Information Science Technology
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.	Monique Jones, Prog Dir	Stephen Bangerter, Exe. Director
2	Updating the Baseline Standards Form.	Monique Jones, Prog Dir	Stephen Bangerter, Exe. Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Joseph gil, FC 1	Monique Jones, Prog Dir
2	Reviewing cost center verifications.	Kimberly Nguyen, DBA	Monique Jones, Prog Dir
3	Approving cost center verifications.	Kimberly Nguyen, DBA	Monique Jones, Prog Dir
4	Ensuring all cost centers are verified/approved on a timely basis.		
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Joseph gil, FC 1	Monique Jones, Prog Dir
2	Ensuring the validity of travel and expense reimbursements.	Ace Anzula, FC2	Monique Jones, Prog Dir
3	Ensuring that goods and services are received and that timely payment is made.	Kimberly Nguyen, DBA	Monique Jones, Prog Dir
4	Ensuring correct account coding on purchases documents.	Kimberly Nguyen, DBA	Monique Jones, Prog Dir
5	Primary contact for inquiries to expenditure transactions.	Kimberly Nguyen, DBA	Monique Jones, Prog Dir
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.	Kimberly Nguyen, DBA	Tyler Robinson, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Kimberly Nguyen, DBA	Tyler Robinson, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Kimberly Nguyen, DBA	Tyler Robinson, DBA
4	Completing termination clearance procedures.	Kimberly Nguyen, DBA	Tyler Robinson, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Kimberly Nguyen, DBA	Tyler Robinson, DBA
6	Maintaining departmental Personnel files.	Kimberly Nguyen, DBA	Tyler Robinson, DBA
7	Ensuring valid authorization of new hires.	Kimberly Nguyen, DBA	Tyler Robinson, DBA
8	Ensuring valid authorization of changes in compensation rates.	Kimberly Nguyen, DBA	Tyler Robinson, DBA
9	Ensuring the accurate input of changes to the HR System.	Kimberly Nguyen, DBA	Tyler Robinson, DBA

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10	Consistent and efficient responses to inquiries.	Kimberly Nguyen, DBA	Tyler Robinson, DBA

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

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2	Ensuring the annual inventory was completed correctly.	Vinh Trinh/ Lan Admin	Tom Jones/ Dr, Coll IT's
3	Tagging equipment.	Vinh Trinh/ Lan Admin	Tom Jones/ Dr, Coll IT's
4	Approving requests for removal of equipment from campus.	Vinh Trinh/ Lan Admin	Tom Jones/ Dr, Coll IT's
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Monique Jones, Prog Dir	Stephen Bangerter, Exe. Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Monique Jones, Prog Dir	Stephen Bangerter, Exe. Director
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 Dir	Stephen Bangerter, Exe. Director

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