

Department of Comparative Cultural Studies - H0121  
Baseline Standards  
FY 2024

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Suleyka Cruzalta CBA	
2	Updating the Baseline Standards Form.	Suleyka Cruzalta CBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Suleyka Cruzalta CBA	
2	Reviewing cost center verifications.	Suleyka Cruzalta CBA	Dr. Nicholas De Genova/ Chair
3	Approving cost center verifications.	Dr. Nicholas De Genova/ Chair	
4	Ensuring all cost centers are verified/approved on a timely basis.	Suleyka Cruzalta CBA	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
2	Ensuring the validity of travel and expense reimbursements.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
3	Ensuring that goods and services are received and that timely payment is made.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
4	Ensuring correct account coding on purchases documents.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
5	Primary contact for inquiries to expenditure transactions.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Juana Chavez DBA	Suleyka Cruzalta CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Juana Chavez DBA	Suleyka Cruzalta CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Juana Chavez DBA	Suleyka Cruzalta CBA
4	Completing termination clearance procedures.	Juana Chavez DBA	Suleyka Cruzalta CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Juana Chavez DBA	Suleyka Cruzalta CBA
6	Maintaining departmental Personnel files.	Juana Chavez DBA	Suleyka Cruzalta CBA
7	Ensuring valid authorization of new hires.	Juana Chavez DBA	Suleyka Cruzalta CBA
8	Ensuring valid authorization of changes in compensation rates.	Juana Chavez DBA	Suleyka Cruzalta CBA
9	Ensuring the accurate input of changes to the HR System.	Juana Chavez DBA	Suleyka Cruzalta CBA
10	Consistent and efficient responses to inquiries.	Juana Chavez DBA	Suleyka Cruzalta CBA

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
2	Reconciling cash, checks, etc. to receipts.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
3	Preparing deposits.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
4	Preparing Journal Entries.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
5	Verifying deposits posted correctly in the Finance System.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
7	Secure deposits via UHDPS to Student Financial Services.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
8	Ensuring deposits are made timely.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
10	Updating Cash Handling Procedures as needed.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
12	Consistent and efficient responses to inquiries.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
<b>PETTY CASH</b>			
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	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Suleyka Cruzalta CBA	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
2	Ensuring the annual inventory was completed correctly.	Suleyka Cruzalta CBA	Suleyka Cruzalta CBA
3	Tagging equipment.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA

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4	Approving requests for removal of equipment from campus.	Suleyka Cruzalta CBA	Suleyka Cruzalta CBA
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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<b>ACCOUNTS RECEIVABLE</b>			
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	
<b>NEGATIVE BALANCES</b>			
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	
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Frank Houston, CLASS IT Director	
2	Ensuring that critical data back up occurs.	Frank Houston, CLASS IT Director	
3	Ensuring that procedures such as password controls are followed.	Frank Houston, CLASS IT Director	
4	Reporting of suspected security violations.	Frank Houston, CLASS IT Director	