

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

Department Name  
Baseline Standards  
FY 2024

		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
10	Consistent and efficient responses to inquiries.	Andre Cobb	Valeria Gonzalez

Department Name  
Baseline Standards  
FY 2024

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Valeria Gonzalez	Cristian Mendoza
2	Reconciling cash, checks, etc. to receipts.	Andre Cobb	
3	Preparing deposits.	Valeria Gonzalez	Cristian Mendoza
4	Preparing Journal Entries.	Andre Cobb, Valeria Gonzalez	
5	Verifying deposits posted correctly in the Finance System.	Andre Cobb	Valeria Gonzalez
6	Adequacy of physical safeguards of cash receipts and equivalent.	Valeria Gonzalez	Andre Cobb
7	Secure deposits via UHDPS to Student Financial Services.	Valeria Gonzalez	
8	Ensuring deposits are made timely.	Valeria Gonzalez	Andre Cobb
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Andre Cobb	
10	Updating Cash Handling Procedures as needed.	Andre Cobb	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Andre Cobb	
12	Consistent and efficient responses to inquiries.	Andre Cobb	Valeria Gonzalez, Cristian Mendoza
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.	Andre Cobb	Valeria Gonzalez
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Andre Cobb	

Department Name  
Baseline Standards  
FY 2024

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
2	Ensuring the annual inventory was completed correctly.	Andre Cobb	
3	Tagging equipment.	Andre Cobb	
4	Approving requests for removal of equipment from campus.	Andre Cobb	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Andre Cobb	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Andre Cobb	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Andre Cobb	

Department Name  
Baseline Standards  
FY 2024

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
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.	Andre Cobb	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston	
2	Ensuring that critical data back up occurs.	Frank Houston	
3	Ensuring that procedures such as password controls are followed.	Frank Houston	
4	Reporting of suspected security violations.	Frank Houston	