

H0124 Political
Science 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.	Tommie C. Trevino, DBA	Ny'Sa Scott FC1
2	Updating the Baseline Standards Form.	Tommie C. Trevino, DBA	Ny'Sa Scott FC1
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
2	Reviewing cost center verifications.	Tommie C. Trevino, DBA	Jeffrey Church, Chair
3	Approving cost center verifications.	Jeffrey Church, Chair	
4	Ensuring all cost centers are verified/approved on a timely basis.	Tommie C. Trevino, DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
2	Ensuring the validity of travel and expense reimbursements.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
4	Ensuring correct account coding on purchases documents.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
5	Primary contact for inquiries to expenditure transactions.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
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.	Tommie C. Trevino, DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Tommie C. Trevino, DBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tommie C. Trevino, DBA	
4	Completing termination clearance procedures.	Tommie C. Trevino, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Tommie C. Trevino, DBA	
6	Maintaining departmental Personnel files.	Tommie C. Trevino, DBA	
7	Ensuring valid authorization of new hires.	Tommie C. Trevino, DBA	
8	Ensuring valid authorization of changes in compensation rates.	Tommie C. Trevino, DBA	
9	Ensuring the accurate input of changes to the HR System.	Tommie C. Trevino, DBA	

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10	Consistent and efficient responses to inquiries.	Tommie C. Trevino, DBA	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
2	Reconciling cash, checks, etc. to receipts.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
3	Preparing deposits.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
4	Preparing Journal Entries.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
5	Verifying deposits posted correctly in the Finance System.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
8	Ensuring deposits are made timely.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
10	Updating Cash Handling Procedures as needed.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
12	Consistent and efficient responses to inquiries.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
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.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
2	Ensuring the annual inventory was completed correctly.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA

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3	Tagging equipment.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
4	Approving requests for removal of equipment from campus.	Tommie C. Trevino, DBA	Jeffrey Church, Chair
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA

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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.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Ny'Sa Scott FC1	Tommie C. Trevino, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston, Dir., CLASS IT Support	Del Laurier, CLASS IT
2	Ensuring that critical data back up occurs.	Frank Houston, Dir., CLASS IT Support	Del Laurier, CLASS IT
3	Ensuring that procedures such as password controls are followed.	Frank Houston, Dir., CLASS IT Support	Del Laurier, CLASS IT
4	Reporting of suspected security violations.	Frank Houston, Dir., CLASS IT Support	Del Laurier, CLASS IT