

Department Name  
Baseline Standards  
FY 2024

		<b>Responsible Person(s) (Name/Title)</b>	
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	TBD - position vacant (Director)	Tan Do (DBA)
2	Updating the Baseline Standards Form.	TBD - position vacant (Director)	Tan Do (DBA)
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Sofia Jasso-Martinez (Financial Coordinator II) Rebekah Gomes (Accountant II)	Tan Do (DBA) Michelle Le (DBA) TBD - position vacant (Director)
2	Reviewing cost center verifications.	Cost Center Managers	TBD - position vacant (Director)
3	Approving cost center verifications.	Cost Center Managers	Tan Do (DBA) Michelle Le (DBA) TBD - position vacant (Director)
4	Ensuring all cost centers are verified/approved on a timely basis.	Sofia Jasso-Martinez (Financial Coordinator II) Rebekah Gomez (Accountant II) April Simon (Assistant DBA)	Tan Do (DBA) Michelle Le (DBA) TBD - position vacant (Director)
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Tan Do (DBA) Michelle Le (DBA)	TBD - position vacant (Director)
2	Ensuring the validity of travel and expense reimbursements.	Tan Do (DBA) Michelle Le (DBA)	TBD - position vacant (Director)
3	Ensuring that goods and services are received and that timely payment is made.	Tan Do (DBA) Michelle Le (DBA)	TBD - position vacant (Director)
4	Ensuring correct account coding on purchases documents.	Tan Do (DBA) Michelle Le (DBA)	TBD - position vacant (Director)
5	Primary contact for inquiries to expenditure transactions.	Tan Do (DBA) Michelle Le (DBA)	TBD - position vacant (Director)
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Cynthia King (DBA) Sandra KitManYen (Assistant DBA) Tammy Talley (Assistant DBA)	TBD - position vacant (Director)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Cynthia King (DBA) Sandra KitManYen (Assistant DBA) Tammy Talley (Assistant DBA)	TBD - position vacant (Director)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Cynthia King (DBA) Sandra KitManYen (Assistant DBA) Tammy Talley (Assistant DBA)	TBD - position vacant (Director)
4	Completing termination clearance procedures.	Cynthia King (DBA) Sandra KitManYen (Assistant DBA) Tammy Talley (Assistant DBA)	TBD - position vacant (Director)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Cynthia King (DBA) Sandra KitManYen (Assistant DBA) Tammy Talley (Assistant DBA)	TBD - position vacant (Director)
6	Maintaining departmental Personnel files.	Cynthia King (DBA) Sandra KitManYen (Assistant DBA) Tammy Talley (Assistant DBA)	TBD - position vacant (Director)
7	Ensuring valid authorization of new hires.	Cynthia King (DBA) Sandra KitManYen (Assistant DBA) Tammy Talley (Assistant DBA)	TBD - position vacant (Director)
8	Ensuring valid authorization of changes in compensation rates.	Cynthia King (DBA) Sandra KitManYen (Assistant DBA) Tammy Talley (Assistant DBA)	TBD - position vacant (Director)
9	Ensuring the accurate input of changes to the HR System.	Cynthia King (DBA) Sandra KitManYen (Assistant DBA) Tammy Talley (Assistant DBA)	TBD - position vacant (Director)
10	Consistent and efficient responses to inquiries.	Cynthia King (DBA) Sandra KitManYen (Assistant DBA) Tammy Talley (Assistant DBA)	TBD - position vacant (Director)

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Tan Do (DBA)	Michelle Le (DBA)
2	Reconciling cash, checks, etc. to receipts.	Tan Do (DBA)	Michelle Le (DBA)
3	Preparing deposits.	April Simon (Assistant DBA)	Tan Do (DBA)
4	Preparing Journal Entries.	April Simon (Assistant DBA)	Tan Do (DBA)
5	Verifying deposits posted correctly in the Finance System.	Tan Do (DBA)	Michelle Le (DBA)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Tan Do (DBA)	Michelle Le (DBA)
7	Secure deposits via UHDPS to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	Tan Do (DBA)	Michelle Le (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Tan Do (DBA)	Michelle Le (DBA)
10	Updating Cash Handling Procedures as needed.	Tan Do (DBA)	Michelle Le (DBA)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Tan Do (DBA)	Michelle Le (DBA)
12	Consistent and efficient responses to inquiries.	Tan Do (DBA)	Michelle Le (DBA)
<b>PETTY CASH</b>			
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
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Erica Sims (Assistant Director, Contracts)	Chanada, Angela (Senior Facilities Contract Coordinator)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Rufus Kemp (Manager)	Erica Sims (Asst. Director, Contracts)
2	Ensuring the annual inventory was completed correctly.	Rufus Kemp (Manager)	Erica Sims (Asst. Director, Contracts)
3	Tagging equipment.	Rufus Kemp (Manager)	Erica Sims (Asst. Director, Contracts)
4	Approving requests for removal of equipment from campus.	Rufus Kemp (Manager)	Erica Sims (Asst. Director, Contracts)
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	TBD - position vacant (Director)	Cynthia King (DBA)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	TBD - position vacant (Director)	Cynthia King (DBA)
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

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<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	April Simon (Assistant DBA)	Tan Do (DBA)
4	Recording.	April Simon (Assistant DBA)	Tan Do (DBA)
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	TBD - position vacant (Director)	N/A
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	TBD - position vacant (Director)	Tan Do (DBA)
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Michael Trenergy (User Services Specialist 3) Robert Parker (User Services Specialist 3) David Bergman (Functional Analyst 3)	Chad Thome (Director of FCM IT)
2	Ensuring that critical data back up occurs.	Michael Trenergy (User Services Specialist 3) Robert Parker (User Services Specialist 3) David Bergman (Functional Analyst 3)	Chad Thome (Director of FCM IT)
3	Ensuring that procedures such as password controls are followed.	Michael Trenergy (User Services Specialist 3) Robert Parker (User Services Specialist 3) David Bergman (Functional Analyst 3)	Chad Thome (Director of FCM IT)
4	Reporting of suspected security violations.	Michael Trenergy (User Services Specialist 3) Robert Parker (User Services Specialist 3) David Bergman (Functional Analyst 3)	Chad Thome (Director of FCM IT)