# Dean, Education (H0058), Inst Urban Ed (H0059), Educ Effect Outreach (H0060), Consitency Management and COOP Discipline (H0063) CITE (H0296)

### Baseline Standards

	FY .	Responsible Person(s) (Name/Title)		
Descript	ion of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE	Timary (required)	secondary (opnorar)	
STAND.				
1	Ensuring the Departmental Policy and Procedures manual is current.	Paul Roch, Exec Director of	use Business Managers Survival Guide;	
	and government of the contract	Business Operations	MAPP; supplemented as needed	
2	Updating the Baseline Standards Form.	Paul Roch, Exec Director of		
		Business Operations		
FINANC	CIAL REPORTING - COST CENTER VERIFICATIONS			
1	D			
1	Preparing cost center verifications.	Pei Hsieh, Financial Coordinator I		
2	Reviewing cost center verifications.	Miranda Jasso, Department Business		
2	recviewing cost center verifications.	Administrator		
3	Approving cost center verifications.	Paul Roch, Exec Director of		
	The state of the s	Business Operations (As Delegate)		
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, Exec Director of		
		Business Operations (As Delegate)		
FINANC	CIAL REPORTING - EXPENDITURE TRANSACTIONS			
		Le Li D		
1	Ensuring valid authorization of purchase documents.	Miranda Jasso, Department Business		
		Administrator		
2	Ensuring the validity of travel and expense reimbursements.	Miranda Jasso, Department Business		
3	Ensuring that goods and services are received and that timely	Administrator Miranda Jasso, Department Business		
3	payment is made.	Administrator		
4	Ensuring correct account coding on purchases documents.	Miranda Jasso, Department Business		
4	Ensuring correct account coding on purchases documents.	Administrator		
5	Primary contact for inquiries to expenditure transactions.	Miranda Jasso, Department Business		
	Timely contact for inquiries to expenditure transactions.	Administrator		
PAYRO	LL / HUMAN RESOURCES			
- 1	In : 111: 11			
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.	Pei Hsieh, Financial Coordinator I		
2	Ensuring all monthly leave is recorded and approved before the	D : H : 1 E: 1 C . 1: 4 . I		
	deadlines set by Pavroll.  Reconciling approved reported time and leave (bi-weekly employees)	Pei Hsieh, Financial Coordinator I		
3	and ePARs (monthly employees) to the trial and final payroll			
	verification reports.	D : W : 1 E:		
	-	Pei Hsieh, Financial Coordinator I		
4	Completing termination clearance procedures.	Miranda Jasso, Department Business		
5	Ensuring terminated employees are no longer charged to	Administrator Miranda Jasso, Department Business		
3	departmental cost centers.	_		
6	Maintaining departmental Personnel files.	Administrator Miranda Jasso, Department Business		
	intumum g departmental i cisonnei mes.	Administrator		
7	Ensuring valid authorization of new hires.	Miranda Jasso, Department Business		
		Administrator		
8	Ensuring valid authorization of changes in compensation rates.	Miranda Jasso, Department Business		
		Administrator		
9	Ensuring the accurate input of changes to the HR System.	Miranda Jasso, Department Business		
		Administrator		
10	Consistent and efficient responses to inquiries.	Paul Roch, Exec Director of		
		Business Operations		

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# Dean, Education (H0058), Inst Urban Ed (H0059), Educ Effect Outreach (H0060), Consitency Management and COOP Discipline (H0063) CITE (H0296)

### Baseline Standards

2 Reconcilin 3 Preparing of 4 Preparing of 5 Verifying of 6 Adequacy 7 Secure dep 8 Ensuring of 9 Ensuring of 10 Updating of 11 Distribution cash. 12 Consistent PETTY CASH 1 Preparing purposes. 4 Approving 5 Replenishi	g cash, checks, etc.  ng cash, checks, etc. to receipts.	Primary (Required)  Amy Garcia, Financial Coordinator I  Miranda Jasso, Department Business  Administrator  Paul Roch, Exec Director of  Business Operations  Miranda Jasso, Department Business  Administrator  Paul Roch, Exec Director of  Business Operations  Paul Roch, Exec Director of  Business Operations	on(s) (Name/Title)  Secondary (Optional)
CASH HANDLING  Collecting  Reconciling  Reconciling  Preparing of the prep	g cash, checks, etc.  ng cash, checks, etc. to receipts.  deposits.  Journal Entries.  deposits posted correctly in the Finance System.  of physical safeguards of cash receipts and equivalent.  posits via UHDPS to Student Financial Services.  deposits are made timely.  all employees who handle cash have completed Cash recedures or Cash Deposit and Security Procedures  Cash Handling Procedures as needed.  on of Cash Handling Procedures to employees who handle t and efficient responses to inquiries.	Amy Garcia, Financial Coordinator I  Miranda Jasso, Department Business  Administrator  Paul Roch, Exec Director of  Business Operations  Miranda Jasso, Department Business  Administrator  Paul Roch, Exec Director of  Business Operations	
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4 Preparing 3 5 Verifying 6 6 Adequacy 7 7 Secure dep 8 Ensuring 6 9 Ensuring a Security P training. 10 Updating 6 11 Distribution cash. 12 Consistent PETTY CASH 1 Preparing purposes. 4 Approving 5 5 Replenishi 6 Ensuring t	Journal Entries.  deposits posted correctly in the Finance System.  of physical safeguards of cash receipts and equivalent.  posits via UHDPS to Student Financial Services.  deposits are made timely.  all employees who handle cash have completed Cash Procedures or Cash Deposit and Security Procedures  Cash Handling Procedures as needed.  on of Cash Handling Procedures to employees who handle trand efficient responses to inquiries.	Amy Garcia, Financial Coordinator I  Miranda Jasso, Department Business Administrator Paul Roch, Exec Director of Business Operations Miranda Jasso, Department Business Administrator Paul Roch, Exec Director of Business Operations Paul Roch, Exec Director of Business Operations  Paul Roch, Exec Director of Business Operations  Paul Roch, Exec Director of Business Operations Paul Roch, Exec Director of Business Operations Paul Roch, Exec Director of Business Operations Paul Roch, Exec Director of Business Operations Paul Roch, Exec Director of Business Operations	
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7 Secure dep  8 Ensuring of Security P training.  10 Updating Of Incomplete I	posits via UHDPS to Student Financial Services.  Ideposits are made timely.  Idea of the m	Paul Roch, Exec Director of Business Operations Miranda Jasso, Department Business Administrator Paul Roch, Exec Director of Business Operations Paul Roch, Exec Director of Business Operations  Paul Roch, Exec Director of Business Operations  Paul Roch, Exec Director of Business Operations  Paul Roch, Exec Director of Business Operations  Paul Roch, Exec Director of Business Operations  Paul Roch, Exec Director of Business Operations  Paul Roch, Exec Director of Business Operations	
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12 Consistent  PETTY CASH  1 Preparing p  2 Ensuring p  3 Ensuring p  purposes.  4 Approving  5 Replenishi  6 Ensuring t		Paul Roch, Exec Director of Business Operations	
1 Preparing p 2 Ensuring p 3 Ensuring p purposes. 4 Approving 5 Replenishi 6 Ensuring t	petty cash disbursements.		
2 Ensuring purposes. 4 Approving 5 Replenishi 6 Ensuring t	petty cash disbursements.	NA	
3 Ensuring purposes. 4 Approving 5 Replenishi 6 Ensuring t			
purposes. 4 Approving 5 Replenishi 6 Ensuring t	petty cash disbursements are not for more than \$100.	NA	
4 Approving 5 Replenishi 6 Ensuring t	petty cash disbursements are made for only authorized	NA	
6 Ensuring t	g petty cash disbursements.	NA	
	ing the petty cash fund timely.	NA	
CONTRACT ADM	the petty cash fund is balanced after each disbursement.	NA	
	INISTRATION		
	departmental personnel comply with contract	Paul Roch, Exec Director of Business Operations	
PROPERTY MANA			
1 Performing	g the annual inventory.	Daniel Pineda, Mgr, Coll/Div Info Svcs 1	
2 Ensuring t	the annual inventory was completed correctly.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
3 Tagging ec	quipment.	Daniel Pineda, Mgr, Coll/Div Info Svcs 1	
4 Approving	g requests for removal of equipment from campus.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
DISCLOSURE FOR	RMS		
	all employees with purchasing influence complete the	Paul Roch, Exec Director of Business Operations	
2 Ensuring a complete t	lated Party disclosure statement online.	Paul Roch, Exec Director of	

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# Dean, Education (H0058), Inst Urban Ed (H0059), Educ Effect Outreach (H0060), Consitency Management and COOP Discipline (H0063) CITE (H0296)

## Baseline Standards

	<u> </u>	Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.  JNTS RECEIVABLE	Thessalenuere Bernard, College Research Liaison Officer	
1000	JN15 RECEIVABLE		
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGAT	TVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Paul Roch, Exec Director of Business Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	Lena Mitchell, Research Administrator	
DEPAR	TMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
2	Ensuring that critical data back up occurs.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	

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