Baseline Standards FY25 - DOR Shared Services H0010, H0235, H0242, H0243, H0298, H0579 & TIMES H0288		
	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.	Michele Hoffman	Virginia Puente
2 Updating the Baseline Standards Form.	Michele Hoffman	Virginia Puente
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1 Preparing cost center verifications.	Bertha Gil/Maria Carreon	Michele Hoffman
2 Reviewing cost center verifications.	Bertha Gil/Maria Carreon	Michele Hoffman
3 Approving cost center verifications.	Michele Hoffman	Cristina Milligan
4 Ensuring all cost centers are verified/approved on a timely basis.	Bertha Gil/Maria Carreon	Michele Hoffman
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1 Ensuring valid authorization of purchase documents.	Virginia Puente	Michele Hoffman
2 Ensuring the validity of travel and expense reimbursements.	Virginia Puente	Michele Hoffman
3 Ensuring that goods and services are received and that timely payment is made.	Abigail Palomino/Erica Villarreal	Virginia Puente
4 Ensuring correct account coding on purchases documents.	Abigail Palomino/Erica Villarreal	Virginia Puente
5 Primary contact for inquiries to expenditure transactions.	Abigail Palomino/Erica Villarreal	Virginia Puente
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.	Helen Lozano	Michele Hoffman
2 Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Helen Lozano	Michele Hoffman
3 Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Helen Lozano	Michele Hoffman
4 Completing termination clearance procedures.	Helen Lozano	Michele Hoffman
5 Ensuring terminated employees are no longer charged to departmental cost centers.	Helen Lozano	Michele Hoffman
6 Maintaining departmental Personnel files.	Helen Lozano	Michele Hoffman
7 Ensuring valid authorization of new hires.	Helen Lozano	Michele Hoffman
8 Ensuring valid authorization of changes in compensation rates.	Helen Lozano	Michele Hoffman
9 Ensuring the accurate input of changes to the HR System.	Helen Lozano	Michele Hoffman
10 Consistent and efficient responses to inquiries.	Helen Lozano	Michele Hoffman

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Abigail Palomino/Erica Villarreal	Virginia Puente
2	Reconciling cash, checks, etc. to receipts.	Abigail Palomino/Erica Villarreal	Virginia Puente
3	Preparing deposits.	Abigail Palomino/Erica Villarreal	Virginia Puente
4	Preparing Journal Entries.	Abigail Palomino/Erica Villarreal	Virginia Puente
5	Verifying deposits posted correctly in the Finance System.	Bertha Gil/Maria Carreon	Michele Hoffman
6	Adequacy of physical safeguards of cash receipts and equivalent.	Abigail Palomino/Erica Villarreal	Virginia Puente
7	Secure deposits via UHDPS to Student Financial Services.	Abigail Palomino/Erica Villarreal	Virginia Puente
8	Ensuring deposits are made timely.	Abigail Palomino/Erica Villarreal	Virginia Puente
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Virginia Puente	Michele Hoffman
10	Updating Cash Handling Procedures as needed.	Virginia Puente	Michele Hoffman
11	Distribution of Cash Handling Procedures to employees who handle cash.	Virginia Puente	Michele Hoffman
12	Consistent and efficient responses to inquiries.	Abigail Palomino/Erica Villarreal	Virginia Puente
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.	Virginia Puente	Michele Hoffman
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Bertha Gil/George Pope/Safiya Friday	Michele Hoffman
2	Ensuring the annual inventory was completed correctly.	Bertha Gil/George Pope/Safiya Friday	Michele Hoffman
3	Tagging equipment.	Bertha Gil/George Pope/Safiya Friday	Michele Hoffman
4	Approving requests for removal of equipment from campus.	Bertha Gil/George Pope/Safiya Friday	Michele Hoffman
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Michele Hoffman	Cristina Milligan
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Michele Hoffman	Cristina Milligan
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Michele Hoffman	Cristina Milligan

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Virginia Puente, Helen Lozano	Michele Hoffman
3	Collection.	Virginia Puente, Helen Lozano	Michele Hoffman
4	Recording.	Virginia Puente, Helen Lozano	Michele Hoffman
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.	Michele Hoffman	Cristina Milligan
2	Ensuring that research expenditures are covered by funds from sponsors.	Michele Hoffman	Cristina Milligan
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Minh Duong	Jeremy Alexander
2	Ensuring that critical data back up occurs.	Minh Duong	Jeremy Alexander
3	Ensuring that procedures such as password controls are followed.	Minh Duong	Jeremy Alexander
4	Reporting of suspected security violations.	Minh Duong	Jeremy Alexander