

H0537 - Student Life  
Baseline Standards  
FY 2025

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Laura Molina-Guzman / DBA	Gil Lizalde / Director, Business Services
2	Updating the Baseline Standards Form.	Laura Molina-Guzman/ DBA	Gil Lizalde / Director, Business Services
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Financial Reporting Team	
2	Reviewing cost center verifications.	Laura Molina-Guzman / DBA	Gil Lizalde / Director, Business Services
3	Approving cost center verifications.	Designated Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Laura Molina-Guzman / DBA	Gil Lizalde / Director, Business Services
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Laura Molina-Guzman/DBA
2	Ensuring the validity of travel and expense reimbursements.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman /DBA
4	Ensuring correct account coding on purchases documents.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman /DBA
5	Primary contact for inquiries to expenditure transactions.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman/DBA
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA
4	Completing termination clearance procedures.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA
6	Maintaining departmental Personnel files.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA
7	Ensuring valid authorization of new hires.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA
8	Ensuring valid authorization of changes in compensation rates.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA
9	Ensuring the accurate input of changes to the HR System.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA
10	Consistent and efficient responses to inquiries.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA
<b>CASH HANDLING</b>			

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1 Collecting cash, checks, etc.	T. Mohwinkel/Program Manager II, Alfredo Mejia/Manager, Micah Obregon/Reservationists, Larry McGowan/ Reservationist, Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin Coord, Angela Allen/Adm Assistant, Cheyenne Peer/Office Coord , LaShanon Hollis/Office Coord and various student Assts.	Laura Molina-Guzman/DBA
2 Reconciling cash, checks, etc. to receipts.	T. Mohwinkel/Program Manager II, Alfredo Mejia/Manager, Micah Obregon/Reservationists, Larry McGowan/ Reservationist, Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin Coord, Angela Allen/Adm Assistant, Cheyenne Peer/Office Coord , LaShanon Hollis/Office Coord and various student Assts.	Laura Molina-Guzman/DBA
3 Preparing deposits.	T. Mohwinkel/Program Manager II, Alfredo Mejia/Manager, Micah Obregon/Reservationists, Larry McGowan/ Reservationist, Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin Coord, Cheyenne Peer/Office Coord , LaShanon Hollis/Office Coord and various student Assts.	Laura Molina-Guzman/DBA
4 Preparing Journal Entries.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman/DBA
5 Verifying deposits posted correctly in the Finance System.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman/DBA
6 Adequacy of physical safeguards of cash receipts and equivalent.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman/DBA
7 Secure deposits via UHDPS to Student Financial Services.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman/DBA
8 Ensuring deposits are made timely.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman/DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Department supervisors and Laura Molina-Guzman/DBA
10 Updating Cash Handling Procedures as needed.	Keiry Vallejo/Asst. DBA	Change fund custodians

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11	Distribution of Cash Handling Procedures to employees who handle cash.	Department Supervisors and/or Managers of Cash Handling	Keiry Vallejo/Asst. DBA
12	Consistent and efficient responses to inquiries.	All members of the business services team.	Laura Molina-Guzman/DBA
<b>PETTY CASH</b>			
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	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life	Laura Molina-Guzman/DBA and the Business Services contracts team
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Department Property Custodian	DSA IT
2	Ensuring the annual inventory was completed correctly.	Department Property Custodian	DSA IT
3	Tagging equipment.	Department Property Custodian	DSA IT
4	Approving requests for removal of equipment from campus.	Gil Lizalde/Director DSA Business Services	Caron Park, Exec Dir, DSA Business Services
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Keiry Vallejo/ Asst. DBA	Laura Molina-Guzman/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Keiry Vallejo/ Asst. DBA	Laura Molina-Guzman/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Keiry Vallejo/ Asst. DBA	Laura Molina-Guzman/DBA
<b>ACCOUNTS RECEIVABLE</b>			
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	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II	Laura Molina-Guzman/DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II	Laura Molina-Guzman/DBA

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DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	DSA IT	UIT
2	Ensuring that critical data back up occurs.	DSA IT	UIT
3	Ensuring that procedures such as password controls are followed.	DSA IT	UIT
4	Reporting of suspected security violations.	All staff members	DSA IT / UIT
<b>FOR DEPARTMENT LISTED BELOW:</b>			
H0224	Center for Student Involvement	Keiry Vallejo	Laura Molina-Guzman/DBA
H0226	Center for Student Media	Keiry Vallejo	Laura Molina-Guzman/DBA
H0227	Student Centers	Keiry Vallejo	Laura Molina-Guzman/DBA
H0232	A.D. Bruce Religion Center	Keiry Vallejo	Laura Molina-Guzman/DBA
H0553	Center for Fraternity and Sorority Life	Keiry Vallejo	Laura Molina-Guzman/DBA
H0616	DSA IT	Keiry Vallejo	Laura Molina-Guzman/DBA
H0677	Center for Student Advocacy and Community	Keiry Vallejo	Laura Molina-Guzman/DBA
H0537	Student Life (College Rollup)	Keiry Vallejo	Laura Molina-Guzman/DBA