

College of Sciences and Technology, D0016/D0916
Baseline Standards
FY 2022

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Stephanie Aise', Admin. Assistant III	
2	Prepares Departmental Deposit Form.	Stephanie Aise', Admin. Assistant III	
3	Approves Departmental Deposit Form.	Ermelinda DeLaVina, Interim CST Dean	
4	Transports deposit to the Cashiers Office.	Stephanie Aise', Admin. Assistant III	
5	Preparing Journal Entries.	Alex Hernandez, College Business Administrator II	
6	Verifying deposits posted correctly in the Finance System.	Stephanie Aise', Admin. Assistant III	Alex Hernandez, College Business Administrator II
7	Adequacy of physical safeguards of cash receipts and equivalent.	Alex Hernandez, College Business Administrator II	
8	Ensuring deposits are made timely.	Stephanie Aise', Admin. Assistant III	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Alex Hernandez, College Business Administrator II	Ermelinda DeLaVina, Interim CST Dean
10	Updating Cash Handling Procedures as needed.	Alex Hernandez, College Business Administrator II	
11	Consistent and efficient responses to inquiries.	Stephanie Aise', Admin. Assistant III	Alex Hernandez, College Business Administrator II
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.	Alex Hernandez, College Business Administrator II	Ermelinda DeLaVina, Interim CST Dean
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Stephanie Aise', Admin. Assistant III	Bojana Ninkovic Petkovic, CST
2	Ensuring the annual inventory was completed correctly.	Stephanie Aise', Admin. Assistant III	Bojana Ninkovic Petkovic, CST
3	Tagging equipment.	Stephanie Aise', Admin. Assistant III	Bojana Ninkovic Petkovic, CST
4	Approving requests for removal of equipment from campus.	Ermelinda DeLaVina, Interim CST Dean	Alex Hernandez, College Business Administrator II
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Alex Hernandez, College Business Administrator II	Ermelinda DeLaVina, Interim CST Dean
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Alex Hernandez, College Business Administrator II	Ermelinda DeLaVina, Interim CST Dean
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	Alex Hernandez, College Business Administrator II	Ermelinda DeLaVina, Interim CST Dean
RESEARCH ADMINISTRATION			
1	Verifies that all grant cost centers contain positive budgetary balances.	Alex Hernandez, College Business Administrator II	
2	Ensuring that research expenditures are covered by funds from sponsors.	Alex Hernandez, College Business Administrator II	

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3	Notifies the appropriate department to deactivate expired grant cost centers.	Alex Hernandez, College Business Administrator II	
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Alex Hernandez, College Business Administrator II	
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	Heather Davis, Post Award ORSP	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.	Alex Hernandez, College Business Administrator II	Ermelinda DeLaVina, Interim CST Dean
SCHOLARSHIPS			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	Alex Hernandez, Interim College Business Administrator	Ermelinda DeLaVina, Interim CST Dean
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	Alex Hernandez, Interim College Business Administrator	Ermelinda DeLaVina, Interim CST Dean
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>).	Alex Hernandez, Interim College Business Administrator	Ermelinda DeLaVina, Interim CST Dean
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>).	Alex Hernandez, Interim College Business Administrator	Ermelinda DeLaVina, Interim CST Dean
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.	Alex Hernandez, Interim College Business Administrator	Ermelinda DeLaVina, Interim CST Dean
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Alex Hernandez, Interim College Business Administrator	
2	Ensuring that research expenditures are covered by funds from sponsors.	Alex Hernandez, Interim College Business Administrator	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	UHD IT	
2	Ensuring that critical data back up occurs.	UHD IT	
3	Ensuring that procedures such as password controls are followed.	All Departmental Staff	UHD IT
4	Reporting of suspected security violations.	All Departmental Staff	UHD IT