

Band (H0447)
Baseline Standards
FY 2021

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Brenda Ramirez, DBA	Ornela Santee, CBA
2	Updating the Baseline Standards Form.	Brenda Ramirez, DBA	Ornela Santee, CBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Brenda Ramirez, DBA	Ornela Santee, CBA
2	Reviewing cost center verifications.	Brenda Ramirez, DBA	Ornela Santee, CBA
3	Approving cost center verifications.	Ornela Santee, CBA	David Bertman, Director
4	Ensuring all cost centers are verified/approved on a timely basis.	Brenda Ramirez, DBA	Ornela Santee, CBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Brenda Ramirez, DBA	Ornela Santee, CBA
2	Ensuring the validity of travel and expense reimbursements.	Brenda Ramirez, DBA	Ornela Santee, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Brenda Ramirez, DBA	Ornela Santee, CBA
4	Ensuring correct account coding on purchases documents.	Brenda Ramirez, DBA	Ornela Santee, CBA
5	Primary contact for inquiries to expenditure transactions.	Brenda Ramirez, DBA	Ornela Santee, CBA
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.	Brenda Ramirez, DBA	Ornela Santee, CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Brenda Ramirez, DBA	Ornela Santee, CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Brenda Ramirez, DBA	Ornela Santee, CBA
4	Completing termination clearance procedures.	Brenda Ramirez, DBA	Ornela Santee, CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Brenda Ramirez, DBA	Ornela Santee, CBA
6	Maintaining departmental Personnel files.	Brenda Ramirez, DBA	Ornela Santee, CBA
7	Ensuring valid authorization of new hires.	Brenda Ramirez, DBA	Ornela Santee, CBA
8	Ensuring valid authorization of changes in compensation rates.	Brenda Ramirez, DBA	Ornela Santee, CBA
9	Ensuring the accurate input of changes to the HR System.	Brenda Ramirez, DBA	Ornela Santee, CBA
10	Consistent and efficient responses to inquiries.	Brenda Ramirez, DBA	Ornela Santee, CBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Brenda Ramirez, DBA	Ornela Santee, CBA
2	Reconciling cash, checks, etc. to receipts.	Brenda Ramirez, DBA	Ornela Santee, CBA
3	Preparing deposits.	Brenda Ramirez, DBA	Ornela Santee, CBA
4	Preparing Journal Entries.	Brenda Ramirez, DBA	Ornela Santee, CBA
5	Verifying deposits posted correctly in the Finance System.	Brenda Ramirez, DBA	Ornela Santee, CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brenda Ramirez, DBA	Ornela Santee, CBA
7	Secure deposits via UHDPS to Student Financial Services.	Brenda Ramirez, DBA	Ornela Santee, CBA
8	Ensuring deposits are made timely.	Brenda Ramirez, DBA	Ornela Santee, CBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Brenda Ramirez, DBA	Ornela Santee, CBA
10	Updating Cash Handling Procedures as needed.	Brenda Ramirez, DBA	Ornela Santee, CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Brenda Ramirez, DBA	Ornela Santee, CBA
12	Consistent and efficient responses to inquiries.	Brenda Ramirez, DBA	Ornela Santee, CBA
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Brenda Ramirez, DBA	Ornela Santee, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Christopher Sanderson, Asst Manager User Services Support	Joe Lazzaro, College Director IT Support
2	Ensuring the annual inventory was completed correctly.	Christopher Sanderson, Asst Manager User Services Support	Joe Lazzaro, College Director IT Support
3	Tagging equipment.	Christopher Sanderson, Asst Manager User Services Support	Joe Lazzaro, College Director IT Support
4	Approving requests for removal of equipment from campus.	Christopher Sanderson, Asst Manager User Services Support	Joe Lazzaro, College Director IT Support
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Brenda Ramirez, DBA	Ornela Santee, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Brenda Ramirez, DBA	Ornela Santee, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Brenda Ramirez, DBA	Ornela Santee, CBA

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ACCOUNTS 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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Brenda Ramirez, DBA	Ornela Santee, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Brenda Ramirez, DBA	Ornela Santee, CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Joe Lazzaro, College Director IT Support	
2	Ensuring that critical data back up occurs.	Joe Lazzaro, College Director IT Support	
3	Ensuring that procedures such as password controls are followed.	Joe Lazzaro, College Director IT Support	
4	Reporting of suspected security violations.	Joe Lazzaro, College Director IT Support	