

AF-Central Business Services
Team 2 and 4
Baseline Standards
FY 2025

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.	Zachary Louder, Asst Director Bus Svcs. Sirena Birkeland, Asst Director Bus Svcs.	Tiffany Taylor-Denson, Dir, Bus Svcs
2	Updating the Baseline Standards Form.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Louder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Chris Truong, Asst Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Sirena Birkeland, Asst Director Bus Svcs.
2	Reviewing cost center verifications.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Louder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
3	Approving cost center verifications.	Designated Cost Center Manager	Cost Center Manager Delegate (if applicable)
4	Ensuring all cost centers are verified/approved on a timely basis.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Louder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Louder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Louder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
3	Ensuring that goods and services are received and that timely payment is made.	Designated Cost Center Manager	Cost Center Manager Delegate (if applicable)
4	Ensuring correct account coding on purchases documents.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Louder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Louder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
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.	Jack Aboytes, Department Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Brittney Branson, Department Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Jack Aboytes, Department Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Brittney Branson, Department Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jack Aboytes, Department Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Brittney Branson, Department Business Administrator
4	Completing termination clearance procedures.	Zachary Louder, Asst Director Bus Svcs. / Sirena Birkeland, Asst Director Bus Svcs.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH), H0020) Emilio Ontiveros, Asst Business Administrator (H0663, H0505, S0014)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Jack Aboytes, Department Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Sirena Birkeland, Asst Director Bus Svcs.

AF-Central Business Services
Team 2 and 4
Baseline Standards
FY 2025

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
6 Maintaining departmental Personnel files.	Jack Aboytes, Department Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Brittney Branson, Department Business Administrator
7 Ensuring valid authorization of new hires.	Jack Aboytes, Department Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Brittney Branson, Department Business Administrator ; Sirena Birkeland, Asst Director Bus Svcs.
8 Ensuring valid authorization of changes in compensation rates.	Jack Aboytes, Department Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Zachary Louder, Asst Director Bus Svcs. Sirena Birkeland, Asst Director Bus Svcs.
9 Ensuring the accurate input of changes to the HR System.	Jack Aboytes, Department Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Brittney Branson, Department Business Administrator ; Sirena Birkeland, Asst Director Bus Svcs.
10 Consistent and efficient responses to inquiries.	Jack Aboytes, Department Business Administrator responsible H0154; H0155, H0156, H0167, H0181, H0182, H0679, S0015/H0166	Brittney Branson, Department Business Administrator ; Sirena Birkeland, Asst Director Bus Svcs.
CASH HANDLING		
1 Collecting cash, checks, etc.	Department cash handlers - on record with Department (does not include SBS, Controller, Treasury)	Zachary Louder, Asst Director Bus Svcs. Sirena Birkeland, Asst Director Bus Svcs.
2 Reconciling cash, checks, etc. to receipts.	Department cash handlers - on record with Department (does not include SBS, Controller, Treasury)	Zachary Louder, Asst Director Bus Svcs. Sirena Birkeland, Asst Director Bus Svcs.
3 Preparing deposits.	Chris Truong, Asst Business Administrator Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Annette Fleur Njopchouang Coord, Financial 2
4 Preparing Journal Entries.	Chris Truong, Asst Business Administrator Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Annette Fleur Njopchouang Coord, Financial 2
5 Verifying deposits posted correctly in the Finance System.	Chris Truong, Asst Business Administrator Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Zachary Louder, Asst Director Bus Svcs. Sirena Birkeland, Asst Director Bus Svcs.
6 Adequacy of physical safeguards of cash receipts and equivalent.	Chris Truong, Asst Business Administrator Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Annette Fleur Njopchouang Coord, Financial 2
7 Secure deposits via UHDDS to Student Financial Services.	Chris Truong, Asst Business Administrator Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Annette Fleur Njopchouang Coord, Financial 2
8 Ensuring deposits are made timely.	Chris Truong, Asst Business Administrator Jack Aboytes, Asst. Business Administrator (Does not include SBS, Controller, Treasury)	Annette Fleur Njopchouang Coord, Financial 2
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Louder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
10 Updating Cash Handling Procedures as needed.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Louder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
11 Distribution of Cash Handling Procedures to employees who handle cash.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Louder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
12 Consistent and efficient responses to inquiries.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Louder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs

AF-Central Business Services
Team 2 and 4
Baseline Standards
FY 2025

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
PETTY 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 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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Lounder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	See last page	Sirena Birkeland, Asst Director Bus Svcs. Tiffany Taylor-Denson, Sr. Dir Bus. Svcs.
2	Ensuring the annual inventory was completed correctly.	See last page	Sirena Birkeland, Asst Director Bus Svcs. Tiffany Taylor-Denson, Sr. Dir Bus. Svcs.
3	Tagging equipment.	See last page	Sirena Birkeland, Asst Director Bus Svcs. Tiffany Taylor-Denson, Sr. Dir Bus. Svcs.
4	Approving requests for removal of equipment from campus.	Employee Supervisor & Property Custodian noted on last page	Tiffany Taylor-Denson, Dir, Bus Svcs
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Lounder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Lounder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
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.	Sirena Birkeland, Asst Director Bus Svcs.	Zachary Lounder, Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Bus Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	See last page	UIT
2	Ensuring that critical data back up occurs.	See last page	UIT

AF-Central Business Services
 Team 2 and 4
 Baseline Standards
 FY 2025

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
3	Ensuring that procedures such as password controls are followed.	See last page	UIT
4	Reporting of suspected security violations.	All Staff	All Staff
Dept ID	Department Name	PROPERTY MANAGEMENT	DEPARTMENTAL COMPUTING
H0155	Business Services	John Babin, Mgr, Coll/Div Info Svcs 1	John Babin, Mgr, Coll/Div Info Svcs 1
H0181	Budget Office	John Babin, Mgr, Coll/Div Info Svcs 1	John Babin, Mgr, Coll/Div Info Svcs 1
H0182	Human Resources	John Babin, Mgr, Coll/Div Info Svcs 1	John Babin, Mgr, Coll/Div Info Svcs 1
H0154	Administration and Finance	Hazel Mascarenhas, Asst, Administrative, Exec	Patrick McNeal, User Service Spec 3
H0156	AVC Finance	Hazel Mascarenhas, Asst, Administrative, Exec	Patrick McNeal, User Service Spec 3
H0167	Student Business Services	Chris Durham, Functional Analyst 4	Chris Durham, Functional Analyst 4
H0166	Treasury	Chris Durham, Functional Analyst 4	John Babin, Mgr, Coll/Div Info Svcs 1
H0679	Risk Management	Chris Durham, Functional Analyst 4	John Babin, Mgr, Coll/Div Info Svcs 1
S0015	Treasury	Chris Durham, Functional Analyst 4	John Babin, Mgr, Coll/Div Info Svcs 1
H0155 Business Services team members is responsible for the Business Operations of items noted above. This list is 1 of 2 AF Central and for team 2 & 4.			