Information Science Technology-H0137
Baseline Standards
FY 2025

	Description of Responsibility	Primary (Required)	Secondary (Optional)
		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.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director
2	Updating the Baseline Standards Form.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Joseph Gil, FC2	Kimberly Nguyen, DBA
2	Reviewing cost center verifications.	Kimberly Nguyen, DBA	Monique Jones, Prog Dir
3	Approving cost center verifications.	Kimberly Nguyen, DBA	Monique Jones, Prog Dir
4	Ensuring all cost centers are verified/approved on a timely basis.	Kimberly Nguyen, DBA	Monique Jones, Prog Dir
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Joseph Gil, FC2	Kimberly Nguyen, DBA
2	Ensuring the validity of travel and expense reimbursements.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
4	Ensuring correct account coding on purchases documents.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
5	Primary contact for inquiries to expenditure transactions.	Alisa Li, Admin Coor	Kimberly Nguyen, 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.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
4	Completing termination clearance procedures.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
6	Maintaining departmental Personnel files.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
7	Ensuring valid authorization of new hires.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
8	Ensuring valid authorization of changes in compensation rates.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
9	Ensuring the accurate input of changes to the HR System.	Alisa Li, Admin Coor	Kimberly Nguyen, DBA
10	Consistent and efficient responses to inquiries.	Kimberly Nguyen, DBA	Monique Jones

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CASH HANDLING			
1	Collecting cash, checks, etc.	Monique Jones, ProgDir	Joesph Gil, FC1
2	Reconciling cash, checks, etc. to receipts.	Joseph Gil, FC1	Monique Jones, ProgDir
3	Preparing deposits.	Joseph Gil, FC1	Monique Jones, ProgDir
4	Preparing Journal Entries.	Joseph Gil, FC1	Kimberly Nguyen, DBA
5	Verifying deposits posted correctly in the Finance System.	Joseph Gil, FC1	Kimberly Nguyen, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Joseph Gil, FC1	Kimberly Nguyen, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Brendad Sarabia, PrgMgr	Monique Jones, ProgDir
8	Ensuring deposits are made timely.	Pamela Moon, ABA	Joesph Gil, FC1
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director
10	Updating Cash Handling Procedures as needed.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director
11	Distribution of Cash Handling Procedures to employees who handle cash.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director
12	Consistent and efficient responses to inquiries.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than $100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
2	Ensuring the annual inventory was completed correctly.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
3	Tagging equipment.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
4	Approving requests for removal of equipment from campus.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director

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	ACCOUNTS RECEIVABLE		
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Monique Jones, ProgDir	Stephen Bangerter, Exe Director
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
2	Ensuring that critical data back up occurs.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
3	Ensuring that procedures such as password controls are followed.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
4	Reporting of suspected security violations.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's