

Modern and Classical Languages  
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	NA
2	Updating the Baseline Standards Form.	Suleyka Cruzalta CBA	NA
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Suleyka Cruzalta CBA	NA
2	Reviewing cost center verifications.	Suleyka Cruzalta CBA	NA
3	Approving cost center verifications.	Emran El Badawi-Chair	NA
4	Ensuring all cost centers are verified/approved on a timely basis.	Suleyka Cruzalta CBA	NA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	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.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Monica Espinoza Admin Coord.	NA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Monica Espinoza Admin Coord.	Suleyka Cruzalta CBA
4	Completing termination clearance procedures.	Suleyka Cruzalta CBA	Suleyka Cruzalta CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Devianee Vasanjee-DBA	NA
6	Maintaining departmental Personnel files.	Devianee Vasanjee-DBA	NA
7	Ensuring valid authorization of new hires.	Devianee Vasanjee-DBA	NA
8	Ensuring valid authorization of changes in compensation rates.	Devianee Vasanjee-DBA	Monica Espinoza Admin Coord.
9	Ensuring the accurate input of changes to the HR System.	Devianee Vasanjee-DBA	NA

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10	Consistent and efficient responses to inquiries.	Devianee Vasanje-DBA	NA

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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.	Suleyka Cruzalta CBA	NA
10	Updating Cash Handling Procedures as needed.	Suleyka Cruzalta CBA	NA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Suleyka Cruzalta CBA	NA
12	Consistent and efficient responses to inquiries.	Suleyka Cruzalta CBA	Monica Espinoza Admin Coord.
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Suleyka Cruzalta CBA	NA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Monica Espinoza Admin Coord.	NA

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2	Ensuring the annual inventory was completed correctly.	Suleyka Cruzalta CBA	NA
3	Tagging equipment.	Monica Espinoza Admin Coord.	NA
4	Approving requests for removal of equipment from campus.	Suleyka Cruzalta CBA	NA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual <u>Related Party</u> disclosure statement online.	Suleyka Cruzalta CBA	Monica Espinoza Admin Coord.
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the <u>Consulting</u> disclosure statement online.	Suleyka Cruzalta CBA	Monica Espinoza Admin Coord.
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	Suleyka Cruzalta CBA

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ACCOUNTS RECEIVABLE		NA	NA
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Suleyka Cruzalta CBA	NA
2	Ensuring that research expenditures are covered by funds from sponsors.	Suleyka Cruzalta CBA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Del Laurier -Information Technology	Frank Houston-College Div
2	Ensuring that critical data back up occurs.	Del Laurier -Information Technology	Frank Houston-College Div
3	Ensuring that procedures such as password controls are followed.	Del Laurier -Information Technology	Frank Houston-College Div
4	Reporting of suspected security violations.	Frank Houston-College Div	Frank Houston-College Div