Conrad N Hilton College (HRM) H0080 Baseline Standards FY 2021

		Responsible Po	erson(s) (Name/Title)		
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)		
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE				
STANDARDS					
1	Ensuring the Departmental Policy and Procedures manual is	Theodore Liang, DBA			
	current.	mt t t t t	Deepu Kurian, Exe Dir . Bus Ops		
2	Updating the Baseline Standards Form.	Theodore Liang, DBA	D K : E D: D 0		
EDLAN	CIAL DEPONDING COST CENTER MEDICICATIONS		Deepu Kurian, Exe Dir . Bus Ops		
FINANCIAL REPORTING - COST CENTER VERIFICATIONS					
1	Preparing cost center verifications.	Judy Lam, Business Services Asst			
1	repaining cost center verifications.	Judy Earn, Business Services 7135t	Theodore Liang, DBA		
2	Reviewing cost center verifications.	Theodore Liang, DBA	3, 2 =		
		<i>S</i> ,			
3	Approving cost center verifications.	Deepu Kurian, Exe Dir . Bus Ops			
			Theodore Liang, DBA		
4	Ensuring all cost centers are verified/approved on a timely basis.	Deepu Kurian, Exe Dir . Bus Ops			
			Theodore Liang, DBA		
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS				
	In	011 17 4 1 1 1 1 1			
1	Ensuring valid authorization of purchase documents.	Silvia Vera, Asst. Business Admin	Theodore Liene DDA		
2	Ensuring the validity of travel and expense reimbursements.	Judy Lam, Business Services Asst	Theodore Liang, DBA		
2	Ensuring the validity of traver and expense reinfoursements.	Judy Lam, Business Services Asst	Theodore Liang, DBA		
3	Ensuring that goods and services are received and that timely	Silvia Vera, Asst. Business Admin	Theodore Elang, DBA		
	payment is made.	Sirvia Vera, Fisse. Basiness Frantin	Theodore Liang, DBA		
4	Ensuring correct account coding on purchases documents.	Silvia Vera, Asst. Business Admin	3,		
		*	Theodore Liang, DBA		
5	Primary contact for inquiries to expenditure transactions.	Silvia Vera, Asst. Business Admin			
			Theodore Liang, DBA		
PAYRO	DLL / HUMAN RESOURCES				
	In	E. 1 M. 1 HB/B 11			
1	Ensuring all bi-weekly reported time and leave are approved	Tisha Woody, HR/ Payroll Coordinator			
	before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Coordinator	T 1 1		
		T' 1 W 1 HD/D 11	Theodore Liang, DBA		
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Tisha Woody, HR/ Payroll Coordinator	Theodore Liang, DBA		
3	Reconciling approved reported time and leave (bi-weekly	Tisha Woody, HR/ Payroll	Theodore Ending, DDA		
	employees) and ePARs (monthly employees) to the trial and	Coordinator			
	final payroll verification reports.		Theodore Liang, DBA		
4	Completing termination clearance procedures.	Tisha Woody, HR/ Payroll	<i>5</i> ′		
		Coordinator	Theodore Liang, DBA		
5	Ensuring terminated employees are no longer charged to	Theodore Liang, DBA			
	departmental cost centers.		Deepu Kurian, Exe Dir . Bus Ops		
6	Maintaining departmental Personnel files.	Tisha Woody, HR/ Payroll			
		Coordinator	Theodore Liang, DBA		
7	Ensuring valid authorization of new hires.	Tisha Woody, HR/ Payroll	TI 1 L' DR'		
- 0	Forming and identifying the second of the se	Coordinator	Theodore Liang, DBA		
8	Ensuring valid authorization of changes in compensation rates.	Deepu Kurian, Exe Dir . Bus Ops	Theodore Liana DRA		
9	Enguring the accurate input of aboraces to the LID Systems	Tisha Woody, HR/ Payroll	Theodore Liang, DBA		
,	Ensuring the accurate input of changes to the HR System.	Coordinator	Theodore Liang, DBA		
10	Consistent and efficient responses to inquiries.	Tisha Woody, HR/ Payroll	Theodore Dining, DDA		
10	consistent and efficient responses to inquiries.	Coordinator	Theodore Liang, DBA		
	1				

Submitted: 08/2020 1 of 3

Conrad N Hilton College (HRM) H0080 Baseline Standards FY 2021

		Responsible Person(s) (Name/Title)	
escrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
ASH I	HANDLING		
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1	Collecting cash, checks, etc.	Dennis Blanco, Financial	
		Coordinator	Theodore Liang, DBA
2	Reconciling cash, checks, etc. to receipts.	Dennis Blanco, Financial	
		Coordinator	Theodore Liang, DBA
3	Preparing deposits.	Dennis Blanco, Financial	
		Coordinator	Theodore Liang, DBA
4	Preparing Journal Entries.	Dennis Blanco, Financial	
		Coordinator	Theodore Liang, DBA
5	Verifying deposits posted correctly in the Finance System.	Dennis Blanco, Financial	
		Coordinator	Theodore Liang, DBA
6	Adequacy of physical safeguards of cash receipts and	Dennis Blanco, Financial	
	equivalent.	Coordinator	Theodore Liang, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Dennis Blanco, Financial	
		Coordinator	Theodore Liang, DBA
8	Ensuring deposits are made timely.	Dennis Blanco, Financial	
		Coordinator	Theodore Liang, DBA
9	Ensuring all employees who handle cash have completed Cash	Theodore Liang, DBA	
	Security Procedures or Cash Deposit and Security Procedures		
	training.		Deepu Kurian, Exe Dir . Bus Ops
10	Updating Cash Handling Procedures as needed.	Theodore Liang, DBA	
			Deepu Kurian, Exe Dir . Bus Ops
11	Distribution of Cash Handling Procedures to employees who	Deepu Kurian, Exe Dir . Bus Ops	
	handle cash.		Theodore Liang, DBA
12	Consistent and efficient responses to inquiries.	Theodore Liang, DBA	
		_	
ETTY	CASH		
1	Preparing petty cash disbursements.	N/A	
			N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
			N/A
3	Ensuring petty cash disbursements are made for only authorized	N/A	
	purposes.		N/A
4	Approving petty cash disbursements.	N/A	
			N/A
5	Replenishing the petty cash fund timely.	N/A	
			N/A
6	Ensuring the petty cash fund is balanced after each	N/A	
	disbursement.		N/A
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Silvia Vera, Asst. Business Admin	
	administration policies/procedures.		Deepu Kurian, Exe Dir . Bus Ops
PROPE	RTY MANAGEMENT		1
1012			
1	Performing the annual inventory.	Dennis Blanco, Financial	
•	2 croming the difficult inventory.	Coordinator	Theodore Liang, DBA
2	Ensuring the annual inventory was completed correctly.	Theodore Liang, DBA	Incodore Liung, DD/1
-	Zinsaing the aimaar inventory was completed correctly.	Theodore Diang, DDA	Theodore Liang, DBA
3	Tagging equipment.	Gautam Taneja, Director - IT	Theodore Dialig, DDA
ر	1 455 mg equipment.	Gadami ranoja, Director - 11	Theodore Liang, DBA
4	Approving requests for removal of equipment from campus.	Theodore Liang, DBA	Theodore Diang, DDA
7	rapproving requests for removal of equipment from campus.	Theodore Liang, DBA	Deepu Kurian, Exe Dir . Bus Ops
DISCI (DSURE FORMS		Deepu Rurian, Exc Dil . Dus Ops
)ISCL(JOINL I ONIVIO		
1	Ensuring all employees with purchasing influence complete the	Theodore Liang, DBA	
1	annual Related Party disclosure statement online.	Theodore Liang, DDA	Deepu Kurian, Exe Dir . Bus Ops
2		Theodora Liena DDA	Deepu Kurian, Exe Dii . Bus Ops
2	Ensuring all full time, benefits eligible, exempt faculty and staff	I neodore Liang, DBA	Doomy Kyming Free Di. D. O.
2	complete the Consulting disclosure statement online.	Therefore Lie DDA	Deepu Kurian, Exe Dir . Bus Ops
3	Ensuring that all Principal and Co-Principal Investigators	Theodore Liang, DBA	
	complete the annual Conflict of Interest disclosure statement for		Daniel F. D. D. O
	the Division of Research.		Deepu Kurian, Exe Dir . Bus Ops

Submitted: 08/2020 2 of 3

Conrad N Hilton College (HRM) H0080 Baseline Standards FY 2021

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Deepu Kurian, Exe Dir . Bus Ops	Theodore Liang, DBA
2	Billing.	Dennis Blanco, Financial Coordinator	Theodore Liang, DBA
3	Collection.	Dennis Blanco, Financial Coordinator	Theodore Liang, DBA
4	Recording.	Dennis Blanco, Financial Coordinator	Theodore Liang, DBA
5	Monitoring credit extended.	Dennis Blanco, Financial Coordinator	Theodore Liang, DBA
6	Approving write-offs.	Dr. Dennis Reynolds, Dean	O,
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Deepu Kurian, Exe Dir . Bus Ops	Theodore Liang, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Deepu Kurian, Exe Dir . Bus Ops	Theodore Liang, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gautam Taneja, Director - IT	Ray Gutierrez, User Services Specialist
2	Ensuring that critical data back up occurs.	Gautam Taneja, Director - IT	Ray Gutierrez, User Services Specialist
3	Ensuring that procedures such as password controls are followed.	Gautam Taneja, Director - IT	Ray Gutierrez, User Services Specialist
4	Reporting of suspected security violations.	Gautam Taneja, Director - IT	Ray Gutierrez, User Services Specialist

Submitted: 08/2020 3 of 3