

H0537 - Student Life  
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.	Celeste Fuentes / DBA	Gil Lizalde / Director, Business Services
2	Updating the Baseline Standards Form.	Celeste Fuentes/ DBA	Gil Lizalde / Director, Business Services
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Lanita Holmes/Accountant III	
2	Reviewing cost center verifications.	Celeste Fuentes / DBA	Gil Lizalde / Director, Business Services
3	Approving cost center verifications.	Designated Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Celeste Fuentes / DBA	Candy Littleton/Asst. DBA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Celeste Fuentes/DBA
2	Ensuring the validity of travel and expense reimbursements.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord II, Keiry Vallejo/Fin Coord II.	Celeste Fuentes/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord II, Keiry Vallejo/Fin Coord II.	Celeste Fuentes /DBA
4	Ensuring correct account coding on purchases documents.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord II, Keiry Vallejo/Fin Coord II.	Celeste Fuentes /DBA
5	Primary contact for inquiries to expenditure transactions.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord II, Keiry Vallejo/Fin Coord II.	Celeste Fuentes/DBA
<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.	Vicky Henderson/Asst. DBA	Keiry Vallejo/Fin Coord II, Celeste Fuentes/DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vicky Henderson/Asst. DBA	Keiry Vallejo/Fin Coord II, Celeste Fuentes/DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vicky Henderson/Asst. DBA	Keiry Vallejo/Fin Coord II, Celeste Fuentes/DBA
4	Completing termination clearance procedures.	Vicky Henderson/Asst. DBA	Keiry Vallejo/Fin Coord II, Celeste Fuentes/DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vicky Henderson/Asst. DBA	Keiry Vallejo/Fin Coord II, Celeste Fuentes/DBA
6	Maintaining departmental Personnel files.	Vicky Henderson/Asst. DBA	Keiry Vallejo/Fin Coord II, Celeste Fuentes/DBA
7	Ensuring valid authorization of new hires.	Vicky Henderson/Asst. DBA	Keiry Vallejo/Fin Coord II, Celeste Fuentes/DBA
8	Ensuring valid authorization of changes in compensation rates.	Vicky Henderson/Asst. DBA	Keiry Vallejo/Fin Coord II, Celeste Fuentes/DBA
9	Ensuring the accurate input of changes to the HR System.	Vicky Henderson/Asst. DBA	Keiry Vallejo/Fin Coord II, Celeste Fuentes/DBA
10	Consistent and efficient responses to inquiries.	Vicky Henderson/Asst. DBA	Keiry Vallejo/Fin Coord II, Celeste Fuentes/DBA
<b>CASH HANDLING</b>			

H0537 - Student Life  
Baseline Standards  
FY 2024

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
1 Collecting cash, checks, etc.	T. Mohwinkel/Spv. Games Room, Alfredo Mejia/Manager, Arielle Roper/Reservationists, Larry McGowan/ Reservationist, Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord, Keiry Vallejo/Fin Coord, Angela Allen/Exec. Sec., Cheyenne Peer/Office Coord , LaShanon Hollis/Office Coord and various student Assts.	Celeste Fuentes/DBA
2 Reconciling cash, checks, etc. to receipts.	T. Mohwinkel/Spv. Games Room, Alfredo Mejia/Manager, Arielle Roper/Reservationists, Larry McGowan/ Reservationist, Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord, Keiry Vallejo/Fin Coord, Angela Allen/Exec. Sec., Cheyenne Peer/Office Coord , LaShanon Hollis/Office Coord and various student Assts.	Celeste Fuentes/DBA
3 Preparing deposits.	T. Mohwinkel/Spv. Games Room, Alfredo Mejia/Manager, Arielle Roper/Reservationists, Larry McGowan/ Reservationist, Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord, Keiry Vallejo/Fin Coord, Angela Allen/Exec. Sec., Cheyenne Peer/Office Coord , LaShanon Hollis/Office Coord and various student Assts.	Celeste Fuentes/DBA
4 Preparing Journal Entries.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord II, Keiry Vallejo/Fin Coord II	Celeste Fuentes/DBA
5 Verifying deposits posted correctly in the Finance System.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord II, Keiry Vallejo/Fin Coord II	Celeste Fuentes/DBA
6 Adequacy of physical safeguards of cash receipts and equivalent.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord II, Keiry Vallejo/Fin Coord II	Celeste Fuentes/DBA
7 Secure deposits via UHDPS to Student Financial Services.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord II, Keiry Vallejo/Fin Coord II	Celeste Fuentes/DBA
8 Ensuring deposits are made timely.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord II, Keiry Vallejo/Fin Coord II	Celeste Fuentes/DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Irene Santos/Fin Coord II, Keiry Vallejo/Fin Coord II	Department supervisors and Celeste Fuentes/DBA
10 Updating Cash Handling Procedures as needed.	Candy Littleton/Asst. DBA	Change fund custodians

H0537 - Student Life  
Baseline Standards  
FY 2024

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Department Supervisors and/or Managers of Cash Handling	Candy Littleton/Asst. DBA
12	Consistent and efficient responses to inquiries.	All members of the business services team.	Celeste Fuentes/DBA
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life	Celeste Fuentes/DBA and the Business Services contracts team
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	DSAES IT and Designated Department Property Custodian	
2	Ensuring the annual inventory was completed correctly.	DSAES IT and Designated Department Property Custodian	
3	Tagging equipment.	DSAES IT and Designated Department Property Custodian	
4	Approving requests for removal of equipment from campus.	Georgeann Smith /Executive Director Business Services	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Vicky Henderson / Asst. DBA	Celeste Fuentes/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Vicky Henderson / Asst. DBA	Celeste Fuentes/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Vicky Henderson / Asst. DBA	Celeste Fuentes/DBA
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.	Candy Littleton/Asst. DBA, Irene Santos/Fin Coord II	Celeste Fuentes/DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Candy Littleton/Asst. DBA, Irene Santos/Fin Coord II	Celeste Fuentes/DBA
DEPARTMENTAL COMPUTING			

H0537 - Student Life  
 Baseline Standards  
 FY 2024

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Management of the departments' information technology resources.	DSAES IT	UIT
2	Ensuring that critical data back up occurs.	DSAES IT	UIT
3	Ensuring that procedures such as password controls are followed.	DSAES IT	UIT
4	Reporting of suspected security violations.	All staff members	DSAES IT / UIT
<b>FOR DEPARTMENT LISTED BELOW:</b>			
H0224	Center for Student Involvement	Candy Littleton	Celeste Fuentes/DBA
H0226	Center for Student Media	Candy Littleton	Celeste Fuentes/DBA
H0227	Student Centers	Candy Littleton	Celeste Fuentes/DBA
H0232	A.D. Bruce Religion Center	Candy Littleton	Celeste Fuentes/DBA
H0553	Center for Fraternity and Sorority Life	Candy Littleton	Celeste Fuentes/DBA
H0616	DSAES IT	Candy Littleton	Celeste Fuentes/DBA
H0677	LGBTQ Resource Center	Candy Littleton	Celeste Fuentes/DBA
H0573	Center for Diversity and Inclusion	Candy Littleton	Celeste Fuentes/DBA