

Human Development and Consumer Science
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.	Nghi Bui, DBA	Rachel Alvarado, AC
2	Updating the Baseline Standards Form.	Nghi Bui, DBA	Rachel Alvarado, AC
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nghi Bui, DBA	Rachel Alvarado, AC
2	Reviewing cost center verifications.	Nghi Bui, DBA	Rachel Alvarado, AC
3	Approving cost center verifications.	Nghi Bui, DBA	Rachel Alvarado, AC
4	Ensuring all cost centers are verified/approved on a timely basis.	Nghi Bui, DBA	Rachel Alvarado, AC
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Nghi Bui, DBA	Joseph Gil, FC1
2	Ensuring the validity of travel and expense reimbursements.	Nghi Bui, DBA	Joseph Gil, FC1
3	Ensuring that goods and services are received and that timely payment is made.	Nghi Bui, DBA	Joseph Gil, FC1
4	Ensuring correct account coding on purchases documents.	Nghi Bui, DBA	Joseph Gil, FC1
5	Primary contact for inquiries to expenditure transactions.	Nghi Bui, DBA	Joseph Gil, FC1
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.	Nghi Bui, DBA	Rachel Alvarado, AC
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Nghi Bui, DBA	Rachel Alvarado, AC
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Nghi Bui, DBA	Rachel Alvarado, AC
4	Completing termination clearance procedures.	Nghi Bui, DBA	Rachel Alvarado, AC
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Nghi Bui, DBA	Rachel Alvarado, AC
6	Maintaining departmental Personnel files.	Nghi Bui, DBA	Rachel Alvarado, AC
7	Ensuring valid authorization of new hires.	Nghi Bui, DBA	Rachel Alvarado, AC
8	Ensuring valid authorization of changes in compensation rates.	Nghi Bui, DBA	Rachel Alvarado, AC
9	Ensuring the accurate input of changes to the HR System.	Nghi Bui, DBA	Rachel Alvarado, AC

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10	Consistent and efficient responses to inquiries.	Rachel Alvarado, AC	Nghi Bui, DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Nghi Bui, DBA	Joseph Gil, FC1
2	Reconciling cash, checks, etc. to receipts.	Joseph Gil, FC1	Nghi Bui, DBA
3	Preparing deposits.	Joseph Gil, FC1	Monique Jones, Prog Director
4	Preparing Journal Entries.	Nghi Bui, DBA	Joseph Gil, FC1
5	Verifying deposits posted correctly in the Finance System.	Nghi Bui, DBA	Joseph Gil, FC1
6	Adequacy of physical safeguards of cash receipts and equivalent.	Joseph Gil, FC1	Monique Jones, Prog Director
7	Secure deposits via UHDPS to Student Financial Services.	Joseph Gil, FC1	Monique Jones, Prog Director
8	Ensuring deposits are made timely.	Joseph Gil, FC1	Monique Jones, Prog Director
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nghi Bui, DBA	Monique Jones, Prog Director
10	Updating Cash Handling Procedures as needed.	Nghi Bui, DBA	Monique Jones, Prog Director
11	Distribution of Cash Handling Procedures to employees who handle cash.	Nghi Bui, DBA	Monique Jones, Prog Director
12	Consistent and efficient responses to inquiries.	Nghi Bui, DBA	Monique Jones, Prog Director
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nghi Bui, DBA	Monique Jones, Prog Director
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Vinh Trinh, LAN Admin	Tom Jones, College Tech Dir

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2	Ensuring the annual inventory was completed correctly.	Vinh Trinh, LAN Admin	Tom Jones, College Tech Dir
3	Tagging equipment.	Vinh Trinh, LAN Admin	Tom Jones, College Tech Dir
4	Approving requests for removal of equipment from campus.	Vinh Trinh, LAN Admin	Tom Jones, College Tech Dir
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Monique Jones, Prog Director	Stephen Bangerter, Exec Dir
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Monique Jones, Prog Director	Stephen Bangerter, Exec Dir
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Monique Jones, Prog Director	Stephen Bangerter, Exec Dir

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nghi Bui, DBA	Monique Jones, Prog Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Nghi Bui, DBA	Monique Jones, Prog Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Vinh Trinh, LAN Admin	Tom Jones, College Tech Dir
2	Ensuring that critical data back up occurs.	Vinh Trinh, LAN Admin	Tom Jones, College Tech Dir
3	Ensuring that procedures such as password controls are followed.	Vinh Trinh, LAN Admin	Tom Jones, College Tech Dir
4	Reporting of suspected security violations.	Vinh Trinh, LAN Admin	Tom Jones, College Tech Dir