

School of Communication
Baseline Standards
FY 2024

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.	Suleyka Cruzalta CBA	
2	Updating the Baseline Standards Form.	Suleyka Cruzalta CBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Suleyka Cruzalta CBA	
2	Reviewing cost center verifications.	Jennifer Vardeman, Director	Suleyka Cruzalta CBA
3	Approving cost center verifications.	Jennifer Vardeman, Director	N/A
4	Ensuring all cost centers are verified/approved on a timely basis.	Suleyka Cruzalta CBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Suleyka Cruzalta CBA	
2	Ensuring the validity of travel and expense reimbursements.	Suleyka Cruzalta CBA	
3	Ensuring that goods and services are received and that timely payment is made.	Mario Rincon Fin. Coord.	
4	Ensuring correct account coding on purchases documents.	Suleyka Cruzalta CBA	
5	Primary contact for inquiries to expenditure transactions.	Suleyka Cruzalta CBA	
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.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mario Rincon Fin. Coord.	N/A
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mario Rincon Fin. Coord.	N/A
4	Completing termination clearance procedures.	Suleyka Cruzalta CBA	N/A
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA
6	Maintaining departmental Personnel files.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA
7	Ensuring valid authorization of new hires.	Suleyka Cruzalta CBA	
8	Ensuring valid authorization of changes in compensation rates.	Suleyka Cruzalta CBA	
9	Ensuring the accurate input of changes to the HR System.	Suleyka Cruzalta CBA	

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10	Consistent and efficient responses to inquiries.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA
2	Reconciling cash, checks, etc. to receipts.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA
3	Preparing deposits.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA
4	Preparing Journal Entries.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA
5	Verifying deposits posted correctly in the Finance System.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA
7	Secure deposits via UHDPS to Student Financial Services.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA
8	Ensuring deposits are made timely.	Mario Rincon Fin. Coord.	Suleyka Cruzalta CBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Suleyka Cruzalta CBA	
10	Updating Cash Handling Procedures as needed.	Suleyka Cruzalta CBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Suleyka Cruzalta CBA	
12	Consistent and efficient responses to inquiries.	Suleyka Cruzalta CBA	
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.	Suleyka Cruzalta CBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Dung Huynh, Microsystem Analyst/Jose Vazquez, Media	Suleyka Cruzalta CBA

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2	Ensuring the annual inventory was completed correctly.	Dung Huynh, Microsystem Analyst/Jose Vazquez, Media	Suleyka Cruzalta CBA
3	Tagging equipment.	Dung Huynh, Microsystem Analyst/Jose Vazquez, Media	N/A
4	Approving requests for removal of equipment from campus.	Suleyka Cruzalta CBA	N/A
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Suleyka Cruzalta CBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Suleyka Cruzalta CBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Suleyka Cruzalta CBA	

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ACCOUNTS RECEIVABLE			
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.	Suleyka Cruzalta CBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Suleyka Cruzalta CBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Dung Huynh, Microsystem Analyst	Frank Houston, Dir, College IT
2	Ensuring that critical data back up occurs.	Dung Huynh, Microsystem Analyst	Frank Houston, Dir, College IT
3	Ensuring that procedures such as password controls are followed.	Dung Huynh, Microsystem Analyst	Frank Houston, Dir, College IT
4	Reporting of suspected security violations.	Dung Huynh, Microsystem Analyst	Frank Houston, Dir, College IT