

AF-Central Business Services
Team 2 and 4
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.	Tiffany Taylor-Denson, Asst Director Bus Svcs. David K. Lee, Asst Director Bus Svcs.	Linda M Garza, Exec. Dir, Bus Svcs
2	Updating the Baseline Standards Form.	David K. Lee, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Jack Aboytes, Asst Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	David K. Lee, Asst Director Bus Svcs.
2	Reviewing cost center verifications.	David K. Lee, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
3	Approving cost center verifications.	Designated Cost Center Manager	Cost Center Manager Delegate (if applicable)
4	Ensuring all cost centers are verified/approved on a timely basis.	David K. Lee, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	David K. Lee, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	David K. Lee, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
3	Ensuring that goods and services are received and that timely payment is made.	Designated Cost Center Manager	Cost Center Manager Delegate (if applicable)
4	Ensuring correct account coding on purchases documents.	David K. Lee, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	David K. Lee, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
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.	Jack Aboytes, Asst Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Diane Sylvester, Asst Business Admin
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Jack Aboytes, Asst Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Diane Sylvester, Asst Business Admin
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jack Aboytes, Asst Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Diane Sylvester, Asst Business Admin
4	Completing termination clearance procedures.	Tiffany Taylor-Denson, Asst Director Bus Svcs. / David K. Lee, Asst Director Bus Svcs.	Diane Sylvester, Asst Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros , Asst Business Administrator (H0663,H0505, S0014)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Jack Aboytes, Asst Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	David K. Lee, Asst Director Bus Svcs.
6	Maintaining departmental Personnel files.	Jack Aboytes, Asst Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Diane Sylvester, Asst Business Admin

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7	Ensuring valid authorization of new hires.	Jack Aboytes, Asst Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166 Diane Sylvester, Asst Business Admin ; David K. Lee, Asst Director Bus Svcs.
8	Ensuring valid authorization of changes in compensation rates.	Jack Aboytes, Asst Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166 Tiffany Taylor-Denson, Asst Director Bus Svcs. David K. Lee, Asst Director Bus Svcs.
9	Ensuring the accurate input of changes to the HR System.	Jack Aboytes, Asst Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166 Diane Sylvester, Asst Business Admin ; David K. Lee, Asst Director Bus Svcs.
10	Consistent and efficient responses to inquiries.	Jack Aboytes, Asst Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166 Diane Sylvester, Asst Business Admin ; David K. Lee, Asst Director Bus Svcs.
CASH HANDLING		
1	Collecting cash, checks, etc.	Department cash handlers - on record with Department (does not include SBS, Controller, Treasury) Tiffany Taylor-Denson, Asst Director Bus Svcs. David K. Lee, Asst Director Bus Svcs.
2	Reconciling cash, checks, etc. to receipts.	Department cash handlers - on record with Department (does not include SBS, Controller, Treasury) Tiffany Taylor-Denson, Asst Director Bus Svcs. David K. Lee, Asst Director Bus Svcs.
3	Preparing deposits.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury) Emilio Ontiveros, Asst Business Administrator
4	Preparing Journal Entries.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury) Emilio Ontiveros, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury) Tiffany Taylor-Denson, Asst Director Bus Svcs. David K. Lee, Asst Director Bus Svcs.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury) Emilio Ontiveros, Asst Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury) Emilio Ontiveros, Asst Business Administrator
8	Ensuring deposits are made timely.	Maria Vega, Financial Coordinator 2 Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury) Emilio Ontiveros, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	David K. Lee, Asst Director Bus Svcs. Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
10	Updating Cash Handling Procedures as needed.	David K. Lee, Asst Director Bus Svcs. Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
11	Distribution of Cash Handling Procedures to employees who handle cash.	David K. Lee, Asst Director Bus Svcs. Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
12	Consistent and efficient responses to inquiries.	David K. Lee, Asst Director Bus Svcs. Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
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		

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1	Ensuring departmental personnel comply with contract administration policies/procedures.	David K. Lee, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	See last page	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir Bus. Svcs.
2	Ensuring the annual inventory was completed correctly.	See last page	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir Bus. Svcs.
3	Tagging equipment.	See last page	David K. Lee, Asst Director Bus Svcs. Linda M Garza, Sr. Dir Bus. Svcs.
4	Approving requests for removal of equipment from campus.	Employee Supervisor & Property Custodian noted on last page	Linda M Garza, Exec. Dir, Bus Svcs
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	David K. Lee, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	David K. Lee, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	David K. Lee, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Asst Director Bus Svcs. Linda M Garza, Exec. Dir, Bus Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	See last page	UIT
2	Ensuring that critical data back up occurs.	See last page	UIT
3	Ensuring that procedures such as password controls are followed.	See last page	UIT
4	Reporting of suspected security violations.	All Staff	All Staff
Dept ID	Department Name	PROPERTY MANAGEMENT	DEPARTMENTAL COMPUTING
H0155	Business Services	John Babin, Mgr, Coll/Div Info Svcs 1	John Babin, Mgr, Coll/Div Info Svcs 1
H0181	Budget Office	John Babin, Mgr, Coll/Div Info Svcs 1	John Babin, Mgr, Coll/Div Info Svcs 1
H0182	Human Resources	John Babin, Mgr, Coll/Div Info Svcs 1	John Babin, Mgr, Coll/Div Info Svcs 1
H0154	Administration and Finance	Nancy Nguyen, Asst, Administrative, Exec	Patrick McNeal, User Services Spec 3
H0156	AVC Finance	Nancy Nguyen, Asst, Administrative, Exec	Patrick McNeal, User Services Spec 3
H0167	Student Business Services	Chris Durham, Functional Analyst 4	Chris Durham, Functional Analyst 4
H0166	Treasury	Chris Durham, Functional Analyst 4	John Babin, Mgr, Coll/Div Info Svcs 1
H0679	Risk Management	Chris Durham, Functional Analyst 4	John Babin, Mgr, Coll/Div Info Svcs 1
S0015	Treasury	Chris Durham, Functional Analyst 4	John Babin, Mgr, Coll/Div Info Svcs 1
H0155 Business Services team members is responsible for the Business Operations of items noted above. This list is 1 of 2 AF Central and for team 2 & 4.			