

Department of Communication Sciences and Disorders  
Baseline Standards  
FY 2015

| Description of Responsibility                           |  | Responsible Person(s) (Name/Title)              |   |
|---|--|---|---|
|   |  | Primary (Required)                              | Secondary (Optional)                            |
| DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS |  | GEOFFREY PIERCE<br>Dept. Business Administrator | LYNN MAHER<br>Department Chair                  |
| 1   | Ensuring the Departmental Policy and Procedures manual is current.   | GEOFFREY PIERCE<br>Dept. Business Administrator | LYNN MAHER<br>Department Chair                  |
| 2   | Updating the Baseline Standards Form.  |   |   |
| FINANCIAL REPORTING - COST CENTER VERIFICATIONS         |  |   |   |
| 1   | Preparing cost center verifications.   | GEOFFREY PIERCE<br>Dept. Business Administrator | LYNN MAHER<br>Department Chair                  |
| 2   | Reviewing cost center verifications.   | LYNN MAHER<br>Department Chair                  |   |
| 3   | Approving cost center verifications.   | LYNN MAHER<br>Department Chair                  |   |
| 4   | Ensuring all cost centers are verified/approved on a timely basis.   | GEOFFREY PIERCE<br>Dept. Business Administrator | LYNN MAHER<br>Department Chair                  |
| FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS          |  |   |   |
| 1   | Ensuring valid authorization of purchase documents.  | GEOFFREY PIERCE<br>Dept. Business Administrator | LYNN MAHER<br>Department Chair                  |
| 2   | Ensuring the validity of travel and expense reimbursements.  | GEOFFREY PIERCE<br>Dept. Business Administrator | LYNN MAHER<br>Department Chair                  |
| 3   | Ensuring that goods and services are received and that timely payment is made.   | GEOFFREY PIERCE<br>Dept. Business Administrator | LYNN MAHER<br>Department Chair                  |
| 4   | Ensuring correct account coding on purchases documents.  | GEOFFREY PIERCE<br>Dept. Business Administrator | LYNN MAHER<br>Department Chair                  |
| 5   | Primary contact for inquiries to expenditure transactions.   | GEOFFREY PIERCE<br>Dept. Business Administrator | LYNN MAHER<br>Department Chair                  |
| 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.                     | GEOFFREY PIERCE<br>Dept. Business Administrator | LYNN MAHER<br>Department Chair                  |
| 2   | Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.  | GEOFFREY PIERCE<br>Dept. Business Administrator | LYNN MAHER<br>Department Chair                  |
| 3   | Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.   | J. MCWHIRT, M. BRUCE, G. PIERCE                 | L. MAHER, G. PIERCE                             |
| 4   | Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.  | GEOFFREY PIERCE<br>Dept. Business Administrator |   |
| 5   | Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls | JACKIE MCWHIRT<br>Office Coordinator            | GEOFFREY PIERCE<br>Dept. Business Administrator |
| 6   | Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.  | J. MCWHIRT, J. NGUYEN, G. PIERCE                |   |
| 7   | Ensuring terminated employees are no longer charged to departmental cost centers.  | JASMINE NGUYEN<br>Financial Coordinator 1       |   |
| 8   | Maintaining departmental personnel files.  | J. MCWHIRT, J. NGUYEN, M. OZGEN                 | GEOFFREY PIERCE<br>Dept. Business Administrator |
| 9   | Consistent and efficient responses to inquiries.   | J. MCWHIRT, J. NGUYEN                           | GEOFFREY PIERCE<br>Dept. Business Administrator |
| 10  | Hire ePAR's should be processed at least 1 week prior to start date.   | J. MCWHIRT, J. NGUYEN, G. PIERCE                |   |
| 11  | Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.   | GEOFFREY PIERCE<br>Dept. Business Administrator |   |

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| <b>CASH HANDLING</b>           |  |   |   |
| 1                              | Collecting cash, checks, etc.  | OZGEN, MCWHIRT, BRUCE,<br>PIERCE, NGUYEN        | GEOFFREY PIERCE<br>Dept. Business Administrator |
| 2                              | Reconciling cash, checks, etc. to receipts.  | JACKIE MCWHIRT<br>Office Coord.                 | GEOFFREY PIERCE<br>Dept. Business Administrator |
| 3                              | Preparing deposits.  | JASMINE NGUYEN<br>Financial Coordinator 1       | GEOFFREY PIERCE<br>Dept. Business Administrator |
| 4                              | Preparing Journal Entries.   | JASMINE NGUYEN<br>Financial Coordinator 1       | GEOFFREY PIERCE<br>Dept. Business Administrator |
| 5                              | Verifying deposits posted correctly in the Finance System.   | GEOFFREY PIERCE<br>Dept. Business Administrator |   |
| 6                              | Adequacy of physical safeguards of cash receipts and equivalent.   | GEOFFREY PIERCE<br>Dept. Business Administrator |   |
| 7                              | Secure deposits via UHDPSS to Student Financial Services.  | UH POLICE                                       |   |
| 8                              | Ensuring deposits are made timely.   | GEOFFREY PIERCE<br>Dept. Business Administrator |   |
| 9                              | Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.                       | JACKIE MCWHIRT<br>Office Coordinator            | GEOFFREY PIERCE<br>Dept. Business Administrator |
| 10                             | Updating Cash Handling Procedures as needed.   | GEOFFREY PIERCE<br>Dept. Business Administrator |   |
| 11                             | Distribution of Cash Handling Procedures to employees who handle cash.   | GEOFFREY PIERCE<br>Dept. Business Administrator |   |
| 12                             | Consistent and efficient responses to inquiries.   | JASMINE NGUYEN<br>Financial Coordinator 1       | GEOFFREY PIERCE<br>Dept. Business Administrator |
| <b>PETTY CASH</b>              |  |   |   |
| 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  |   |
| <b>CONTRACT ADMINISTRATION</b> |  |   |   |
| 1                              | Ensuring departmental personnel comply with contract administration policies/procedures.   | JASMINE NGUYEN<br>Financial Coordinator 1       | GEOFFREY PIERCE<br>Dept. Business Administrator |
| <b>PROPERTY MANAGEMENT</b>     |  |   |   |
| 1                              | Performing the annual inventory.   | GEOFFREY PIERCE<br>Dept. Business Administrator | JASMINE NGUYEN<br>Financial Coordinator 1       |
| 2                              | Ensuring the annual inventory was completed correctly.   | GEOFFREY PIERCE<br>Dept. Business Administrator | JASMINE NGUYEN<br>Financial Coordinator 1       |
| 3                              | Tagging equipment.   | GEOFFREY PIERCE<br>Dept. Business Administrator | JASMINE NGUYEN<br>Financial Coordinator 1       |
| 4                              | Approving requests for removal of equipment from campus.   | GEOFFREY PIERCE<br>Dept. Business Administrator | JASMINE NGUYEN<br>Financial Coordinator 1       |
| <b>DISCLOSURE FORMS</b>        |  |   |   |
| 1                              | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  | JACKIE MCWHIRT<br>Office Coordinator            | GEOFFREY PIERCE<br>Dept. Business Administrator |
| 2                              | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.                               | JACKIE MCWHIRT<br>Office Coordinator            | GEOFFREY PIERCE<br>Dept. Business Administrator |
| 3                              | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | JACKIE MCWHIRT<br>Office Coordinator            | GEOFFREY PIERCE<br>Dept. Business Administrator |

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| ACCOUNTS RECEIVABLE           |   |   |   |
| 1                             | Extending of credit.  | GEOFFREY PIERCE<br>Dept. Business Administrator     | MELISSA BRUCE<br>Clinic Director                        |
| 2                             | Billing.  | J. NGUYEN, Fin. Coord. 1;<br>M. OZGEN, Off. Asst. 1 | GEOFFREY PIERCE<br>Dept. Business Administrator         |
| 3                             | Collection.   | J. NGUYEN, Fin. Coord. 1;<br>M. OZGEN, Off. Asst. 1 | GEOFFREY PIERCE<br>Dept. Business Administrator         |
| 4                             | Recording.  | J. MCWHIRT, Off. Coord.;;<br>M. OZGEN, Off. Asst. 1 | GEOFFREY PIERCE<br>Dept. Business Administrator         |
| 5                             | Monitoring credit extended.   | GEOFFREY PIERCE<br>Dept. Business Administrator     | MELISSA BRUCE<br>Clinic Director                        |
| 6                             | Approving write-offs.   | GEOFFREY PIERCE<br>Dept. Business Administrator     | M. BRUCE, Clinic Director<br>L. MAHER, Department Chair |
| NEGATIVE BALANCES             |   |   |   |
| 1                             | Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. | GEOFFREY PIERCE<br>Dept. Business Administrator     | LYNN MAHER<br>Department Chair                          |
| 2                             | Ensuring that research expenditures are covered by funds from sponsors.               | GEOFFREY PIERCE<br>Dept. Business Administrator     | LYNN MAHER<br>Department Chair                          |
| DEPARTMENTAL COMPUTING        |   |   |   |
| 1                             | Management of the departments' information technology resources.                      | GEOFFREY PIERCE<br>Dept. Business Administrator     | CLASS IT  |
| 2                             | Ensuring that critical data back up occurs.   | CLASS IT  |   |
| 3                             | Ensuring that procedures such as password controls are followed.                      | CLASS IT  |   |
| 4                             | Reporting of suspected security violations.   | GEOFFREY PIERCE<br>Dept. Business Administrator     | CLASS IT  |