

The Honors College  
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.	Lorena Lopez	Christopher Herrin
2	Updating the Baseline Standards Form.	Lorena Lopez	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Christopher Herrin	Lorena Lopez
2	Reviewing cost center verifications.	Lorena Lopez	
3	Approving cost center verifications.	Lorena Lopez	
4	Ensuring all cost centers are verified/approved on a timely basis.	Lorena Lopez	Christopher Herrin
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Christopher Herrin	Lorena Lopez
2	Ensuring the validity of travel and expense reimbursements.	Christopher Herrin	Lorena Lopez
3	Ensuring that goods and services are received and that timely payment is made.	Christopher Herrin	Lorena Lopez
4	Ensuring correct account coding on purchases documents.	Christopher Herrin	Lorena Lopez
5	Primary contact for inquiries to expenditure transactions.	Christopher Herrin	Lorena Lopez
<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.	Christopher Herrin	Lorena Lopez
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Lorena Lopez	Christopher Herrin
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Christopher Herrin	Lorena Lopez
4	Completing termination clearance procedures.	Lorena Lopez	Christopher Herrin
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Christopher Herrin	Lorena Lopez
6	Maintaining departmental Personnel files.	Christopher Herrin	Lorena Lopez
7	Ensuring valid authorization of new hires.	Christopher Herrin	Lorena Lopez
8	Ensuring valid authorization of changes in compensation rates.	Lorena Lopez	
9	Ensuring the accurate input of changes to the HR System.	Lorena Lopez	

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10	Consistent and efficient responses to inquiries.	Lorena Lopez	

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Christopher Herrin	Lorena Lopez
2	Reconciling cash, checks, etc. to receipts.	Christopher Herrin	Lorena Lopez
3	Preparing deposits.	Christopher Herrin/Ranya Khalifa	Christopher Herrin
4	Preparing Journal Entries.	Christoopher Herrin/Ranya Khalifa	Lorena Lopez
5	Verifying deposits posted correctly in the Finance System.	Christopher Herrin	Lorena Lopez
6	Adequacy of physical safeguards of cash receipts and equivalent.	Christopher Herrin	Lorena Lopez
7	Secure deposits via UHDPS to Student Financial Services.	Christopher Herrin	Lorena Lopez
8	Ensuring deposits are made timely.	Christopher Herrin	Lorena Lopez
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Lorena Lopez	Christopher Herrin
10	Updating Cash Handling Procedures as needed.	Lorena Lopez	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Lorena Lopez	
12	Consistent and efficient responses to inquiries.	Lorena Lopez	
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lorena Lopez	Christopher Herrin
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Any'A Creek	

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2	Ensuring the annual inventory was completed correctly.	Any'A Creek	
3	Tagging equipment.	Any'A Creek	
4	Approving requests for removal of equipment from campus.	Any'A Creek	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lorena Lopez	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lorena Lopez	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lorena Lopez	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Lorena Lopez	Christopher Herrin
2	Ensuring that research expenditures are covered by funds from sponsors.	Lorena Lopez	Christopher Herrin
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Any'A Creek	
2	Ensuring that critical data back up occurs.	Any'A Creek	
3	Ensuring that procedures such as password controls are followed.	Any'A Creek	
4	Reporting of suspected security violations.	Any'A Creek	