

Chemistry - H0107
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.	Crystal Gonzalez, DBA	Mauricio Perez, FC2
2	Updating the Baseline Standards Form.	Crystal Gonzalez, DBA	Mauricio Perez, FC2
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Mauricio Perez, FC2	Shanika Barnes, ABA
2	Reviewing cost center verifications.	Cost Center Managers	Crystal Gonzalez, DBA
3	Approving cost center verifications.	Cost Center Managers	Crystal Gonzalez, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Crystal Gonzalez, DBA	Mauricio Perez, FC2
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Mauricio Perez, FC2	Crystal Gonzalez, DBA
2	Ensuring the validity of travel and expense reimbursements.	Mauricio Perez, FC2	Darius Miller, FC1
3	Ensuring that goods and services are received and that timely payment is made.	Mauricio Perez, FC2	Crystal Gonzalez, DBA Danielle Dellorto, Off. Coord
4	Ensuring correct account coding on purchases documents.	Mauricio Perez, FC2	Shanika Barnes, ABA Danielle Dellorto, Off. Coord.
5	Primary contact for inquiries to expenditure transactions.	Mauricio Perez, FC2	Shanika Barnes, ABA
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.	Crystal Gonzalez, DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Crystal Gonzalez, DBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Crystal Gonzalez, DBA	Darius Miller, FC1
4	Completing termination clearance procedures.	Crystal Gonzalez, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Crystal Gonzalez, DBA	
6	Maintaining departmental Personnel files.	Crystal Gonzalez, DBA	
7	Ensuring valid authorization of new hires.	Crystal Gonzalez, DBA	
8	Ensuring valid authorization of changes in compensation rates.	Crystal Gonzalez, DBA	
9	Ensuring the accurate input of changes to the HR System.	Crystal Gonzalez, DBA	

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10	Consistent and efficient responses to inquiries.	Crystal Gonzalez, DBA	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Mauricio Perez, FC2	Shanika Barnes, ABA Darius Miller, FC1
2	Reconciling cash, checks, etc. to receipts.	Mauricio Perez, FC2	Shanika Barnes, ABA Darius Miller, FC2
3	Preparing deposits.	Mauricio Perez, FC2	Shanika Barnes, ABA Darius Miller, FC3
4	Preparing Journal Entries.	Mauricio Perez, FC2	Shanika Barnes, ABA Darius Miller, FC4
5	Verifying deposits posted correctly in the Finance System.	Mauricio Perez, FC2	Shanika Barnes, ABA Darius Miller, FC5
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mauricio Perez, FC2	Shanika Barnes, ABA Darius Miller, FC6
7	Secure deposits via UHDPS to Student Financial Services.	Mauricio Perez, FC2	Shanika Barnes, ABA Darius Miller, FC7
8	Ensuring deposits are made timely.	Mauricio Perez, FC2	Shanika Barnes, ABA Darius Miller, FC8
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Crystal Gonzalez, DBA	
10	Updating Cash Handling Procedures as needed.	Crystal Gonzalez, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Crystal Gonzalez, DBA	
12	Consistent and efficient responses to inquiries.	Crystal Gonzalez, 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.	Crystal Gonzalez, DBA	CBO
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jerry Do, User Svs Spec	Crystal Gonzalez, DBA

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

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Crystal Gonzalez, DBA	
2	Billing.	Crystal Gonzalez, DBA	Mauricio Perez, FC2
3	Collection.	Crystal Gonzalez, DBA	Mauricio Perez, FC2
4	Recording.	Crystal Gonzalez, DBA	Mauricio Perez, FC2
5	Monitoring credit extended.	Crystal Gonzalez, DBA	Mauricio Perez, FC2
6	Approving write-offs.	Crystal Gonzalez, DBA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Crystal Gonzalez, DBA	Mauricio Perez, FC2
2	Ensuring that research expenditures are covered by funds from sponsors.	Crystal Gonzalez, DBA	Mauricio Perez, FC2
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jerry Do, User Svs Spec	NSM IT Dept
2	Ensuring that critical data back up occurs.	Jerry Do, User Svs Spec	NSM IT Dept
3	Ensuring that procedures such as password controls are followed.	Jerry Do, User Svs Spec	NSM IT Dept
4	Reporting of suspected security violations.	Jerry Do, User Svs Spec	NSM IT Dept