

Department of English  
FY2014

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.	Carol Barr, Asst. Dir./Joy Tesh, LCC Director/Kathy Smathers, CWP Asst. Director
2	Updating the Baseline Standards Form.	Carol Barr, Asst. Dir.
		Wyman Herendeen, Chair
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>		
1	Preparing cost center verifications.	Maira Artola, Financial Asst., Tiffany Le, LCC Financial Coordinator, Kathy Smathers, Asst. Dir., CWP
2	Reviewing cost center verifications.	Carol Barr, Asst. Dir./Joy Tesh, LCC Director
		Wyman Herendeen, Chair
3	Approving cost center verifications.	Carol Barr, Asst. Dir.
		Wyman Herendeen, Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Carol Barr, Asst. Dir./Joy Tesh, LCC Director/Kathy Smathers, CWP Asst. Director
		Wyman Herendeen, Chair
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>		
1	Ensuring valid authorization of purchase documents.	Carol Barr, Asst. Dir./Joy Tesh, LCC Director
		Wyman Herendeen, Chair
2	Ensuring the validity of travel and expense reimbursements.	Carol Barr, Asst. Dir./Joy Tesh, LCC Director/Kathy Smathers, CWP Asst. Director
		Wyman Herendeen, Chair
3	Ensuring that goods and services are received and that timely payment is made.	Carol Barr, Asst. Dir./Joy Tesh, LCC Director/Kathy Smathers, CWP Asst. Director
4	Ensuring correct account coding on purchases documents.	Carol Barr, Asst. Dir./Tiffany Le, Financial Coordinator, LCC/Kathy Smathers, CWP Asst. Director
5	Primary contact for inquiries to expenditure transactions.	Carol Barr, Asst. Dir./Tiffany Le, Financial Coordinator, LCC/Kathy Smathers, CWP Asst. Director
<b>PAYROLL / HUMAN RESOURCES</b>		
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Maira Artola, Financial Asst./Tiffany Le, LCC Fin. Coordinator
2	Reconciling bi-weekly leave accruals to the HR System.	Maira Artola, Financial Asst./Tiffany Le, LCC Fin. Coordinator
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Maira Artola, Financial Asst.
		Carol Barr, Asst. Dir.
4	Ensuring all monthly leave is recorded and approved in the HR System.	Carol Barr, Asst. Dir.
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Maira Artola, Financial Asst., Carol Barr, Asst. Director
		Carol Barr, Asst. Dir.
6	Completing termination clearance procedures.	Maira Artola, Financial Asst./Tiffany Le, Financial Coordinator, LCC
		Carol Barr, Asst. Dir.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Maira Artola, Financial Asst.
		Carol Barr, Asst. Dir.
8	Paycheck distribution.	Maira Artola, Financial Asst.
		Carol Barr, Asst. Dir.
9	Maintaining departmental Personnel files.	Carol Barr, Asst. Dir./Joy Tesh, LCC Director
10	Ensuring valid authorization of new hires.	Carol Barr, Asst. Dir.
11	Ensuring valid authorization of changes in compensation rates.	Carol Barr, Asst. Dir.
12	Ensuring the accurate input of changes to the HR System.	Maira Artola, Financial Asst.
		Carol Barr, Asst. Dir.
13	Propriety of leave account classification on time records.	Maira Artola, Financial Asst.
		Carol Barr, Asst. Dir.
14	Consistent and efficient responses to inquiries.	Maira Artola, Financial Asst.
		Carol Barr, Asst. Dir.
<b>CASH HANDLING</b>		
1	Collecting cash, checks, etc.	Maira Artola, Financial Asst./Tiffany Le, Financial Coordinator, LCC/Kathy Smathers, Asst. Dir., CWP, Lois Benavides, Program Coordinator
2	Reconciling cash, checks, etc. to receipts.	Carol Barr, B/Joy Tesh, LCC Director/Kathy Smathers, CWP Asst. Director

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3	Preparing deposits.	Maira Artola, Financial Asst./Tiffany Le, Financial Coordinator, Kathy Smathers, CWP Asst. Director	
4	Preparing Journal Entries.	Maira Artola, Financial Asst./Tiffany Le, Financial Coordinator, Kathy Smathers, CWP Asst. Director	
5	Verifying deposits posted correctly in the Finance System.	Maira Artola, Financial Asst./Tiffany Le, Financial Coordinator, Kathy Smathers, CWP Asst. Director	Carol Barr, Asst. Dir.
6	Adequacy of physical safeguards.	Carol Barr, Asst. Dir./Joy Tesh, LCC Director	
7	Transporting deposits to Student Financial Services.	UH Police Dept.	
8	Ensuring deposits are made timely.	Maira Artola, Financial Asst./Tiffany Le Financial Coordinator/Kathy Smathers, CWP Asst. Director	Carol Barr, Asst. Dir.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Carol Barr, Asst. Dir.	Wyman Herendeen, Chair
10	Updating Cash Handling Procedures as needed.	Carol Barr, Asst. Dir./Joy Tesh, Director, LCC/ Kathy Smathers, Asst. Director, CWP	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Carol Barr, Asst. Dir.	
12	Consistent and efficient responses to inquiries.	Carol Barr, Asst. Dir./Joy Tesh, Director, LCC	
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees their long distance and cell phone charge reports for verification.	Jessica Torres, Advising Asst./Tiffany Le, Financial Coordinator, LCC	Maira Artola, Financial Asst.
2	Ensuring employees review their long distance and/or cell phone charge reports.	Jessica Torres, Advising Asst./Tiffany Le, Financial Coordinator, LCC	Maira Artola, Financial Asst.
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Carol Barr, Asst. Dir.	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Carol Barr, Asst. Dir.	Wyman Herendeen, Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jessica Torres, Advising Assistant/George Barr, User Services Specialist	Carol Barr, Asst. Dir.
2	Ensuring the annual inventory was completed correctly.	Carol Barr, Asst. Dir.	Wyman Herendeen, Chair
3	Tagging equipment.	George Barr, User Services Specialist	
4	Approving requests for removal of equipment from campus.	Carol Barr, Asst. Dir.	Wyman Herendeen, Chair
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Carol Barr, Asst. Dir.	Wyman Herendeen, Chair
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Carol Barr, Asst. Dir.	Wyman Herendeen, Chair

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3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Carol Barr, Asst. Dir.	Wyman Herendeen, Chair
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Carol Barr, Asst. Dir.	Wyman Herendeen, Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Carol Barr, Asst. Dir.	Wyman Herendeen, Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	George Barr, User Services Specialist	Carol Barr, Asst. Dir.
2	Ensuring that critical data back up occurs.	George Barr, User Services Specialist	Carol Barr, Asst. Dir.
3	Ensuring that procedures such as password controls are followed.	George Barr, User Services Specialist	Carol Barr, Asst. Dir.
4	Reporting of suspected security violations.	Carol Barr, Asst. Dir.	