

English
Baseline Standards
FY 2025

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Valeria Gonzalez	
2	Updating the Baseline Standards Form.	Valeria Gonzalez	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Jesus Perez	
2	Reviewing cost center verifications.	Valeria Gonzalez	
3	Approving cost center verifications.	James Kastely	
4	Ensuring all cost centers are verified/approved on a timely basis.	Valeria Gonzalez	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Valeria Gonzalez	
2	Ensuring the validity of travel and expense reimbursements.	Valeria Gonzalez	
3	Ensuring that goods and services are received and that timely payment is made.	Jesus Perez	
4	Ensuring correct account coding on purchases documents.	Valeria Gonzalez	
5	Primary contact for inquiries to expenditure transactions.	Valeria Gonzalez	
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.	Jesus Perez	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Jesus Perez	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jesus Perez	
4	Completing termination clearance procedures.	Valeria Gonzalez	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Valeria Gonzalez	
6	Maintaining departmental Personnel files.	Valeria Gonzalez	
7	Ensuring valid authorization of new hires.	Valeria Gonzalez	
8	Ensuring valid authorization of changes in compensation rates.	Valeria Gonzalez	
9	Ensuring the accurate input of changes to the HR System.	Valeria Gonzalez	
10	Consistent and efficient responses to inquiries.	Valeria Gonzalez	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Jesus Perez	
2	Reconciling cash, checks, etc. to receipts.	Valeria Gonzalez	
3	Preparing deposits.	Jesus Perez	
4	Preparing Journal Entries.	Jesus Perez	
5	Verifying deposits posted correctly in the Finance System.	Valeria Gonzalez	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Valeria Gonzalez	
7	Secure deposits via UHDPS to Student Financial Services.	Jesus Perez	
8	Ensuring deposits are made timely.	Jesus Perez	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Valeria Gonzalez	
10	Updating Cash Handling Procedures as needed.	Valeria Gonzalez	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Valeria Gonzalez	
12	Consistent and efficient responses to inquiries.	Valeria Gonzalez	
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.	Valeria Gonzalez	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Frank Houston	
2	Ensuring the annual inventory was completed correctly.	Frank Houston	
3	Tagging equipment.	Frank Houston	
4	Approving requests for removal of equipment from campus.	Frank Houston	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Valeria Gonzalez	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Valeria Gonzalez	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Valeria Gonzalez	

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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.	Valeria Gonzalez	
2	Ensuring that research expenditures are covered by funds from sponsors.	Valeria Gonzalez	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston	
2	Ensuring that critical data back up occurs.	Frank Houston	
3	Ensuring that procedures such as password controls are followed.	Frank Houston	
4	Reporting of suspected security violations.	Frank Houston	