

Hispanic Studies  
Baseline Standards  
FY 2025

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.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
2	Updating the Baseline Standards Form.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
2	Reviewing cost center verifications.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
3	Approving cost center verifications.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
4	Ensuring all cost centers are verified/approved on a timely basis.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
2	Ensuring the validity of travel and expense reimbursements.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
3	Ensuring that goods and services are received and that timely payment is made.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
4	Ensuring correct account coding on purchases documents.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
5	Primary contact for inquiries to expenditure transactions.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
<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.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
4	Completing termination clearance procedures.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
6	Maintaining departmental Personnel files.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
7	Ensuring valid authorization of new hires.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
8	Ensuring valid authorization of changes in compensation rates.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
9	Ensuring the accurate input of changes to the HR System.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
10	Consistent and efficient responses to inquiries.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes

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

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
4	Recording.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
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.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
2	Ensuring that research expenditures are covered by funds from sponsors.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
2	Ensuring that critical data back up occurs.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
3	Ensuring that procedures such as password controls are followed.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes
4	Reporting of suspected security violations.	Guadalupe Ayon, DBA	Dr. Jose G De Los Reyes