

College of Architecture and Design H0403
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.	Cecilia Rodriguez,CBA	Nhu-Thuy Mai, DBA
2	Updating the Baseline Standards Form.	Cecilia Rodriguez,CBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nhu-Thuy Mai, DBA/Linda Silva Office Assistant II	
2	Reviewing cost center verifications.	Nhu-Thuy Mai, DBA	
3	Approving cost center verifications.	Cecilia Rodriguez,CBA	Nhu-Thuy Mai, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Nhu-Thuy Mai, DBA	Cecilia Rodriguez,CBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Maggie Zarazua, Financial Coord 2/Linda Silva, Office Assistant 2	Nhu-Thuy Mai, DBA
2	Ensuring the validity of travel and expense reimbursements.	Maggie Zarazua, Financial Coord 2	Nhu-Thuy Mai, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Maggie Zarazua, Financial Coord 2/Linda Silva, Office Assistant 2	Nhu-Thuy Mai, DBA
4	Ensuring correct account coding on purchases documents.	Maggie Zarazua, Financial Coord 2/Linda Silva, Office Assistant 2	Nhu-Thuy Mai, DBA
5	Primary contact for inquiries to expenditure transactions.	Maggie Zarazua, Financial Coord 2/Linda Silva, Office Assistant 2	Nhu-Thuy Mai, 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.	Nicole Thomas, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Nicole Thomas, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Nicole Thomas, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
4	Completing termination clearance procedures.	Nicole Thomas, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Nicole Thomas, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
6	Maintaining departmental Personnel files.	Nicole Thomas, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
7	Ensuring valid authorization of new hires.	Nicole Thomas, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
8	Ensuring valid authorization of changes in compensation rates.	Nicole Thomas, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
9	Ensuring the accurate input of changes to the HR System.	Nicole Thomas, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA

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10 Consistent and efficient responses to inquiries.	Nicole Thomas, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
CASH HANDLING		
1 Collecting cash, checks, etc.	Nhu-Thuy Mai, DBA	Maggie Zarazua, Financial Coord 2
2 Reconciling cash, checks, etc. to receipts.	Nhu-Thuy Mai, DBA	
3 Preparing deposits.	Maggie Zarazua, Financial Coord 2	
4 Preparing Journal Entries.	Maggie Zarazua, Financial Coord 2	Nhu-Thuy Mai, DBA
5 Verifying deposits posted correctly in the Finance System.	Nhu-Thuy Mai, DBA	Cecilia Rodriguez,CBA
6 Adequacy of physical safeguards of cash receipts and equivalent.	Maggie Zarazua, Financial Coord 2	Nhu-Thuy Mai, DBA
7 Secure deposits via UHDPS to Student Financial Services.	Maggie Zarazua, Financial Coord 2	Nhu-Thuy Mai, DBA
8 Ensuring deposits are made timely.	Maggie Zarazua, Financial Coord 2	Nhu-Thuy Mai, DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Cecilia Rodriguez,CBA	Nhu-Thuy Mai, DBA
10 Updating Cash Handling Procedures as needed.	Cecilia Rodriguez,CBA	Nhu-Thuy Mai, DBA
11 Distribution of Cash Handling Procedures to employees who handle cash.	Cecilia Rodriguez,CBA	Nhu-Thuy Mai, DBA
12 Consistent and efficient responses to inquiries.	Cecilia Rodriguez,CBA	Nhu-Thuy Mai, DBA
PETTY CASH		
1 Preparing petty cash disbursements.	NA	
2 Ensuring petty cash disbursements are not for more than \$100.	NA	
3 Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4 Approving petty cash disbursements.	NA	
5 Replenishing the petty cash fund timely.	NA	
6 Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Cecilia Rodriguez,CBA	Nhu-Thuy Mai, DBA
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Linda Silva, Office Assistant II/Lam Pham,Mgr. Coll/Div Info	Cecilia Rodriguez,CBA

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2	Ensuring the annual inventory was completed correctly.	Linda Silva, Office Assistant II/Lam Pham,Mgr, Coll/Div Info	Cecilia Rodriguez,CBA
3	Tagging equipment.	Linda Silva, Office Assistant II/Lam Pham,Mgr, Coll/Div Info	Cecilia Rodriguez,CBA
4	Approving requests for removal of equipment from campus.	Cecilia Rodriguez,CBA	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Cecilia Rodriguez,CBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Cecilia Rodriguez,CBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Cecilia Rodriguez,CBA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nhu-Thuy Mai, DBA	Cecilia Rodriguez,CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Nhu-Thuy Mai, DBA	Cecilia Rodriguez,CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Lam Pham,Mgr, Coll/Div Info	
2	Ensuring that critical data back up occurs.	Lam Pham,Mgr, Coll/Div Info	
3	Ensuring that procedures such as password controls are followed.	Lam Pham,Mgr, Coll/Div Info	
4	Reporting of suspected security violations.	Lam Pham,Mgr, Coll/Div Info	