Coord Avani Dave/DBA
7	Ensuring valid authorization of new hires.	Katherine Vu/Dept. HR/Payroll Coord 2, Rachel Lee/Admin Coord Avani Dave/DBA, Leona Pham/Accountant 3
8	Ensuring valid authorization of changes in compensation rates.	Katherine Vu/Dept. HR/Payroll Coord 2, Rachel Lee/Admin Coord Avani Dave/DBA, Leona Pham/Accountant 3
9	Ensuring the accurate input of changes to the HR System.	Katherine Vu/Dept. HR/Payroll Coord 2, Rachel Lee/Admin Coord Avani Dave/DBA, Leona Pham/Accountant 3
10	Consistent and efficient responses to inquiries.	Katherine Vu/Dept. HR/Payroll Coord 2, Rachel Lee/Admin Coord Avani Dave/DBA, Leona Pham/Accountant 3
CASH HANDLING		
1	Collecting cash, checks, etc.	Emilio Ontiveros/ Office Coord Jevasia Machey/Fin Coord 1/Kha Nhi/ Financial Asst.
2	Reconciling cash, checks, etc. to receipts.	Lawrencene Dourseau/Accountant 2 Leona Pham/Accountant 3
3	Preparing deposits.	Emilio Ontiveros/ Office Coord Jevasia Machey/Fin Coord 1/Kha Nhi/ Financial Asst.
4	Preparing Journal Entries.	Emilio Ontiveros/ Office Coord Jevasia Machey/Fin Coord 1/Kha Nhi/ Financial Asst.
5	Verifying deposits posted correctly in the Finance System.	Lawrencene Dourseau/Accountant 2 Leona Pham/Accountant 3
6	Adequacy of physical safeguards of cash receipts and equivalents.	Emilio Ontiveros/ Office Coord Leona Pham/Accountant 3
7	Secure deposits via UHDPSS to Student Financial Services.	Emilio Ontiveros/ Office Coord Leona Pham/Accountant 3
8	Ensuring deposits are made timely.	Emilio Ontiveros/ Office Coord, Leona Pham/Accountant 3 Avani Dave/DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Avani Dave/DBA Leona Pham/Accountant 3
10	Updating Cash Handling Procedures as needed.	Leona Pham/Accountant 3 Avani Dave/DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Leona Pham/Accountant 3 Avani Dave/DBA
12	Consistent and efficient responses to inquiries.	Leona Pham/Accountant 3 Avani Dave/DBA
PETTY CASH		
1	Preparing petty cash disbursements.	NA NA

Mathematics - H0110
Baseline Standards
FY 2019

2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursemer	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jevasia Machey/Fin Coord 1, Linda Robinson/A.B.A/Kha Nhi/ Financial Asst	Avani Dave/DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Emilio Ontiveros/ Office Coordinator	Avani Dave/DBA
2	Ensuring the annual inventory was completed correctly.	Emilio Ontiveros/ Office Coordinator	Avani Dave/DBA
3	Tagging equipment.	Emilio Ontiveros/ Office Coordinator	Avani Dave/DBA
4	Approving requests for removal of equipment from campus.	Employee's supervisor and Emilio Ontiveros/ Off	Avani Dave/DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jevasia Machey/Fin Coord 1	Avani Dave/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Avani Dave/DBA	Avani Dave/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Jevasia Machey/Fin Coord 1	Avani Dave/DBA
ACCOUNTS 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
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund	Leona Pham/Accountant 3	Avani Dave/DBA
2	Ensuring that research expenditures are covered by funds from s	Leona Pham/Accountant 3	Avani Dave/DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resourc	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda, Math: Jin Chen, CASA
2	Ensuring that critical data back up occurs.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda, Math: Jin Chen, CASA
3	Ensuring that procedures such as password controls are followe	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda, Math: Jin Chen, CASA
4	Reporting of suspected security violations.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda, Math: Jin Chen, CASA