

Sociology H0126
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.	Suleyka Cruzalta CBA	
2	Updating the Baseline Standards Form.	Suleyka Cruzalta CBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Suleyka Cruzalta CBA	
2	Reviewing cost center verifications.	Suleyka Cruzalta CBA	
3	Approving cost center verifications.	Xavia Karner, Chair	
4	Ensuring all cost centers are verified/approved on a timely basis.	Suleyka Cruzalta CBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Rebecca Shields Admin Coord	
2	Ensuring the validity of travel and expense reimbursements.	Rebecca Shields Admin Coord	
3	Ensuring that goods and services are received and that timely payment is made.	Rebecca Shields Admin Coord	
4	Ensuring correct account coding on purchases documents.	Rebecca Shields Admin Coord	
5	Primary contact for inquiries to expenditure transactions.	Rebecca Shields Admin Coord	
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.	Rebecca Shields Admin Coord	Martha Arenas DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Rebecca Shields Admin Coord	Martha Arenas DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Rebecca Shields Admin Coord	Martha Arenas DBA
4	Completing termination clearance procedures.	Rebecca Shields Admin Coord	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Rebecca Shields Admin Coord	Martha Arenas DBA
6	Maintaining departmental Personnel files.	Suleyka Cruzalta CBA	Martha Arenas DBA
7	Ensuring valid authorization of new hires.	Suleyka Cruzalta CBA	Martha Arenas DBA
8	Ensuring valid authorization of changes in compensation rates.	Suleyka Cruzalta CBA	Martha Arenas DBA
9	Ensuring the accurate input of changes to the HR System.	Suleyka Cruzalta CBA	Martha Arenas DBA

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10	Consistent and efficient responses to inquiries.	Suleyka Cruzalta CBA	Martha Arenas DBA

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

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2	Ensuring the annual inventory was completed correctly.	Suleyka Cruzalta CBA	
3	Tagging equipment.	Rebecca Shields Admin Coord	
4	Approving requests for removal of equipment from campus.	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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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.	Suleyka Cruzalta CBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Suleyka Cruzalta CBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston IT Director	
2	Ensuring that critical data back up occurs.	Frank Houston IT Director	
3	Ensuring that procedures such as password controls are followed.	Frank Houston IT Director	
4	Reporting of suspected security violations.	Frank Houston IT Director	