CLASS Dean's Office
Baseline Standards
FY 2025

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Jessica Thiam DBA	Suleyka Cruzalta CBA
2	Reconciling cash, checks, etc. to receipts.	Jessica Thiam DBA	Suleyka Cruzalta CBA
3	Preparing deposits.	Jessica Thiam DBA	Suleyka Cruzalta CBA
4	Preparing Journal Entries.	Jessica Thiam DBA	Suleyka Cruzalta CBA
5	Verifying deposits posted correctly in the Finance System.	Jessica Thiam DBA	Suleyka Cruzalta CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jessica Thiam DBA	Suleyka Cruzalta CBA
7	Secure deposits via UHDPS to Student Financial Services.	Jessica Thiam DBA	Suleyka Cruzalta CBA
8	Ensuring deposits are made timely.	Jessica Thiam DBA	Suleyka Cruzalta CBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Suleyka Cruzalta CBA	
10	Updating Cash Handling Procedures as needed.	Suleyka Cruzalta CBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Suleyka Cruzalta CBA	
12	Consistent and efficient responses to inquiries.	Suleyka Cruzalta CBA	
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.	David McMullen Executive Director of Bus. Ops	Suleyka Cruzalta CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Frank Houston IT Director	
2	Ensuring the annual inventory was completed correctly.	Frank Houston IT Director	
3	Tagging equipment.	Frank Houston IT Director	
4	Approving requests for removal of equipment from campus.	Frank Houston IT Director	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Suleyka Cruzalta CBA	David McMullen Executive Director of Bus. Ops
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Suleyka Cruzalta CBA	David McMullen Executive Director of Bus. Ops
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Suleyka Cruzalta CBA	David McMullen Executive Director of Bus. Ops

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	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.	Suleyka Cruzalta CBA	David McMullen Executive Director o
2	Ensuring that research expenditures are covered by funds from sponsors.	Suleyka Cruzalta CBA	David McMullen Executive Director o
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Frank Houston IT Director	
2	Ensuring that critical data back up occurs.	Frank Houston IT Director	
3	Ensuring that procedures such as password controls are followed.	Frank Houston IT Director	
4	Reporting of suspected security violations.	Frank Houston IT Director	