

H0516 (ph) - Office of Administration  
Baseline Standards  
FY 2025

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.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
2	Updating the Baseline Standards Form.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Jatarra Mayhue/Sr. Financial Analyst	
2	Reviewing cost center verifications.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
3	Approving cost center verifications.	Designated Cost Center Managers	Delegated cost center managers, if applicable.
4	Ensuring all cost centers are verified/approved on a timely basis.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator	Hector Bonilla/Director, Division Business Operations
2	Ensuring the validity of travel and expense reimbursements.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator	Hector Bonilla/Director, Division Business Operations
3	Ensuring that goods and services are received and that timely payment is made.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator	Hector Bonilla/Director, Division Business Operations
4	Ensuring correct account coding on purchases documents.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator	Hector Bonilla/Director, Division Business Operations
5	Primary contact for inquiries to expenditure transactions.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator	Hector Bonilla/Director, Division Business Operations
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.	Martha Noriega/Financial Coordinator 2	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	TRAM Managers/Supervisors Martha Noriega/Financial Coordinator 2	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Martha Noriega/Financial Coordinator 2	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
4	Completing termination clearance procedures.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Martha Noriega/Financial Coordinator 2	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
6	Maintaining departmental Personnel files.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
7	Ensuring valid authorization of new hires.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
10	Consistent and efficient responses to inquiries.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Martha Noriega/Financial Coordinator 2	Hector Bonilla/Director, Division Business Operations Jatarra Mayhue/Sr. Financial Analyst
2	Reconciling cash, checks, etc. to receipts.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Martha Noriega/Financial Coordinator 2	Hector Bonilla/Director, Division Business Operations Jatarra Mayhue/Sr. Financial Analyst
3	Preparing deposits.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Martha Noriega/Financial Coordinator 2	Hector Bonilla/Director, Division Business Operations Jatarra Mayhue/Sr. Financial Analyst
4	Preparing Journal Entries.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Martha Noriega/Financial Coordinator 2	Hector Bonilla/Director, Division Business Operations Jatarra Mayhue/Sr. Financial Analyst
5	Verifying deposits posted correctly in the Finance System.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Martha Noriega/Financial Coordinator 2	Hector Bonilla/Director, Division Business Operations Jatarra Mayhue/Sr. Financial Analyst
6	Adequacy of physical safeguards of cash receipts and equivalent.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Martha Noriega/Financial Coordinator 2	Hector Bonilla/Director, Division Business Operations Jatarra Mayhue/Sr. Financial Analyst
7	Secure deposits via UHDDS to Student Financial Services.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Martha Noriega/Financial Coordinator 2	Hector Bonilla/Director, Division Business Operations Jatarra Mayhue/Sr. Financial Analyst
8	Ensuring deposits are made timely.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Martha Noriega/Financial Coordinator 2	Hector Bonilla/Director, Division Business Operations Jatarra Mayhue/Sr. Financial Analyst
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Hector Bonilla/Director, Division Business Operations	
10	Updating Cash Handling Procedures as needed.	Hector Bonilla/Director, Division Business Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Hector Bonilla/Director, Division Business Operations	
12	Consistent and efficient responses to inquiries.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator	
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	

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CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Hector Bonilla/Director, Division Business Operations	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Property custodian on file for each department (non-computer assets) Sean Prida/User Services Specialist(computer assets)	
2	Ensuring the annual inventory was completed correctly.	Hector Bonilla/Director, Division Business Operations	
3	Tagging equipment.	Property custodian on file for each department (non-computer assets) Sean Prida/User Services Specialist(computer assets)	
4	Approving requests for removal of equipment from campus.	Property custodian on file for each department (non-computer assets) Sean Prida/User Services Specialist(computer assets)	Hector Bonilla/Director, Division Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Hector Bonilla/Director, Division Business Operations	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Hector Bonilla/Director, Division Business Operations	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Martha Noriega/Financial Coordinator 2	
3	Collection.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Martha Noriega/Financial Coordinator 2	
4	Recording.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Department Business Administrator Diane Sylvester/Department Business Administrator Martha Noriega/Financial Coordinator 2	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	General Accounting.	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Hector Bonilla/Director, Division Business Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Department Unit Heads Sean Prida/User Services Specialist	Hector Bonilla/Director, Division Business Operations
2	Ensuring that critical data back up occurs.	UIT Support	
3	Ensuring that procedures such as password controls are followed.	All staff	
4	Reporting of suspected security violations.	All staff	
Department List:			
H0171	AUXILIARY SERVICES OPERATIONS		
H0174	COUGAR CARD		
H0178	PARKING & TRANSPORTATION SERVICES		
H0180	COPY PRINT & DELIVERY SERVICES		
H0230	CULLEN PERFORM HALL		
H0303	PUBLIC ART		
H0614	ASSOC VP FOR ADMINISTRATION		
S0303	PUBLIC ART		