

Mexican American
Studies 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.	Jessica Thiam DBA	
2	Updating the Baseline Standards Form.	Jessica Thiam DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vanessa Luna FC2	
2	Reviewing cost center verifications.	Jessica Thiam DBA	
3	Approving cost center verifications.	Jessica Thiam DBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Pamela Quiroz Director	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jessica Thiam DBA	Jessica Thiam DBA
2	Ensuring the validity of travel and expense reimbursements.	Vanessa Luna FC2	Jessica Thiam DBA
3	Ensuring that goods and services are received and that timely payment is made.	Vanessa Luna FC2	Jessica Thiam DBA
4	Ensuring correct account coding on purchases documents.	Vanessa Luna FC2	
5	Primary contact for inquiries to expenditure transactions.	Vanessa Luna FC2	
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.	Vanessa Luna FC2	Jessica Thiam DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vanessa Luna FC2	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vanessa Luna FC2	
4	Completing termination clearance procedures.	Jessica Thiam DBA	Jessica Thiam DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vanessa Luna FC2	
6	Maintaining departmental Personnel files.	Vanessa Luna FC2	
7	Ensuring valid authorization of new hires.	Jessica Thiam DBA	
8	Ensuring valid authorization of changes in compensation rates.	Jessica Thiam DBA	
9	Ensuring the accurate input of changes to the HR System.	Jessica Thiam DBA	

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10	Consistent and efficient responses to inquiries.	Jessica Thiam DBA	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Jessica Thiam DBA	Jessica Thiam DBA
2	Reconciling cash, checks, etc. to receipts.	Jessica Thiam DBA	Jessica Thiam DBA
3	Preparing deposits.	Jessica Thiam DBA	Jessica Thiam DBA
4	Preparing Journal Entries.	Jessica Thiam DBA	Jessica Thiam DBA
5	Verifying deposits posted correctly in the Finance System.	Jessica Thiam DBA	Jessica Thiam DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jessica Thiam DBA	Jessica Thiam DBA
7	Secure deposits via UHDPS to Student Financial Services.	Jessica Thiam DBA	Jessica Thiam DBA
8	Ensuring deposits are made timely.	Jessica Thiam DBA	Jessica Thiam DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jessica Thiam DBA	
10	Updating Cash Handling Procedures as needed.	Jessica Thiam DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jessica Thiam DBA	
12	Consistent and efficient responses to inquiries.	Jessica Thiam 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.	Jessica Thiam DBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Vanessa Luna FC2	

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2	Ensuring the annual inventory was completed correctly.	Jessica Thiam DBA	
3	Tagging equipment.	Vanessa Luna FC2	
4	Approving requests for removal of equipment from campus.	Jessica Thiam DBA	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jessica Thiam DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jessica Thiam DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Jessica Thiam DBA	

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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.	Jessica Thiam DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Jessica Thiam DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston (CLASS IT Manager)	
2	Ensuring that critical data back up occurs.	Frank Houston (CLASS IT Manager)	
3	Ensuring that procedures such as password controls are followed.	Frank Houston (CLASS IT Manager)	
4	Reporting of suspected security violations.	Frank Houston (CLASS IT Manager)	