

NSM, Dean - H0102
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.	Ashley Berotte, Assistant Business Administrator	Rachell Marks, College Business Administrator
2	Updating the Baseline Standards Form.	Rachell Marks, College Business Administrator	Fred McGhee, Executive Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Debbi Loya, Working Retiree	Rachell Marks, College Business Administrator
2	Reviewing cost center verifications.	Debbi Loya, Working Retiree	Rachell Marks, College Business Administrator
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.	Debbi Loya, Working Retiree	Rachell Marks, College Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Ashley Hardy, Program Manager 1	Rachell Marks, College Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Ashley Hardy, Program Manager 1	Rachell Marks, College Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Ashley Hardy, Program Manager 1	Rachell Marks, College Business Administrator
4	Ensuring correct account coding on purchases documents.	Ashley Hardy, Program Manager 1	Rachell Marks, College Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Ashley Hardy, Program Manager 1	Rachell Marks, College Business Administrator
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.	Ashley Berotte, Financial Coordinator	Rachell Marks, College Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Ashley Berotte, Financial Coordinator	Rachell Marks, College Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Ashley Berotte, Financial Coordinator	Rachell Marks, College Business Administrator
4	Completing termination clearance procedures.	Ashley Berotte, Financial Coordinator	Rachell Marks, College Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Ashley Berotte, Financial Coordinator	Rachell Marks, College Business Administrator
6	Maintaining departmental Personnel files.	Ashley Berotte, Financial Coordinator	Rachell Marks, College Business Administrator
7	Ensuring valid authorization of new hires.	Ashley Berotte, Financial Coordinator	Rachell Marks, College Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Ashley Berotte, Financial Coordinator	Rachell Marks, College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Ashley Berotte, Financial Coordinator	Rachell Marks, College Business Administrator

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10	Consistent and efficient responses to inquiries.	Ashley Berotte, Financial Coordinator	Rachell Marks, College Business Administrator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Thien-Tam Do, Program Manager 1	Rachell Marks, College Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Thien-Tam Do, Program Manager 1	Rachell Marks, College Business Administrator
3	Preparing deposits.	Thien-Tam Do, Program Manager 1	Rachell Marks, College Business Administrator
4	Preparing Journal Entries.	Thien-Tam Do, Program Manager 1	Rachell Marks, College Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Rachell Marks, College Business Administrator	Fred McGhee, Executive Director
6	Adequacy of physical safeguards of cash receipts and equivalent.	Thien-Tam Do, Program Manager 1	Rachell Marks, College Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Thien-Tam Do, Program Manager 1	Rachell Marks, College Business Administrator
8	Ensuring deposits are made timely.	Thien-Tam Do, Program Manager 1	Rachell Marks, College Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Rachell Marks, College Business Administrator	Ashley Berotte, Assistant Business Administrator
10	Updating Cash Handling Procedures as needed.	Ashley Berotte, Assistant Business Administrator	Rachell Marks, College Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Ashley Berotte, Assistant Business Administrator	Rachell Marks, College Business Administrator
12	Consistent and efficient responses to inquiries.	Ashley Berotte, Assistant Business Administrator	Rachell Marks, College Business Administrator
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.	Ashley Hardy, Program Manager 1	Rachell Marks, College Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Mike Mahanay, Project Manager	

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2	Ensuring the annual inventory was completed correctly.	Mike Mahanay, Project Manager	
3	Tagging equipment.	Mike Mahanay, Project Manager	
4	Approving requests for removal of equipment from campus.	Employee's supervisor and Mike Mahanay, Project Manager	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Ashley Berotte, Assistant Business Administrator	Rachell Marks, College Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Ashley Berotte, Assistant Business Administrator	Rachell Marks, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Ashley Berotte, Assistant Business Administrator	Rachell Marks, College Business Administrator

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Mark Cooper, Program Director 3	Javier Diaz, Systems Administrator
3	Collection.	Mark Cooper, Program Director 3	Javier Diaz, Systems Administrator
4	Recording.	Quentin Stewart, Business Services Asst	Ashley Berotte, Assistant Business Administrator
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	Gosfrey Gutierrez, Application Developer 4	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Fred McGhee, Exec Director	
2	Ensuring that research expenditures are covered by funds from sponsors.	Rachell Marks, College Business Administrator	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Javier Diaz, Systems Administrator	Gosfrey Gutierrez, Application Developer 4
2	Ensuring that critical data back up occurs.	Javier Diaz, Systems Administrator	Gosfrey Gutierrez, Application Developer 4
3	Ensuring that procedures such as password controls are followed.	Javier Diaz, Systems Administrator	Gosfrey Gutierrez, Application Developer 4
4	Reporting of suspected security violations.	Javier Diaz, Systems Administrator	Gosfrey Gutierrez, Application Developer 4