

Biology - H0104
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.	Shaki Commissariat, DBA	Quang Hau, DBA
2	Updating the Baseline Standards Form.	Shaki Commissariat, DBA	Quang Hau, DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Chau Bush, DBA	Thuy Nguyen, Financial Coordinator II
2	Reviewing cost center verifications.	Cost Center Managers	Shaki Commissariat, DBA
3	Approving cost center verifications.	Designated Cost Center Managers	Delegates as appointed by Cost Center Managers
4	Ensuring all cost centers are verified/approved on a timely basis.	Chau Bush, DBA	Shaki Commissariat, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Quang Hau, DBA	Yoan Hernandez, Financial Coordinator II
2	Ensuring the validity of travel and expense reimbursements.	Quang Hau, DBA	Yoan Hernandez, Financial Coordinator II
3	Ensuring that goods and services are received and that timely payment is made.	Quang Hau, DBA	Yoan Hernandez, Financial Coordinator II
4	Ensuring correct account coding on purchases documents.	Yoan Hernandez, Financial Coordinator II	Thuy Nguyen, Financial Coordinator II
5	Primary contact for inquiries to expenditure transactions.	Quang Hau, DBA	Yoan Hernandez, Financial Coordinator II
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.	Maria Balderas, Asst. DBA	Shaki Commissariat, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Maria Balderas, Asst. DBA	Shaki Commissariat, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Maria Balderas, Asst. DBA	Shaki Commissariat, DBA
4	Completing termination clearance procedures.	Maria Balderas, Asst. DBA	Shaki Commissariat, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Maria Balderas, Asst. DBA	Shaki Commissariat, DBA
6	Maintaining departmental Personnel files.	N/A	N/A
7	Ensuring valid authorization of new hires.	Maria Balderas, Asst. DBA	Shaki Commissariat, DBA
8	Ensuring valid authorization of changes in compensation rates.	Maria Balderas, Asst. DBA	Shaki Commissariat, DBA
9	Ensuring the accurate input of changes to the HR System.	Maria Balderas, Asst. DBA	Shaki Commissariat, DBA

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10	Consistent and efficient responses to inquiries.	Maria Balderas, Asst. DBA	Shaki Commissariat, DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	N/A	N/A
2	Reconciling cash, checks, etc. to receipts.	N/A	N/A
3	Preparing deposits.	Quang Hau, DBA	Shaki Commissariat, DBA
4	Preparing Journal Entries.	Quang Hau, DBA	Chau Bush, BDA
5	Verifying deposits posted correctly in the Finance System.	Quang Hau, DBA	Chau Bush, BDA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Quang Hau, DBA	Shaki Commissariat, DBA
7	Secure deposits via UHDPS to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	Quang Hau, DBA	Shaki Commissariat, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Shaki Commissariat, DBA	
10	Updating Cash Handling Procedures as needed.	Shaki Commissariat, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Shaki Commissariat, DBA	
12	Consistent and efficient responses to inquiries.	Quang Hau, 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.	Quang Hau, DBA	Shaki Commissariat, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Emilio Benavidez	Shaki Commissariat, DBA

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2	Ensuring the annual inventory was completed correctly.	Emilio Benavidez	Shaki Commissariat, DBA
3	Tagging equipment.	Emilio Benavidez	Shaki Commissariat, DBA
4	Approving requests for removal of equipment from campus.	Emilio Benavidez	Shaki Commissariat, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Shaki Commissariat, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Shaki Commissariat, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Shaki Commissariat, DBA	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Quang Hau, DBA	Kathleen Gajewski, Res. Asst. Prof.
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.	Shaki Commissariat, DBA	Chau Bush, BDA
2	Ensuring that research expenditures are covered by funds from sponsors.	Chau Bush, DBA	Shaki Commissariat, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Hoang Hoang, Systems Admin II	Pradip Patel, Systems Admin I
2	Ensuring that critical data back up occurs.	Hoang Hoang, Systems Admin II	Pradip Patel, Systems Admin I
3	Ensuring that procedures such as password controls are followed.	Hoang Hoang, Systems Admin II	Pradip Patel, Systems Admin I
4	Reporting of suspected security violations.	Hoang Hoang, Systems Admin II	Pradip Patel, Systems Admin I