

Dean's Office - H0102
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.	Judy Mata, Department Business Administrator	Emily Merrell, College Business Administrator
2	Updating the Baseline Standards Form.	Judy Mata, Department Business Administrator	Emily Merrell, College Business Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Shahab Tayyab, Program Manager 2	Antoinette Marvels, Financial Coordinator
2	Reviewing cost center verifications.	Shahab Tayyab, Program Manager 2	Antoinette Marvels, Financial Coordinator
3	Approving cost center verifications.	Cost Center Managers	Judy Mata, Department Business Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Shahab Tayyab, Program Manager 2	Judy Mata, Department Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Antoinette Marvels, Financial Coordinator	Judy Mata, Department Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Jordan Wilcots, Financial Coordinator	Judy Mata, Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Antoinette Marvels, Financial Coordinator	Judy Mata, Department Business Administrator
4	Ensuring correct account coding on purchases documents.	Antoinette Marvels, Financial Coordinator	Judy Mata, Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Antoinette Marvels, Financial Coordinator	Judy Mata, Department Business Administrator
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.	Jordan Wilcots, Financial Coordinator	Antoinette Marvels, Financial Coordinator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Jordan Wilcots, Financial Coordinator	Antoinette Marvels, Financial Coordinator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jordan Wilcots, Financial Coordinator	Antoinette Marvels, Financial Coordinator
4	Completing termination clearance procedures.	Jordan Wilcots, Financial Coordinator	Antoinette Marvels, Financial Coordinator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Jordan Wilcots, Financial Coordinator	Judy Mata, Department Business Administrator
6	Maintaining departmental Personnel files.	Jordan Wilcots, Financial Coordinator	Judy Mata, Department Business Administrator
7	Ensuring valid authorization of new hires.	Jordan Wilcots, Financial Coordinator	Judy Mata, Department Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Jordan Wilcots, Financial Coordinator	Judy Mata, Department Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Jordan Wilcots, Financial Coordinator	Judy Mata, Department Business Administrator

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10	Consistent and efficient responses to inquiries.	Jordan Wilcots, Financial Coordinator	Judy Mata, Department Business Administrator
CASH HANDLING			
1	Collecting cash, checks, etc.	Antoinette Marvels, Financial Coordinator	Judy Mata, Department Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Judy Mata, Department Business Administrator	Emily Merrell, College Business Administrator
3	Preparing deposits.	Antoinette Marvels, Financial Coordinator	Judy Mata, Department Business Administrator
4	Preparing Journal Entries.	Antoinette Marvels, Financial Coordinator	Judy Mata, Department Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Shahab Tayyab, Program Manager 2	Judy Mata, Department Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Judy Mata, Department Business Administrator	
7	Secure deposits via UHDPS to Student Financial Services.	Judy Mata, Department Business Administrator	Debbi Loya, Financial Manager
8	Ensuring deposits are made timely.	Antoinette Marvels, Financial Coordinator	Judy Mata, Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Judy Mata, Department Business Administrator	Emily Merrell, College Business Administrator
10	Updating Cash Handling Procedures as needed.	Judy Mata, Department Business Administrator	Emily Merrell, College Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Judy Mata, Department Business Administrator	Emily Merrell, College Business Administrator
12	Consistent and efficient responses to inquiries.	Antoinette Marvels, Financial Coordinator	Judy Mata, Department Business Administrator
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.	Judy Mata, Department Business Administrator	Emily Merrell, College Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Mike Mahanay, Project Manager	Judy Mata, Department Business Administrator
2	Ensuring the annual inventory was completed correctly.	Mike Mahanay, Project Manager	Judy Mata, Department Business Administrator

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3	Tagging equipment.	Mike Mahanay, Project Manager	Judy Mata, Department Business Administrator
4	Approving requests for removal of equipment from campus.	Mike Mahanay, Project Manager	Judy Mata, Department Business Administrator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Judy Mata, Department Business Administrator	Emily Merrell, College Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Judy Mata, Department Business Administrator	Emily Merrell, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Judy Mata, Department Business Administrator	Emily Merrell, College Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Javier Diaz, Systems Administrator	Karen Le, Technical Services Specialist
3	Collection.	Javier Diaz, Systems Administrator	Karen Le, Technical Services Specialist
4	Recording.	Antoinette Marvels, Financial Coordinator	Judy Mata, Department Business Administrator
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Salvador Baez-Franceschi, College Info. Services	Judy Mata, Department Business Administrator
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Fred McGhee, Exec Director	Judy Mata, Department Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Judy Mata, Department Business Administrator	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Javier Diaz, Systems Administrator	Salvador Baez-Franceschi, College Info. Services
2	Ensuring that critical data back up occurs.	Javier Diaz, Systems Administrator	Salvador Baez-Franceschi, College Info. Services
3	Ensuring that procedures such as password controls are followed.	Javier Diaz, Systems Administrator	Salvador Baez-Franceschi, College Info. Services
4	Reporting of suspected security violations.	Javier Diaz, Systems Administrator	Salvador Baez-Franceschi, College Info. Services