

Global Hospitality Leadership (H0080 and H0081)
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.	Karen Tran, CBA	Paul Roch, Exec Dir AA, (Hotel/Clinic)
2	Updating the Baseline Standards Form.	Karen Tran, CBA	Paul Roch, Exec Dir AA, (Hotel/Clinic)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Carter Shelton, FC1	Pei Hsieh, DBA
2	Reviewing cost center verifications.	Paul Roch, Exec Dir AA, (Hotel/Clinic)	Karen Tran, CBA
3	Approving cost center verifications.	Paul Roch, Exec Dir AA, (Hotel/Clinic)	Karen Tran, CBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, Exec Dir AA, (Hotel/Clinic)	Karen Tran, CBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Carter Shelton, FC1	Kelly Le, DBA; Karen Tran, CBA
2	Ensuring the validity of travel and expense reimbursements.	Cristal Rangel, ABA	Pei Hsieh, DBA; Karen Tran, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Carter Shelton, FC1	Kelly Le, DBA; Karen Tran, CBA
4	Ensuring correct account coding on purchases documents.	Carter Shelton, FC1	Kelly Le, DBA; Karen Tran, CBA
5	Primary contact for inquiries to expenditure transactions.	Carter Shelton, FC1	Kelly Le, DBA; Karen Tran, CBA
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.	Cristal Rangel, ABA	Karen Tran, CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Cristal Rangel, ABA	Karen Tran, CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Cristal Rangel, ABA	Paul Roch, Exec Dir AA, (Hotel/Clinic); Karen Tran, CBA
4	Completing termination clearance procedures.	Cristal Rangel, ABA	Paul Roch, Exec Dir AA, (Hotel/Clinic); Karen Tran, CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Cristal Rangel, ABA	Karen Tran, CBA
6	Maintaining departmental Personnel files.	Cristal Rangel, ABA	Karen Tran, CBA
7	Ensuring valid authorization of new hires.	Cristal Rangel, ABA	Paul Roch, Exec Dir AA, (Hotel/Clinic); Karen Tran, CBA
8	Ensuring valid authorization of changes in compensation rates.	Cristal Rangel, ABA	Paul Roch, Exec Dir AA, (Hotel/Clinic); Karen Tran, CBA
9	Ensuring the accurate input of changes to the HR System.	Cristal Rangel, ABA	Paul Roch, Exec Dir AA, (Hotel/Clinic); Karen Tran, CBA
10	Consistent and efficient responses to inquiries.	Cristal Rangel, ABA	Paul Roch, Exec Dir AA, (Hotel/Clinic); Karen Tran, CBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
2	Reconciling cash, checks, etc. to receipts.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
3	Preparing deposits.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
4	Preparing Journal Entries.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
5	Verifying deposits posted correctly in the Finance System.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
7	Secure deposits via UHDDS to Student Financial Services.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
8	Ensuring deposits are made timely.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Karen Tran, CBA	Paul Roch, Exec Dir AA, (Hotel/Clinic)
10	Updating Cash Handling Procedures as needed.	Karen Tran, CBA	Paul Roch, Exec Dir AA, (Hotel/Clinic)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Karen Tran, CBA	Paul Roch, Exec Dir AA, (Hotel/Clinic)
12	Consistent and efficient responses to inquiries.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Kelly Le, DBA	Paul Roch, Exec Dir AA, (Hotel/Clinic); Karen Tran, CBA; Carter Shelton, FC1
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Freddy Aung, Director of IT	Paul Roch, Exec Dir AA, (Hotel/Clinic); Karen Tran, CBA; Akash Grover, Director of Facilities
2	Ensuring the annual inventory was completed correctly.	Karen Tran, CBA	Paul Roch, Exec Dir AA, (Hotel/Clinic); Freddy Aung, Director of IT; Akash Grover, Director of Facilities
3	Tagging equipment.	Freddy Aung, Director of IT; Akash Grover, Director of Facilities	Karen Tran, CBA
4	Approving requests for removal of equipment from campus.	Karen Tran, CBA	Paul Roch, Exec Dir AA, (Hotel/Clinic)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Karen Tran, CBA	Paul Roch, Exec Dir AA, (Hotel/Clinic)

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		Responsible Person(s) (Name/Title)	
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2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Karen Tran, CBA	Paul Roch, Exec Dir AA, (Hotel/Clinic)

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Description of Responsibility		Responsible Person(s) (Name/Title)	
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3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Karen Tran, CBA	Paul Roch, Exec Dir AA, (Hotel/Clinic)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Paul Roch, Exec Dir AA, (Hotel/Clinic)	Karen Tran, CBA
2	Billing.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
3	Collection.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
4	Recording.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
5	Monitoring credit extended.	Pei Hsieh, DBA	Karen Tran, CBA; Cristal Rangel, ABA
6	Approving write-offs.	Dr. Dennis Reynolds, Dean	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Paul Roch, Exec Dir AA, (Hotel/Clinic)	Karen Tran, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Paul Roch, Exec Dir AA, (Hotel/Clinic)	Karen Tran, CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Freddy Aung, Director of IT	Benjamin Scaggs, USS 3
2	Ensuring that critical data back up occurs.	Freddy Aung, Director of IT	Benjamin Scaggs, USS 3
3	Ensuring that procedures such as password controls are followed.	Freddy Aung, Director of IT	Benjamin Scaggs, USS 3
4	Reporting of suspected security violations.	Freddy Aung, Director of IT	Benjamin Scaggs, USS 3