

Department Name  
Baseline Standards  
FY 2025

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

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Pepper Canada	
2	Reconciling cash, checks, etc. to receipts.	Pepper Canada	
3	Preparing deposits.	Pepper Canada	
4	Preparing Journal Entries.	Pepper Canada	
5	Verifying deposits posted correctly in the Finance System.	Pepper Canada	Reyna Spencer
6	Adequacy of physical safeguards of cash receipts and equivalent.	Pepper Canada	
7	Secure deposits via UHDPS to Student Financial Services.	Pepper Canada	
8	Ensuring deposits are made timely.	Pepper Canada	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Pepper Canada	Reyna Spencer
10	Updating Cash Handling Procedures as needed.	Pepper Canada	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Pepper Canada	
12	Consistent and efficient responses to inquiries.	Pepper Canada	
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	Pepper Canada	
2	Ensuring petty cash disbursements are not for more than \$100.	Pepper Canada	
3	Ensuring petty cash disbursements are made for only authorized purposes.	Pepper Canada	
4	Approving petty cash disbursements.	Pepper Canada	
5	Replenishing the petty cash fund timely.	Pepper Canada	
6	Ensuring the petty cash fund is balanced after each disbursement.	Pepper Canada	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Pepper Canada	Reyna Spencer
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Steven Beatty	Raymond Pina
2	Ensuring the annual inventory was completed correctly.	Steven Beatty	
3	Tagging equipment.	Steven Beatty	Raymond Pina
4	Approving requests for removal of equipment from campus.	Steven Beatty	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Pepper Canada	Reyna Spencer
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Pepper Canada	Reyna Spencer
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Pepper Canada	Reyna Spencer

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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.	Pepper Canada	Reyna Spencer
2	Ensuring that research expenditures are covered by funds from sponsors.	Pepper Canada	Reyna Spencer
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Steven Beatty	
2	Ensuring that critical data back up occurs.	Steven Beatty	
3	Ensuring that procedures such as password controls are followed.	Steven Beatty	
4	Reporting of suspected security violations.	Steven Beatty	