

Computer Science Engineering Technology  
Baseline Standards  
FY 2022

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.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
2	Updating the Baseline Standards Form.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Beaunica Clark, Administrative Assistant II	Nereida Nava-Torres, Department Business Administrator II
2	Reviewing cost center verifications.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
3	Approving cost center verifications.	Vassilios Tzouanas, Chair	
4	Ensuring all cost centers are verified/approved on a timely basis. no later than 60 days after the accounting period is closed.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Nereida Nava-Torres, Department Business Administrator II	Beaunica Clark, Administrative Assistant II
2	Ensuring the validity of travel and expense reimbursements.	Nereida Nava-Torres, Department Business Administrator II	Beaunica Clark, Administrative Assistant II
3	Ensuring that goods and services are received and that timely payment is made.	Nereida Nava-Torres, Department Business Administrator II	Beaunica Clark, Administrative Assistant II
4	Ensuring correct account coding on purchases documents.	Nereida Nava-Torres, Department Business Administrator II	Beaunica Clark, Administrative Assistant II
5	Primary contact for inquiries to expenditure transactions.	Nereida Nava-Torres, Department Business Administrator II	Beaunica Clark, Administrative Assistant II
<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.	Nereida Nava-Torres, Department Business Administrator II	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Nereida Nava-Torres, Department Business Administrator II	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Nereida Nava-Torres, Department Business Administrator II	
4	Completing termination clearance procedures.	Nereida Nava-Torres, Department Business Administrator II	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Nereida Nava-Torres, Department Business Administrator II	
6	Maintaining departmental Personnel files.	Nereida Nava-Torres, Department Business Administrator II	
7	Ensuring valid authorization of new hires.	Nereida Nava-Torres, Department Business Administrator II	
8	Ensuring valid authorization of changes in compensation rates.	Nereida Nava-Torres, Department Business Administrator II	
9	Ensuring the accurate input of changes to the HR System.	Nereida Nava-Torres, Department Business Administrator II	
10	Consistent and efficient responses to inquiries.	Nereida Nava-Torres, Department Business Administrator II	

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<b>CASH HANDLING</b>		
1 Collecting cash, checks, etc.	Beaunica Clark, Administrative Assistant II	Cynthia Russell, Administrative Assistant II
2 Prepares Departmental Deposit Form.	Beaunica Clark, Administrative Assistant II	Cynthia Russell, Administrative Assistant II
3 Approves Departmental Deposit Form.	Nereida Nava-Torres, Department Business Administrator II	Vassilios Tzouanas, Chair
4 Transports deposit to the Cashiers Office.	Beaunica Clark, Administrative Assistant II	Cynthia Russell, Administrative Assistant II
5 Preparing Journal Entries.	N/A	
6 Verifying deposits posted correctly in the Finance System.	Nereida Nava-Torres, Department Business Administrator II	
7 Adequacy of physical safeguards of cash receipts and equivalent.	Beaunica Clark, Administrative Assistant II	Cynthia Russell, Administrative Assistant II
8 Ensuring deposits are made timely.	Beaunica Clark, Administrative Assistant II	Cynthia Russell, Administrative Assistant II
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
10 Updating Cash Handling Procedures as needed.	Alex Hernandez, College Business Administrator II	
11 Consistent and efficient responses to inquiries.	Beaunica Clark, Administrative Assistant II	Nereida Nava-Torres, Department Business Administrator II
<b>PETTY CASH</b>		
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	
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Garold Sears Jr., Lab Coordinator	Beaunica Clark, Administrative Assistant II
2 Ensuring the annual inventory was completed correctly.	Garold Sears Jr., Lab Coordinator	Beaunica Clark, Administrative Assistant II
3 Tagging equipment.	UHD IT	Garold Sears Jr., Lab Coordinator
4 Approving requests for removal of equipment from campus.	Vassilios Tzouanas, Chair	
<b>DISCLOSURE FORMS</b>		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Vassilios Tzouanas, Chair	Nereida Nava-Torres, Department Business Administrator II
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Vassilios Tzouanas, Chair	Nereida Nava-Torres, Department Business Administrator II
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Office of Research and Sponsored Programs	Vassilios Tzouanas, Chair	Nereida Nava-Torres, Department Business Administrator II
<b>RESEARCH ADMINISTRATION</b>		
1 Verifies that all grant cost centers contain positive budgetary balances.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
2 Ensuring that research expenditures are covered by funds from sponsors.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II

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3	Notifies the appropriate department to deactivate expired grant cost centers.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
<b>SCHOLARSHIPS</b>			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
3	Verifies that the scholarship award recipient was eligible for the award and met all required criteria ( <i>GPA, major, requisite hours, letters of recommendation, etc...</i> ).	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
4	Verifies that the scholarship award recipient was eligible for the award and met all required criteria ( <i>GPA, major, requisite hours, letters of recommendation, etc...</i> ).	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
5	Reviews scholarship cost centers annually to help ensure that available scholarship funds are being awarded; and to identify excessive equity balances in scholarship cost centers.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
2	Ensuring that research expenditures are covered by funds from sponsors.	Nereida Nava-Torres, Department Business Administrator II	Alex Hernandez, College Business Administrator II
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	UHD IT	Garold Sears Jr., Lab Coordinator
2	Ensuring that critical data back up occurs.	UHD IT	Garold Sears Jr., Lab Coordinator
3	Ensuring that procedures such as password controls are followed.	All Departmental Faculty/Staff	UHD IT
4	Reporting of suspected security violations.	All Departmental Faculty/Staff	UHD IT