

Office of the Chancellor President - S0003 H0001

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.	TaShawna Wilson, Ex. Dir. Business Office Operations	Mary Nguyen, Dept. Bus. Admin.
2	Updating the Baseline Standards Form.	TaShawna Wilson, Ex. Dir. Business Office Operations	Mary Nguyen, Dept. Bus. Admin.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	
2	Reviewing cost center verifications.	TaShawna Wilson, Ex. Dir. Business Office Operations	
3	Approving cost center verifications.	TaShawna Wilson, Ex. Dir. Business Office Operations	
4	Ensuring all cost centers are verified/approved on a timely basis.	TaShawna Wilson, Ex. Dir. Business Office Operations	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
2	Ensuring the validity of travel and expense reimbursements.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Ensuring that goods and services are received and that timely payment is made.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
4	Ensuring correct account coding on purchases documents.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
5	Primary contact for inquiries to expenditure transactions.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
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.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept. Business Admin. for UHPH	TaShawna Wilson, Ex. Dir. Business Office Operations
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept. Business Admin. for UHPH	TaShawna Wilson, Ex. Dir. Business Office Operations
4	Completing termination clearance procedures.	Department Liaisons	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
6	Maintaining departmental Personnel files.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
7	Ensuring valid authorization of new hires.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
8	Ensuring valid authorization of changes in compensation rates.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
9	Ensuring the accurate input of changes to the HR System.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations

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10	Consistent and efficient responses to inquiries.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations

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CASH HANDLING			
1	Collecting cash, checks, etc.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	
2	Reconciling cash, checks, etc. to receipts.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	
3	Preparing deposits.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	
4	Preparing Journal Entries.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	
5	Verifying deposits posted correctly in the Finance System.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
7	Secure deposits via UHDPS to Student Financial Services.	UHPD	TaShawna Wilson, Ex. Dir. Business Office Operations
8	Ensuring deposits are made timely.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept. Business Admin. for UHPH	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept. Business Admin. for UHPH	TaShawna Wilson, Ex. Dir. Business Office Operations
10	Updating Cash Handling Procedures as needed.	TaShawna Wilson, Ex. Dir. Business Office Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	TaShawna Wilson, Ex. Dir. Business Office Operations	
12	Consistent and efficient responses to inquiries.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Mary Nguyen, Dept. Bus. Admin.	

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2	Ensuring the annual inventory was completed correctly.	Mary Nguyen, Dept. Bus. Admin.	
3	Tagging equipment.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	
4	Approving requests for removal of equipment from campus.	Michael Johnson, Chief of Staff; TaShawna Wilson, Ex. Dir. Bus.	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual <u>Related Party</u> disclosure statement online.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the <u>Consulting</u> disclosure statement online.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept.	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Mary Nguyen, Dept. Business Admin.; Brenda Ramirez, Dept. Business Admin. for UHPH	TaShawna Wilson, Ex. Dir. Business Office Operations

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	TaShawna Wilson, Ex. Dir. Business Office Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	Brenda Ramirez, Dept. Business Admin. for UHPH	TaShawna Wilson, Ex. Dir. Business Office Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	TaShawna Wilson, Ex. Dir. Business Office Operations	
2	Ensuring that critical data back up occurs.	IT Executive Support	
3	Ensuring that procedures such as password controls are followed.	IT Executive Support	
4	Reporting of suspected security violations.	All Staff	