## Band - H0447 Baseline Standards FY 2024

		Responsible I	Person(s) (Name/Title)	
	ption of Responsibility	Primary (Required) Secondary (Optional)		
DEPAI	RTMENTAL POLICIES & PROCEDURES / BASELINE			
STANI	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Karina Duran, DBA		
	current.	<u> </u>	Betsy Roguer, CBA	
2	Updating the Baseline Standards Form.	Karina Duran, DBA		
_	-1		Betsy Roguer, CBA	
TINIAN	CIAL REPORTING - COST CENTER VERIFICATIONS		Betsy Reguer, CB11	
IIIAII	CIAL KLI OKTING - COST CLIVILK VLKII ICATIONS			
1	Preparing cost center verifications.	Karina Duran, DBA		
1	reparing cost center verifications.	Karina Duran, DBA	Dinah Hidalgo, Financial Coord	
	D : :	IV ' D DDA	Dilian Hidaigo, Filianciai Coold	
2	Reviewing cost center verifications.	Karina Duran, DBA	n n on	
			Betsy Roguer, CBA	
3	Approving cost center verifications.	Karina Duran, DBA		
			Betsy Roguer, CBA	
4	Ensuring all cost centers are verified/approved on a timely	Karina Duran, DBA		
	basis.		Betsy Roguer, CBA	
INAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Dinah Hidalgo, Financial Coord		
-	g		Karina Duran, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Dinah Hidalgo, Financial Coord	Training Burun, BB11	
2	Ensuring the valuaty of traver and expense remotisements.	Billati Tridaigo, i maneiai Coord	Karina Duran, DBA	
3	Ensuring that goods and services are received and that timely	Dinah Hidalgo, Financial Coord	Railla Duiall, DBA	
3		Dinan Fidaigo, Financiai Coord	Varior Dans DDA	
	payment is made.		Karina Duran, DBA	
4	Ensuring correct account coding on purchases documents.	Dinah Hidalgo, Financial Coord		
			Karina Duran, DBA	
5	Primary contact for inquiries to expenditure transactions.	Dinah Hidalgo, Financial Coord		
			Karina Duran, DBA	
PAYRO	OLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved	Karina Duran, DBA		
	before the deadlines set by Payroll, so that the correct hours are	·		
	recorded and paid on each bi-weekly paycheck.		Dinah Hidalgo, Financial Coord	
2	Ensuring all monthly leave is recorded and approved before the	Karina Duran, DBA	Dilian Hidaigo, Financiai Coold	
2		Karina Duran, DBA	Direct Hideles Financial Count	
	deadlines set by Payroll.		Dinah Hidalgo, Financial Coord	
3	Reconciling approved reported time and leave (bi-weekly	Karina Duran, DBA		
	employees) and ePARs (monthly employees) to the trial and			
	final payroll verification reports.		Dinah Hidalgo, Financial Coord	
4	Completing termination clearance procedures.	Karina Duran, DBA		
			Dinah Hidalgo, Financial Coord	
5	Ensuring terminated employees are no longer charged to	Karina Duran, DBA		
	departmental cost centers.		Dinah Hidalgo, Financial Coord	
6	Maintaining departmental Personnel files.	Karina Duran, DBA		
			Dinah Hidalgo, Financial Coord	
7	Ensuring valid authorization of new hires.	Karina Duran, DBA		
	g	,	Dinah Hidalgo, Financial Coord	
8	Ensuring valid authorization of changes in compensation rates.	Karina Duran, DBA		
o	Ensuring valid audiorization of changes in compensation rates.	Karma Duran, DDA	Dinah Hidalga Financial Coord	
	English de construit de 1	Warding Danner DD 4	Dinah Hidalgo, Financial Coord	
9	Ensuring the accurate input of changes to the HR System.	Karina Duran, DBA	Divid Hillian Et al. C. d.	
4		<u></u>	Dinah Hidalgo, Financial Coord	
10	Consistent and efficient responses to inquiries.	Karina Duran, DBA		
			Betsy Roguer, CBA	

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## Band - H0447 Baseline Standards FY 2024

			Person(s) (Name/Title)
	ption of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	Dinah Hidalgo, Financial Coord	
•	Concerning easil, enecks, etc.	Dinan Tridaigo, Tinanciai Coord	Karina Duran, DBA
2	Reconciling cash, checks, etc. to receipts.	Dinah Hidalgo, Financial Coord	Karina Duran, DBA
3	Preparing deposits.	Dinah Hidalgo, Financial Coord	,
4	Preparing Journal Entries.	Dinah Hidalgo, Financial Coord	Karina Duran, DBA
-	repaining Journal Entires.	Dinan Tridaigo, Tinanciai Coord	Karina Duran, DBA
5	Verifying deposits posted correctly in the Finance System.	Dinah Hidalgo, Financial Coord	Karina Duran, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Dinah Hidalgo, Financial Coord	Karina Duran, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Dinah Hidalgo, Financial Coord	Karina Duran, DBA
8	Ensuring deposits are made timely.	Dinah Hidalgo, Financial Coord	
9	Ensuring all employees who handle cash have completed Cash	Karina Duran, DBA	Karina Duran, DBA
9	Security Procedures or Cash Deposit and Security Procedures	Karina Duran, DBA	D. D. GDA
10	training. Updating Cash Handling Procedures as needed.	Karina Duran, DBA	Betsy Roguer, CBA
		•	Betsy Roguer, CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Karina Duran, DBA	Betsy Roguer, CBA
12	Consistent and efficient responses to inquiries.	Dinah Hidalgo, Financial Coord	Karina Duran, 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	
CONT	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Dinah Hidalgo, Financial Coord	
DD CT-	administration policies/procedures.		Betsy Roguer, CBA
PKOPE	ERTY MANAGEMENT		
1	Performing the annual inventory.	Raymond Pina, Asst. Mgr User	Stavan Daatty Din Callery IT See
2	Ensuring the annual inventory was completed correctly.	Srvc Support Raymond Pina, Asst. Mgr User	Steven Beatty, Dir. College IT Support
	and alman inventory was completed correctly.	Srvc Support	Steven Beatty, Dir. College IT Support
3	Tagging equipment.	Raymond Pina, Asst. Mgr User Srvc Support	Steven Beatty, Dir. College IT Support
4	Approving requests for removal of equipment from campus.	Raymond Pina, Asst. Mgr User Srvc Support	Steven Beatty, Dir. College IT Support
DISCL	OSURE FORMS	Sive Support	See on Beauty, Dri. Conege if Support
1	Ensuring all employees with purchasing influence complete the	Karina Duran, DBA	D. toro D. comp. CD. t
2	annual Related Party disclosure statement online.  Ensuring all full time, benefits eligible, exempt faculty and staff	Karina Duran, DBA	Betsy Roguer, CBA
	complete the Consulting disclosure statement online.	·	Betsy Roguer, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for	Karina Duran, DBA	
	the Division of Research.		Betsy Roguer, CBA

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## Band - H0447 Baseline Standards FY 2024

ACCOUN  1 E 2 B 3 C 4 R	on of Responsibility NTS RECEIVABLE Extending of credit. Billing. Collection. Recording. Monitoring credit extended.	N/A N/A N/A N/A	Secondary (Optional)
1 E 2 B 3 C 4 R	Extending of credit.  Billing.  Collection.  Recording.	N/A N/A	
2 B 3 C 4 R	Billing. Collection. Recording.	N/A N/A	
2 B 3 C 4 R	Billing. Collection. Recording.	N/A N/A	
3 C	Collection. Recording.	N/A	
4 R	Recording.		
		N/A	
5 M	Monitoring credit extended.		1
		N/A	
6 A	Approving write-offs.	N/A	
NEGATIV	VE BALANCES		
	Ensuring that all fund groups for each Dept ID have positive and equity at year-end.	Karina Duran, DBA	Betsy Roguer, CBA
2 E	Ensuring that research expenditures are covered by funds from ponsors.	Karina Duran, DBA	Betsy Roguer, CBA
	MENTAL COMPUTING		Both Rogard, CB11
	Management of the departments' information technology esources.	Steven Beatty, Dir. College IT Support	Karina Duran, DBA
	Ensuring that critical data back up occurs.	Steven Beatty, Dir. College IT Support	Karina Duran, DBA
	Ensuring that procedures such as password controls are followed.	Steven Beatty, Dir. College IT Support	Karina Duran, DBA
	Reporting of suspected security violations.	Karina Duran, DBA	Steven Beatty, Dir. College IT Support

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