

University Information Technology/UIT Business Services
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.	Bill Spindler (Exec Dir, UIT Business Services)	Staff uses Survival Guide
2	Updating the Baseline Standards Form.	Bill Spindler (Exec Dir, UIT Business Services)	Sonia Morales (Asst Dir Bus Services)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Celia Galvan (Fin Analyst 1)	Sonia Morales (Asst Dir Bus Services)
2	Reviewing cost center verifications.	Sonia Morales (Asst Dir Bus Services)	Bill Spindler (Exec Dir, UIT Business Services)
3	Approving cost center verifications.	UIT Managers	Bill Spindler (Exec Dir, UIT Business Services)
4	Ensuring all cost centers are verified/approved on a timely basis.	Bill Spindler (Exec Dir, UIT Business Services)	Sonia Morales (Asst Dir Bus Services)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Rowena Castro (Dept Bus Admin)	Sonia Morales (Asst Dir Bus Services)
2	Ensuring the validity of travel and expense reimbursements.	Rowena Castro (Dept Bus Admin)	Sonia Morales (Asst Dir Bus Services)
3	Ensuring that goods and services are received and that timely payment is made.	Rowena Castro (Dept Bus Admin)	Sonia Morales (Asst Dir Bus Services)
4	Ensuring correct account coding on purchases documents.	Rowena Castro (Dept Bus Admin)	Sonia Morales (Asst Dir Bus Services)
5	Primary contact for inquiries to expenditure transactions.	Rowena Castro (Dept Bus Admin)	Sonia Morales (Asst Dir Bus Services)
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.	Carlyn Varner (Fin Coord 1)	Rowena Castro (Dept Bus Admin)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Carlyn Varner (Fin Coord 1)	Rowena Castro (Dept Bus Admin)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Carlyn Varner (Fin Coord 1)	Rowena Castro (Dept Bus Admin)
4	Completing termination clearance procedures.	Rowena Castro (Dept Bus Admin)	Sonia Morales (Asst Dir Bus Services)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Rowena Castro (Dept Bus Admin)	Sonia Morales (Asst Dir Bus Services)
6	Maintaining departmental Personnel files.	Carlyn Varner (Fin Coord 1)	Rowena Castro (Dept Bus Admin)
7	Ensuring valid authorization of new hires.	Carlyn Varner (Fin Coord 1)	Rowena Castro (Dept Bus Admin)
8	Ensuring valid authorization of changes in compensation rates.	Carlyn Varner (Fin Coord 1)	Rowena Castro (Dept Bus Admin)
9	Ensuring the accurate input of changes to the HR System.	Carlyn Varner (Fin Coord 1)	Rowena Castro (Dept Bus Admin)
10	Consistent and efficient responses to inquiries.	Carlyn Varner (Fin Coord 1)	Rowena Castro (Dept Bus Admin)

University Information Technology/UIT Business Services
Baseline Standards
FY 2021

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Annette Smith (Fin Coord 2)	Veronica Luna (Fin Coord 2)
2	Reconciling cash, checks, etc. to receipts.	Rowena Castro (Asst Dept Bus Admin)	Sonia Morales (Asst Dir Bus Services)
3	Preparing deposits.	Annette Smith (Fin Coord 2)	Veronica Luna (Fin Coord 2)
4	Preparing Journal Entries.	Annette Smith (Fin Coord 2)	Veronica Luna (Fin Coord 2)
5	Verifying deposits posted correctly in the Finance System.	Sonia Morales (Asst Dir Bus Services)	Celia Galvan (Fin Analyst 1)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Annette Smith (Fin Coord 2)	Veronica Luna (Fin Coord 2)
7	Secure deposits via UHDPDS to Student Financial Services.	NA	NA
8	Ensuring deposits are made timely.	Annette Smith (Fin Coord 2)	Veronica Luna (Fin Coord 2)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Rowena Castro (Dept Bus Admin)	Sonia Morales (Asst Dir Bus Services)
10	Updating Cash Handling Procedures as needed.	Sonia Morales (Asst Dir Bus Services)	NA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Sonia Morales (Asst Dir Bus Services)	NA
12	Consistent and efficient responses to inquiries.	Sonia Morales (Asst Dir Bus Services)	NA
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.	Veronica Luna (Fin Coord 2)	Sonia Morales (Asst Dir Bus Services)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Patrick Grizzaffi (Manager, IT Space and Assets)	Bill Spindler (Exec Dir, UIT Business Services)
2	Ensuring the annual inventory was completed correctly.	Patrick Grizzaffi (Manager, IT Space and Assets)	Bill Spindler (Exec Dir, UIT Business Services)
3	Tagging equipment.	Patrick Grizzaffi (Manager, IT Space and Assets)	Bill Spindler (Exec Dir, UIT Business Services)
4	Approving requests for removal of equipment from campus.	Patrick Grizzaffi (Manager, IT Space and Assets)	Bill Spindler (Exec Dir, UIT Business Services)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rowena Castro (Dept Bus Admin)	Bill Spindler (Exec Dir, UIT Business Services)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Rowena Castro (Dept Bus Admin)	Bill Spindler (Exec Dir, UIT Business Services)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	NA

