	FY 2020	Dagnangihla Daggan
Danasi	ation of Domonoihilita	Responsible Person
	ption of Responsibility	Primary (Required)
	RTMENTAL POLICIES & PROCEDURES / BASELINE	
	DARDS	
1	Ensuring the Departmental Policy and Procedures manual is	Pamela Quiroz-Director
2	Current. Updating the Baseline Standards Form.	l ameia Quitoz-Director
2	Opdating the Baseline Standards Form.	Jessica Thiam-DBA
EINIAN	L ICIAL REPORTING - COST CENTER VERIFICATIONS	Jessica Tilialii-DBA
TINAL	CIAL KLI OKTING - COST CENTER VERIFICATIONS	
1	Preparing cost center verifications.	
1	Treparing cost center verifications.	Christine Cortez-Financial Coordinator 1
2	Reviewing cost center verifications.	Pamela Quiroz-Director
	Reviewing cost center verifications.	Jeronimo Cortina-Associate Director
3	Approving cost center verifications.	Pamela Quiroz-Director
	Approving cost center vermeations.	Jeronimo Cortina-Associate Director
4	Ensuring all cost centers are verified/approved on a timely	Colonino Colonia / Issociate Birector
-	basis.	Jessica Thiam-DBA
FINAN	ICIAL REPORTING - EXPENDITURE TRANSACTIONS	C COLON TIMOM D'DIT
1111111	THE REPORTING EMEMBERONE INTRODUCTIONS	
1	Ensuring valid authorization of purchase documents.	Jessica Thiam-DBA
2	Ensuring the validity of travel and expense reimbursements.	Danielle Steber-Administrative
	Ensuring the validity of travel and expense remotisements.	Coordinator
3	Ensuring that goods and services are received and that timely	Christine Cortez-Financial Coordinator 1
	payment is made.	Danielle Steber-Administrative
4	Ensuring correct account coding on purchases documents.	2 minerio 2000 il 1 minimorani vo
-	Ensuring correct account coding on parenases documents.	Christine Cortez-Financial Coordinator 1
5	Primary contact for inquiries to expenditure transactions.	
	a manay common for majoritor to the common transfer of the common tr	Christine Cortez-Financial Coordinator 1
PAYR	OLL / 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.	Christine Cortez-Financial Coordinator 1
2	Ensuring all monthly leave is recorded and approved before the	Christine Cortez i manetar Cortamator i
1 -	deadlines set by Payroll.	Christine Cortez-Financial Coordinator 1
3	Reconciling approved reported time and leave (bi-weekly	
	employees) and ePARs (monthly employees) to the trial and	
	final payroll verification reports.	Christine Cortez-Financial Coordinator 1
4	Completing termination clearance procedures.	Constitution of the first of th
	completing termination elearance procedures.	Jessica Thiam-DBA
5	Ensuring terminated employees are no longer charged to	
	departmental cost centers.	Christine Cortez-Financial Coordinator 1
6	Maintaining departmental Personnel files.	Danielle Steber-Administrative
	acparational 1 electrical interest	Coordinator
7	Ensuring valid authorization of new hires.	Coordinator
l ′		Jessica Thiam-DBA
8	Ensuring valid authorization of changes in compensation rates.	
		Jessica Thiam-DBA
9	Ensuring the accurate input of changes to the HR System.	
 	and the decertate input of enumber to the life system.	Jessica Thiam-DBA
10	Consistent and efficient responses to inquiries.	
	consistent and emission responses to inquiries.	Jessica Thiam-DBA
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Submitted: 082019 1 of 8

	FY 2020	Responsible Person
Dosovi	ption of Responsibility	Primary (Required)
	HANDLING	
CASII	HANDLING	
1	Collecting cash, checks, etc.	Danielle Steber-Administrative
		Coordinator
2	Reconciling cash, checks, etc. to receipts.	
		Christine Cortez-Financial Coordinator 1
3	Preparing deposits.	Danielle Steber-Administrative
		Coordinator
4	Preparing Journal Entries.	Danielle Steber-Administrative
		Coordinator
5	Verifying deposits posted correctly in the Finance System.	
		Christine Cortez-Financial Coordinator 1
6	Adequacy of physical safeguards of cash receipts and	Danielle Steber-Administrative
	equivalent.	Coordinator
7	Secure deposits via UHDPS to Student Financial Services.	Danielle Steber-Administrative
		Coordinator
8	Ensuring deposits are made timely.	Danielle Steber-Administrative
		Coordinator
9	Ensuring all employees who handle cash have completed Cash	
	Security Procedures or Cash Deposit and Security Procedures	
	training.	Jessica Thiam-DBA
10	Updating Cash Handling Procedures as needed.	
		Jessica Thiam-DBA
11	Distribution of Cash Handling Procedures to employees who	
	handle cash.	Jessica Thiam-DBA
12	Consistent and efficient responses to inquiries.	r . m
DETEX	I CLOT	Jessica Thiam-DBA
PETTY	/ CASH	
1	Preparing petty cash disbursements.	
1	reparing perty easi disoursements.	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	
	Ensuring petry easir disoursements 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
CONT	RACT ADMINISTRATION	
1	Ensuring departmental personnel comply with contract	
	administration policies/procedures.	Jessica Thiam-DBA
PROPI	ERTY MANAGEMENT	
1	Performing the annual inventory.	Danielle Steber-Administrative
1	1 croming the annual inventory.	Coordinator
2	Ensuring the annual inventory was completed correctly.	Jessica Thiam-DBA
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Submitted: 082019 2 of 8

		Responsible Person(
Description of Responsibility		Primary (Required)
3	Tagging equipment.	Danielle Steber-Administrative
		Coordinator
4	Approving requests for removal of equipment from campus.	Jessica Thiam-DBA, Pamela Quiroz-
		Director
DISCLO	DISCLOSURE FORMS	
1	Ensuring all employees with purchasing influence complete the	
	annual Related Party disclosure statement online.	Jessica Thiam-DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff	
	complete the Consulting disclosure statement online.	Jessica Thiam-DBA
3	Ensuring that all Principal and Co-Principal Investigators	
	complete the annual Conflict of Interest disclosure statement for	
	the Division of Research.	Pamela Quiroz-Director

Submitted: 082019 3 of 8

	F 1 2020	Responsible Person
Descri	ption of Responsibility	Primary (Required)
	UNTS 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
NEGA	TIVE BALANCES	
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jessica Thiam-DBA
2	Ensuring that research expenditures are covered by funds from	Pamela Quiroz-Director
DEPA	sponsors. RTMENTAL COMPUTING	Tamera Quiroz-Director
1	Management of the departments' information technology resources.	College/Division Information Technology Mrg Frank Houston
2	Ensuring that critical data back up occurs.	College/Division Information Technology Mrg Frank Houston
3	Ensuring that procedures such as password controls are followed.	College/Division Information Technology Mrg Frank Houston
4	Reporting of suspected security violations.	College/Division Information Technology Mrg Frank Houston

Submitted: 082019 4 of 8

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s) (Name/Title)
	Secondary (Optional)
Jess	sica Thiam-DBA
Jess	sica Thiam-DBA
т	· Tl· DDA
	sica Thiam-DBA nela Quiroz-Director
	onimo Cortina-Associate Director
Pan	nela Quiroz-Director
Iess	sica Thiam-DBA
3035	sica Tilialii-DDA
Jess	sica Thiam-DBA
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Jess	sica Thiam-DBA
Iess	sica Thiam-DBA
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Jess	sica Thiam-DBA
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Jess	sica Thiam-DBA
т 1	A - '1 D D' - 4
rei	y Aguilar-Program Director
Jess	sica Thiam-DBA
Jess	sica Thiam-DBA

Submitted: 082019 5 of 8

Christine Cortez-Financial Coordinator 1, Jessica Thiam-DBA Jessica Thiam-DBA Christine Cortez-Financial Coordinator 1, Jessica Thiam-DBA Christine Cortez-Financial Coordinator 1, Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Christine Cortez-Financial Coordinator 1, Jessica Thiam-DBA	s) (1	Name/Title)
Coordinator 1, Jessica Thiam-DBA Jessica Thiam-DBA Christine Cortez-Financial Coordinator 1, Jessica Thiam-DBA Christine Cortez-Financial Coordinator 1, Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Christine Cortez-Financial		Secondary (Optional)
Coordinator 1, Jessica Thiam-DBA Jessica Thiam-DBA Christine Cortez-Financial Coordinator 1, Jessica Thiam-DBA Christine Cortez-Financial Coordinator 1, Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Christine Cortez-Financial		
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Christine Cortez-Financial Coordinator 1, Jessica Thiam-DBA Christine Cortez-Financial Coordinator 1, Jessica Thiam-DBA Christine Cortez-Financial	Coo	rdinator 1, Jessica Thiam-DBA
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Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Jessica Thiam-DBA Robert Mckee-Executive Director Christine Cortez-Financial	Chr	istine Cortez-Financial
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Robert Mckee-Executive Director Christine Cortez-Financial	Jess	ica Thiam-DBA
Robert Mckee-Executive Director Christine Cortez-Financial	Jess	ica Thiam-DBA
Robert Mckee-Executive Director Christine Cortez-Financial	Jess	ica Thiam-DBA
Christine Cortez-Financial		
	Rob	ert Mckee-Executive Director
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Submitted: 082019 6 of 8

FY 2020

	ame/Title) Secondary (Optional)
Chris	tine Cortez-Financial
Coord	dinator 1, Jessica Thiam-DBA

Submitted: 082019 7 of 8

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s) (Name/Title)	
Secondary (Optional)	
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Robert Mckee-Executive Director	
Jessica Thiam-DBA	
Jessieu Tinam BB1	_
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Submitted: 082019 8 of 8