

H0537 - Student Life  
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.   | Gil Lizalde / DBA  | Georgeann Smith / Executive Director, Business Services                    |
| 2  | Updating the Baseline Standards Form.  | Gil Lizalde / DBA  | Georgeann Smith / Executive Director, Business Services                    |
| <b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>             |  |  |  |
| 1  | Preparing cost center verifications.   | Lanita Holmes / Accountant III   |  |
| 2  | Reviewing cost center verifications.   | Gil Lizalde / DBA  | Georgeann Smith / Executive Director, Business Services                    |
| 3  | Approving cost center verifications.   | Designated Cost Center Managers  |  |
| 4  | Ensuring all cost centers are verified/approved on a timely basis.   | Gil Lizalde / DBA  | Candy Littleton/Asst. DBA  |
| <b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>              |  |  |  |
| 1  | Ensuring valid authorization of purchase documents.  | Designated Cost Center Managers  | Gil Lizalde/DBA  |
| 2  | Ensuring the validity of travel and expense reimbursements.  | Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I. | Gil Lizalde/DBA  |
| 3  | Ensuring that goods and services are received and that timely payment is made.   | Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I. | Gil Lizalde/DBA  |
| 4  | Ensuring correct account coding on purchases documents.  | Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I. | Gil Lizalde/DBA  |
| 5  | Primary contact for inquiries to expenditure transactions.   | Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I. | Gil Lizalde/DBA  |
| <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. | Vicky Henderson/Asst. DBA  | Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA |
| 2  | Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.   | Vicky Henderson/Asst. DBA  | Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA |
| 3  | Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.                        | Vicky Henderson/Asst. DBA  | Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA |
| 4  | Completing termination clearance procedures.   | Vicky Henderson/Asst. DBA  | Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA |
| 5  | Ensuring terminated employees are no longer charged to departmental cost centers.  | Vicky Henderson/Asst. DBA  | Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA |
| 6  | Maintaining departmental Personnel files.  | Vicky Henderson/Asst. DBA  | Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA |
| 7  | Ensuring valid authorization of new hires.   | Vicky Henderson/Asst. DBA  | Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA |
| 8  | Ensuring valid authorization of changes in compensation rates.   | Vicky Henderson/Asst. DBA  | Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA |
| 9  | Ensuring the accurate input of changes to the HR System.   | Vicky Henderson/Asst. DBA  | Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA |
| 10   | Consistent and efficient responses to inquiries.   | Vicky Henderson/Asst. DBA  | Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA |
| <b>CASH HANDLING</b>   |  |  |  |

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| 1 Collecting cash, checks, etc.  | T. Mohwinkel/Spv. Games Room, Julian Cearley/Manager, Mario Rincon/Reservationists, Xena Matamoros/Reservationist, Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes / Financial Coord, Gregory Harrack/Fin Coord, Angela Allen/Exec. Sec., Kiery Lazo/Office Coord , Leona Davis/Office Coord and various student Assts. | Gil Lizalde/DBA                            |
| 2 Reconciling cash, checks, etc. to receipts.  | T. Mohwinkel/Spv. Games Room, Julian Cearley/Manager, Mario Rincon/Reservationists, Xena Matamoros/Reservationist, Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes / Financial Coord, Gregory Harrack/Fin Coord, Angela Allen/Exec. Sec., Kiery Lazo/Office Coord , Leona Davis/Office Coord and various student Assts. | Gil Lizalde/DBA                            |
| 3 Preparing deposits.  | T. Mohwinkel/Spv. Games Room, Julian Cearley/Manager, Mario Rincon/Reservationists, Xena Matamoros/Reservationist, Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes / Financial Coord, Gregory Harrack/Fin Coord, Angela Allen/Exec. Sec., Kiery Lazo/Office Coord , Leona Davis/Office Coord and various student Assts. | Gil Lizalde/DBA                            |
| 4 Preparing Journal Entries.   | Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Jackie Burkes/Fin Coord II  | Gil Lizalde/DBA                            |
| 5 Verifying deposits posted correctly in the Finance System.   | Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Jackie Burkes/Fin Coord II  | Gil Lizalde/DBA                            |
| 6 Adequacy of physical safeguards of cash receipts and equivalent.   | Candy Littleton/Asst. DBA, Celeste Fuentes/Fin Coord II, Jackie Burkes/Fin Coord II   | Gil Lizalde/DBA                            |
| 7 Secure deposits via UHDPS to Student Financial Services.   | Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Jackie Burkes/Fin Coord II  | Gil Lizalde/DBA                            |
| 8 Ensuring deposits are made timely.   | Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Jackie Burkes/Fin Coord II  | Gil Lizalde/DBA                            |
| 9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. | Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Jackie Burkes/Fin Coord II  | Department supervisors and Gil Lizalde/DBA |
| 10 Updating Cash Handling Procedures as needed.  | Candy Littleton/Asst. DBA   | Change fund custodians                     |
| 11 Distribution of Cash Handling Procedures to employees who handle cash.  | Department Supervisors and/or Managers of Cash Handling   | Candy Littleton/Asst. DBA                  |

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| 12                            | Consistent and efficient responses to inquiries.   | All members of the business services team.   | Gil Lizalde/DBA  |
| 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.   | Keith T. Kowalka / Assistant VP of Student Affairs - Student Life                                  | Gil Lizalde/DBA and the Business Services contracts team |
| PROPERTY MANAGEMENT           |  |  |  |
| 1                             | Performing the annual inventory.   | DSAES IT and Designated Department Property Custodian  |  |
| 2                             | Ensuring the annual inventory was completed correctly.   | DSAES IT and Designated Department Property Custodian  |  |
| 3                             | Tagging equipment.   | DSAES IT and Designated Department Property Custodian  |  |
| 4                             | Approving requests for removal of equipment from campus.   | Devi Bala / Assistant VP Business Services, Georgeann Smith / Executive Director Business Services |  |
| DISCLOSURE FORMS              |  |  |  |
| 1                             | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  | Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Vicky Henderson / Asst. DBA     | Gil Lizalde/DBA  |
| 2                             | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.                               | Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Vicky Henderson / Asst. DBA     | Gil Lizalde/DBA  |
| 3                             | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Vicky Henderson / Asst. DBA     | Gil Lizalde/DBA  |
| 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.  | Candy Littleton/Asst. DBA, Celeste Fuentes/Fincial Coord II  | Gil Lizalde/DBA  |
| 2                             | Ensuring that research expenditures are covered by funds from sponsors.  | Candy Littleton/Asst. DBA, Celeste Fuentes/Fincial Coord II  | Gil Lizalde/DBA  |

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|  | Primary (Required)                 | Secondary (Optional) |
| <b>DEPARTMENTAL COMPUTING</b>                                      |                                    |                      |
| 1 Management of the departments' information technology resources. | DSAES IT                           | UIT                  |
| 2 Ensuring that critical data back up occurs.                      | DSAES IT                           | UIT                  |
| 3 Ensuring that procedures such as password controls are followed. | DSAES IT                           | UIT                  |
| 4 Reporting of suspected security violations.                      | All staff members                  | DSAES IT / UIT       |
| <b>FOR DEPARTMENT LISTED BELOW:</b>                                |                                    |                      |
| H0224 Center for Student Involvement                               | Candy Littleton                    | Gil Lizalde/DBA      |
| H0226 Center for Student Media                                     | Candy Littleton                    | Gil Lizalde/DBA      |
| H0227 Student Centers  | Candy Littleton                    | Gil Lizalde/DBA      |
| H0232 A.D. Bruce Religion Center                                   | Candy Littleton                    | Gil Lizalde/DBA      |
| H0553 Center for Fraternity and Sorority Life                      | Candy Littleton                    | Gil Lizalde/DBA      |
| H0616 DSAES IT   | Candy Littleton                    | Gil Lizalde/DBA      |
| H0677 LGBTQ Resource Center  | Candy Littleton                    | Gil Lizalde/DBA      |
| H0573 Center for Diversity and Inclusion                           | Candy Littleton                    | Gil Lizalde/DBA      |