

Controller - H0663
Baseline Standards
FY 2024

Date	8/6/2023	Unit: Finance/Controller	
		Assigned CDA: Linda Garza Exec. Director Business Services	
Department Policies & Procedures/Baseline Standards			
1	Ensuring the Departmental Policy and Procedures manual is current.	Usha Mathew / Controller	Samantha Yurus / Assistant Controller
2	Updating the Baseline Standards Form.	Tiffany Taylor Asst. Dir. Business Services,	Usha Mathew / Controller; Linda Garza Exec. Dir Business Services
Financial Reporting - Cost Center Verifications			
1	Preparing cost center verifications.	Emilio Ontiveros, Asst Business Administrator	Tiffany Taylor-Denson, Asst Director Bus Svcs.; Diane Sylvester, Asst Business Administrator
2	Reviewing cost center verifications.	Usha Mathew / Controller	Usha Mathew / Controller; Linda Garza Exec. Dir Business Services
3	Approving cost center verifications.	Usha Mathew / Controller	Usha Mathew / Controller; Linda Garza Exec. Dir Business Services
4	Ensuring all cost centers are verified/approved on a timely basis.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	Usha Mathew / Controller; Linda Garza Exec. Dir Business Services
Financial Reporting - Expenditure Transactions			
1	Ensuring valid authorization of purchase documents.	Emilio Ontiveros, Asst Business Administrator; Tiffany Taylor-Denson, Asst Director Bus Svcs.	Usha Mathew / Controller
2	Ensuring the validity of travel and expense reimbursements.	Tiffany Taylor-Denson, Asst Director Bus Svcs.; Linda M Garza, Exec. Dir, Bus Svcs	Usha Mathew / Controller
3	Ensuring that goods and services are received and that timely payment is made.	Emilio Ontiveros, Asst Business Administrator; Tiffany Taylor-Denson, Asst Director Bus Svcs.	Usha Mathew / Controller
4	Ensuring correct account coding on purchases documents.	Emilio Ontiveros, Asst Business Administrator; Tiffany Taylor-Denson, Asst Director Bus Svcs.	Usha Mathew / Controller
5	Primary contact for inquiries to expenditure transactions.	Emilio Ontiveros, Asst Business Administrator; Tiffany Taylor-Denson, Asst Director Bus Svcs.	Usha Mathew / Controller
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	Emilio Ontiveros, Asst Business Administrator; Tiffany Taylor-Denson, Asst Director Bus Svcs.	Usha Mathew / Controller Kimberly Robinson/Asst. Controller
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Emilio Ontiveros, Asst Business Administrator; Tiffany Taylor-Denson, Asst Director Bus Svcs.	Usha Mathew / Controller Kimberly Robinson/Asst. Controller
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Emilio Ontiveros, Asst Business Administrator; Tiffany Taylor-Denson, Asst Director Bus Svcs.	Linda M Garza, Exec. Dir, Bus Svcs

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4	Completing termination clearance procedures.	Tiffany Taylor-Denson, Asst Director Bus Svcs.	Emilio Ontiveros, Asst Business Administrator;
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Emilio Ontiveros, Asst Business Administrator	Tiffany Taylor-Denson, Asst Director Bus Svcs.; Linda M Garza, Exec. Dir, Bus Svcs
6	Maintaining departmental Personnel files.	Emilio Ontiveros, Asst Business Administrator	Tiffany Taylor-Denson, Asst Director Bus Svcs.; Linda M Garza, Exec. Dir, Bus Svcs
7	Ensuring valid authorization of new hires.	Emilio Ontiveros, Asst Business Administrator	Usha Mathew / Controller; Linda Garza Exec. Dir Business Services
8	Ensuring valid authorization of changes in compensation rates.	Emilio Ontiveros, Asst Business Administrator	Usha Mathew / Controller; Linda Garza Exec. Dir Business Services
9	Ensuring the accurate input of changes to the HR System.	Emilio Ontiveros, Asst Business Administrator	Usha Mathew / Controller; Linda Garza Exec. Dir Business Services
10	Consistent and efficient responses to inquiries.	Emilio Ontiveros, Asst Business Administrator	Usha Mathew / Controller; Linda Garza Exec. Dir Business Services
Cash Handling			
1	Collecting cash, checks, etc.	Danny Nguyen / AP Analyst II	Ed Smith / AP Analyst II
2	Reconciling cash, checks, etc. to receipts.	Diana Iraheta / AP Manager	Samantha Yurus / Assistant Controller
3	Preparing deposits.	Danny Nguyen / AP Analyst II	Ed Smith / AP Analyst II
4	Preparing Journal Entries.	Danny Nguyen / AP Analyst II	Ed Smith / AP Analyst II
5	Verifying deposits posted correctly in the Finance System.	Diana Iraheta / AP Manager	Usha Mathew / Controller
6	Adequacy of physical safeguards of cash receipts and equivalent.	Danny Nguyen / AP Analyst II	Ed Smith / AP Analyst II
7	Secure deposits via UHDPS to Student Financial Services.	N/A (Use remote deposit)	N/A
8	Ensuring deposits are made timely.	Diana Iraheta / AP Manager / Cecilia Rodriguez/AP Director	Ed Smith / AP Analyst II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Samantha Yurus / Assistant Controller	Usha Mathew / Controller
10	Updating Cash Handling Procedures as needed.	Cecilia Rodriguez/AP Director	Usha Mathew / Controller
11	Distribution of Cash Handling Procedures to employees who handle cash.	Samantha Yurus / Assistant Controller	Cecilia Rodriguez/AP Director
12	Consistent and efficient responses to inquiries.	Ed Smith / AP Analyst II	Diana Iraheta / AP Manager
Petty Cash			
1	Preparing petty cash disbursements.	N/A	N/A

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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	Usha Mathew / Controller	Samantha Yurus / Assistant Controller
Property Management			
1	Performing the annual inventory.	Tony Cho / Systems Manager (H0168-PH)	Usha Mathew / Controller Gretta McClain/Director
2	Ensuring the annual inventory was completed correctly.	Usha Mathew / Controller	Samantha Yurus / Assistant Controller
3	Tagging equipment.	Tony Cho / Systems Manager	Gretta McClain/Director Accounting Services
4	Approving requests for removal of equipment from campus.	Usha Mathew / Controller	Samantha Yurus / Assistant Controller
Disclosure Forms			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Usha Mathew / Controller	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.	Usha Mathew / Controller	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.	Usha Mathew / Controller	Linda Garza / Exec. Director Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A

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Departmental Computing			
1	Management of the departments' information technology resources.	Henry Pham / Microsystems Analyst	Andrew Hoang / Director Financial Computing Systems
2	Ensuring that critical data back up occurs.	Henry Pham / Microsystems Analyst	Andrew Hoang / Director Financial Computing Systems
3	Ensuring that procedures such as password controls are followed.	Henry Pham / Microsystems Analyst	Andrew Hoang / Director Financial Computing Systems
4	Reporting of suspected security violations.	All Staff	Andrew Hoang / Director Financial Computing Systems