

VC/VP for Legal Affairs/General Counsel/Compliance- S0006, H0019, H0176, H0304
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.	Michelle Sanchez, Legal Assistant	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Ex. Dir. Business Office Operations	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Brenda Ramirez, Dept. Business Admin.	
2	Reviewing cost center verifications.	TaShawna Wilson, Ex. Dir. Business Office Operations	
3	Approving cost center verifications.	Dona Cornell, VC/VP Legal Affairs/General Counsel	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.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
2	Ensuring the validity of travel and expense reimbursements.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Ensuring that goods and services are received and that timely payment is made.	Michelle Sanchez, Legal Assistant	Brenda Ramirez, Dept. Business Administrator
4	Ensuring correct account coding on purchases documents.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
5	Primary contact for inquiries to expenditure transactions.	Michelle Sanchez, Legal Assistant	Brenda Ramirez, Dept. 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.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office
4	Completing termination clearance procedures.	Michelle Sanchez, Legal Assistant	Brenda Ramirez, Dept. Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office
6	Maintaining departmental Personnel files.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office
7	Ensuring valid authorization of new hires.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office
8	Ensuring valid authorization of changes in compensation rates.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
9	Ensuring the accurate input of changes to the HR System.	Brenda Ramirez, Dept. Business Administrator	
10	Consistent and efficient responses to inquiries.	Michelle Sanchez, Legal Assistant	Brenda Ramirez, Dept. Business Administrator
CASH HANDLING			
1	Collecting cash, checks, etc.	Michelle Sanchez, Legal Assistant	
2	Reconciling cash, checks, etc. to receipts.	Michelle Sanchez, Legal Assistant	
3	Preparing deposits.	Brenda Ramirez, Dept. Business Administrator	
4	Preparing Journal Entries.	Brenda Ramirez, Dept. Business Administrator	

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5	Verifying deposits posted correctly in the Finance System.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brenda Ramirez, Dept. Business Administrator	
7	Secure deposits via UHDPS to Student Financial Services.	UHDPS	
8	Ensuring deposits are made timely.	Brenda Ramirez, Dept. Business Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Brenda Ramirez, Dept. Business Administrator	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.	Michelle Sanchez, Legal Assistant	Brenda Ramirez, Dept. Business Administrator
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.	Brenda Ramirez, Dept. Bus. Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Michelle Sanchez, Legal Assistant	Brenda Ramirez, Dept. Bus. Admin.
2	Ensuring the annual inventory was completed correctly.	Brenda Ramirez, Dept. Bus. Admin.	
3	Tagging equipment.	Michelle Sanchez, Legal Assistant	
4	Approving requests for removal of equipment from campus.	Dona Cornell, VC/VP Legal Affairs/General Counsel	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Brenda Ramirez, Dept. Bus. Admin.	TaShawna Wilson, Ex. Dir. Business Office Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Brenda Ramirez, Dept. Bus. Admin.	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	

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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.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Dona Cornell, VC/VP Legal Affairs/General Counsel	
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	