

Psychology
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.	Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
2	Updating the Baseline Standards Form.	Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
2	Reviewing cost center verifications.	Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
3	Approving cost center verifications.	Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
4	Ensuring all cost centers are verified/approved on a timely basis.	Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
2	Ensuring the validity of travel and expense reimbursements.	Gabriela Sorto (Fin Coord 1) and Maria V Mendoza (ABA)	Dr Suzanne Kieffer (Director), Amy Aragon (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Gabriela Sorto (Fin Coord 1) and Maria V Mendoza (ABA)	Amy Aragon (DBA)
4	Ensuring correct account coding on purchases documents.	Gabriela Sorto (Fin Coord 1) and Maria V Mendoza (ABA)	Amy Aragon (DBA)
5	Primary contact for inquiries to expenditure transactions.	Gabriela Sorto (Fin Coord 1) and Maria V Mendoza (ABA)	Amy Aragon (DBA)
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.	Keonte Mims (Admin Coord)	Dr. Suzanne Kieffer (Director)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Keonte Mims (Admin Coord)	Dr. Suzanne Kieffer (Director)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Keonte Mims (Admin Coord)	Dr. Suzanne Kieffer (Director)
4	Completing termination clearance procedures.	Keonte Mims (Admin Coord)/ Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Keonte Mims (Admin Coord)	Amy Aragon (DBA), Dr. Suzanne Kieffer (Director)
6	Maintaining departmental Personnel files.	Keonte Mims (Admin Coord)	Dr Suzanne Kieffer (Director)
7	Ensuring valid authorization of new hires.	Keonte Mims (Admin Coord)	Dr Suzanne Kieffer (Director)
8	Ensuring valid authorization of changes in compensation rates.	Keonte Mims (Admin Coord)	Dr Suzanne Kieffer (Director)
9	Ensuring the accurate input of changes to the HR System.	Keonte Mims (Admin Coord)	Dr Suzanne Kieffer (Director)

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10	Consistent and efficient responses to inquiries.	Keonte Mims (Admin Coord)	Dr Suzanne Kieffer (Director)

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CASH HANDLING			
1	Collecting cash, checks, etc.	Maria V Mendoza, Amy Petesch, Demeatra	Amy Aragon (DBA)
2	Reconciling cash, checks, etc. to receipts.	Maria V Mendoza (ABA)	Amy Aragon (DBA)
3	Preparing deposits.	Maria V Mendoza (ABA), Demeatra	Amy Aragon (DBA)
4	Preparing Journal Entries.	Maria V Mendoza (ABA), Demeatra	Amy Aragon (DBA)
5	Verifying deposits posted correctly in the Finance System.	Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Maria V Mendoza (ABA)	Amy Aragon (DBA)
7	Secure deposits via UHDPS to Student Financial Services.	Maria V Mendoza (ABA), Demeatra Yowman (ABA)	Amy Aragon (DBA)
8	Ensuring deposits are made timely.	Maria V Mendoza (ABA), Demeatra Yowman (ABA)	Amy Aragon (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Demeatra Yowman (ABA)	Amy Aragon, (DBA), Dr Suzanne Kieffer (Director)
10	Updating Cash Handling Procedures as needed.	Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Demeatra Yowman (ABA)	Dr Suzanne Kieffer (Director)
12	Consistent and efficient responses to inquiries.	Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Demeatra Yowman (ABA)	Dr. Suzanne Kieffer (Director)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Keonte Mims (Admin Coord)	Alex Botti (Microsystems Analyst)

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2	Ensuring the annual inventory was completed correctly.	Keonte Mims (Admin Coord)	Alex Botti (Microsystems Analyst)
3	Tagging equipment.	Keonte Mims (Admin Coord)	Alex Botti (Microsystems Analyst)
4	Approving requests for removal of equipment from campus.	Keonte Mims (Admin Coord)	Alex Botti (Microsystems Analyst)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Dr. Suzanne Kieffer (Director)	Amy Aragon (DBA)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Dr. Suzanne Kieffer (Director)	Amy Aragon (DBA)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Dr. Suzanne Kieffer (Director)	Amy Aragon (DBA)

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	Amy Petesch (Program Mgr)	
3	Collection.	Amy Petesch (Program Mgr)	
4	Recording.	Amy Petesch (Program Mgr)	Maria V Mendoza (Fin Coord 2)
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	Amy Aragon (DBA)	Dr Suzanne Kieffer (Director)
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Amy Aragon (DBA)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Amy Aragon (DBA)	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Alex Botti (Microsystems Analyst)	
2	Ensuring that critical data back up occurs.	Alex Botti (Microsystems Analyst)	
3	Ensuring that procedures such as password controls are followed.	Alex Botti (Microsystems Analyst)	
4	Reporting of suspected security violations.	Alex Botti (Microsystems Analyst)	