

Center for Mexican American Studies-H0095  
Baseline Standards  
FY 2020

<b>Description of Responsibility</b>		<b>Responsible Person(</b>
		<b>Primary (Required)</b>
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>		
1	Ensuring the Departmental Policy and Procedures manual is current.	Pamela Quiroz-Director
2	Updating the Baseline Standards Form.	Jessica Thiam-DBA
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>		
1	Preparing cost center verifications.	Christine Cortez-Financial Coordinator 1
2	Reviewing cost center verifications.	Pamela Quiroz-Director Jeronimo Cortina-Associate Director
3	Approving cost center verifications.	Pamela Quiroz-Director Jeronimo Cortina-Associate Director
4	Ensuring all cost centers are verified/approved on a timely basis.	Jessica Thiam-DBA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>		
1	Ensuring valid authorization of purchase documents.	Jessica Thiam-DBA
2	Ensuring the validity of travel and expense reimbursements.	Danielle Steber-Administrative Coordinator
3	Ensuring that goods and services are received and that timely payment is made.	Christine Cortez-Financial Coordinator 1 Danielle Steber-Administrative
4	Ensuring correct account coding on purchases documents.	Christine Cortez-Financial Coordinator 1
5	Primary contact for inquiries to expenditure transactions.	Christine Cortez-Financial Coordinator 1
<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.	Christine Cortez-Financial Coordinator 1
2	Ensuring all monthly leave is recorded and approved before the 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.	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 Coordinator
7	Ensuring valid authorization of new hires.	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.	Jessica Thiam-DBA
10	Consistent and efficient responses to inquiries.	Jessica Thiam-DBA

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<b>CASH HANDLING</b>		
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 equivalent.	Danielle Steber-Administrative 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.	Jessica Thiam-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.	Jessica Thiam-DBA
<b>PROPERTY MANAGEMENT</b>		
1	Performing the annual inventory.	Danielle Steber-Administrative Coordinator
2	Ensuring the annual inventory was completed correctly.	Jessica Thiam-DBA

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<b>Description of Responsibility</b>		<b>Responsible Person(s)</b>
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3	Tagging equipment.	Danielle Steber-Administrative Coordinator
4	Approving requests for removal of equipment from campus.	Jessica Thiam-DBA, Pamela Quiroz-Director
<b>DISCLOSURE FORMS</b>		
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

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<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.	Jessica Thiam-DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Pamela Quiroz-Director
<b>DEPARTMENTAL COMPUTING</b>		
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

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<b>s) (Name/Title)</b>
<b>Secondary (Optional)</b>
Jessica Thiam-DBA
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Pamela Quiroz-Director
Jeronimo Cortina-Associate Director
Pamela Quiroz-Director
Jessica Thiam-DBA
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Fely Aguilar-Program Director
Jessica Thiam-DBA
Jessica Thiam-DBA



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<b>s) (Name/Title)</b>
<b>Secondary (Optional)</b>
Christine Cortez-Financial Coordinator 1, Jessica Thiam-DBA

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<b>s) (Name/Title)</b>
<b>Secondary (Optional)</b>
Robert Mckee-Executive Director
Jessica Thiam-DBA