

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

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

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