

TIMES, HPE-DSI, RCDC  
Baseline Standards  
FY 2021

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

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
2	Reconciling cash, checks, etc. to receipts.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
3	Preparing deposits.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
4	Preparing Journal Entries.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
5	Verifying deposits posted correctly in the Finance System.	Adilia Vargas	Michele Hoffman
6	Adequacy of physical safeguards of cash receipts and equivalent.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
7	Secure deposits via UHDPDS to Student Financial Services.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
8	Ensuring deposits are made timely.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Michele Hoffman	Elyse Davis
10	Updating Cash Handling Procedures as needed.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
11	Distribution of Cash Handling Procedures to employees who handle cash.	Michele Hoffman	Elyse Davis
12	Consistent and efficient responses to inquiries.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
<b>PETTY CASH</b>			
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 purposes.	N/A	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 disbursement.	N/A	N/A
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Bertha Gil/Virginia Hernandez	Michele Hoffman
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Bertha Gil/Helaine Guillory	Michele Hoffman
2	Ensuring the annual inventory was completed correctly.	Bertha Gil/Helaine Guillory	Michele Hoffman
3	Tagging equipment.	Bertha Gil/Helaine Guillory	Michele Hoffman
4	Approving requests for removal of equipment from campus.	Bertha Gil/Helaine Guillory	Michele Hoffman
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Michele Hoffman	Elyse Davis
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Michele Hoffman	Elyse Davis
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Michele Hoffman	Elyse Davis

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
3	Collection.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
4	Recording.	Bertha Gil, Virginia Hernandez, Helen Lozano	Michele Hoffman
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Michele Hoffman	Elyse Davis
2	Ensuring that research expenditures are covered by funds from sponsors.	Michele Hoffman	Elyse Davis
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Minh Duong	Jeremy Alexander
2	Ensuring that critical data back up occurs.	Minh Duong	Jeremy Alexander
3	Ensuring that procedures such as password controls are followed.	Minh Duong	Jeremy Alexander
4	Reporting of suspected security violations.	Minh Duong	Jeremy Alexander