

Staff Council - H0431  
Baseline Standards  
FY 2024

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Courtney Washington, Program Mgr. 2	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Ex. Dir. Business Office Operations	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Brenda Ramirez, Depart. Bus. Administrator	
2	Reviewing cost center verifications.	Courtney Washington, Program Mgr. 2	
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	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Brenda Ramirez, Depart. Bus. Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Brenda Ramirez, Depart. Bus. Administrator	
3	Ensuring that goods and services are received and that timely payment is made.	Courtney Washington, Program Mgr. 2	Brenda Ramirez, Depart. Bus. Administrator
4	Ensuring correct account coding on purchases documents.	Brenda Ramirez, Depart. Bus. Administrator	
5	Primary contact for inquiries to expenditure transactions.	Courtney Washington, Program Mgr. 2	Brenda Ramirez, Depart. Bus. Administrator
<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.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. 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, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
4	Completing termination clearance procedures.	Courtney Washington, Program Mgr. 2	TaShawna Wilson, Ex. Dir. Bus. Office
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
6	Maintaining departmental Personnel files.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
7	Ensuring valid authorization of new hires.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
8	Ensuring valid authorization of changes in compensation rates.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
9	Ensuring the accurate input of changes to the HR System.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
10	Consistent and efficient responses to inquiries.	Courtney Washington, Program Mgr. 2	TaShawna Wilson, Ex. Dir. Bus. Office
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Courtney Washington, Program Mgr. 2	Brenda Ramirez, Depart. Bus. Administrator
2	Reconciling cash, checks, etc. to receipts.	Courtney Washington, Program Mgr. 2	Brenda Ramirez, Depart. Bus. Administrator
3	Preparing deposits.	Brenda Ramirez, Depart. Bus. Administrator	
4	Preparing Journal Entries.	Brenda Ramirez, Depart. Bus. Administrator	

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5	Verifying deposits posted correctly in the Finance System.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Courtney Washington, Program Mgr. 2	Brenda Ramirez, Depart. Bus. Administrator
7	Secure deposits via UHDPS to Student Financial Services.	UHDPS	
8	Ensuring deposits are made timely.	Brenda Ramirez, Depart. Bus. 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, Depart. Bus. 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.	Courtney Washington, Program Mgr. 2	Brenda Ramirez, Depart. Bus. 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, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Courtney Washington, Program Mgr. 2	Brenda Ramirez, Depart. Bus. Administrator
2	Ensuring the annual inventory was completed correctly.	Courtney Washington, Program Mgr. 2	Brenda Ramirez, Depart. Bus. Administrator
3	Tagging equipment.	Courtney Washington, Program Mgr. 2	Brenda Ramirez, Depart. Bus. Administrator
4	Approving requests for removal of equipment from campus.	Staff Council President; TaShawna Wilson, Ex. Dir.	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Brenda Ramirez, Depart. Bus. Administrator	Staff Council President; TaShawna Wilson, Ex. Dir. Business Office
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Brenda Ramirez, Depart. Bus. Administrator	Staff Council President; TaShawna Wilson, Ex. Dir. Business Office
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		NA	
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.	Staff Council President; TaShawna Wilson, Ex. Dir.	
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	