

HRM UH/HILTON HOTEL RESTAURANT MANAGEMENT COLLEGE
Baseline Standards
FY2014

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.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
2	Updating the Baseline Standards Form.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	BEVERLY NICHOLSON, FIN ASST 2	DEEPU KURIAN, DBA
2	Reviewing cost center verifications.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
3	Approving cost center verifications.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
2	Ensuring the validity of travel and expense reimbursements.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
3	Ensuring that goods and services are received and that timely payment is made.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
4	Ensuring correct account coding on purchases documents.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
5	Primary contact for inquiries to expenditure transactions.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	ALFREDO FERNANDEZ	DEEPU KURIAN, DBA
2	Reconciling bi-weekly leave accruals to the HR System.	ALFREDO FERNANDEZ	DEEPU KURIAN, DBA
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	ALFREDO FERNANDEZ	DEEPU KURIAN, DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	DEEPU KURIAN, DBA	THOMAS CHANDAPILLA, CBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	DEEPU KURIAN, DBA	ALFREDO FERNANDEZ
6	Completing termination clearance procedures.	DEEPU KURIAN, DBA	THOMAS CHANDAPILLA, CBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	BEVERLY NICHOLSON, FIN ASST 2	THOMAS CHANDAPILLA, CBA
8	Paycheck distribution.	N/A	N/A
9	Maintaining departmental Personnel files.	DEEPU KURIAN, DBA	ALFREDO FERNANDEZ
10	Ensuring valid authorization of new hires.	DEEPU KURIAN, DBA	ALFREDO FERNANDEZ
11	Ensuring valid authorization of changes in compensation rates.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
12	Ensuring the accurate input of changes to the HR System.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
13	Propriety of leave account classification on time records.	DEEPU KURIAN, DBA	ALFREDO FERNANDEZ
14	Consistent and efficient responses to inquiries.	DEEPU KURIAN, DBA	ALFREDO FERNANDEZ
CASH HANDLING			

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1	Collecting cash, checks, etc.	ALFREDO FERNANDEZ	DEEPU KURIAN, DBA
2	Reconciling cash, checks, etc. to receipts.	ALFREDO FERNANDEZ	DEEPU KURIAN, DBA
3	Preparing deposits.	ALFREDO FERNANDEZ	DEEPU KURIAN, DBA
4	Preparing Journal Entries.	ALFREDO FERNANDEZ	DEEPU KURIAN, DBA
5	Verifying deposits posted correctly in the Finance System.	ALFREDO FERNANDEZ	DEEPU KURIAN, DBA
6	Adequacy of physical safeguards.	ALFREDO FERNANDEZ	DEEPU KURIAN, DBA
7	Transporting deposits to Student Financial Services.	UHPD	UHPD
8	Ensuring deposits are made timely.	ALFREDO FERNANDEZ	BEVERLY NICHOLSON, FIN ASST 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	DEEPU KURIAN, DBA	THOMAS CHANDAPILLA, CBA
10	Updating Cash Handling Procedures as needed.	DEEPU KURIAN, DBA	THOMAS CHANDAPILLA, CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	DEEPU KURIAN, DBA	THOMAS CHANDAPILLA, CBA
12	Consistent and efficient responses to inquiries.	DEEPU KURIAN, DBA	THOMAS CHANDAPILLA, CBA
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees their long distance and cell phone charge reports for verification.	N/A	N/A
2	Ensuring employees review their long distance and/or cell phone charge reports.	N/A	N/A
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	THEODORE LIANG, FIN. COORD 1	DEEPU KURIAN, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	THEODORE LIANG, FIN. COORD 1	ALFREDO FERNANDEZ
2	Ensuring the annual inventory was completed correctly.	THEODORE LIANG, FIN. COORD 1	ALFREDO FERNANDEZ
3	Tagging equipment.	GAUTAM TANEJA	THEODORE LIANG, FIN. COORD 1
4	Approving requests for removal of equipment from campus.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	CASSING MILLINGS, FIN ASST 2	THOMAS CHANDAPILLA, CBA
2	Billing.	CASSING MILLINGS, FIN ASST 2	THOMAS CHANDAPILLA, CBA
3	Collection.	CASSING MILLINGS, FIN ASST 2	THOMAS CHANDAPILLA, CBA
4	Recording.	CASSING MILLINGS, FIN ASST 2	THOMAS CHANDAPILLA, CBA
5	Monitoring credit extended.	DEEPU KURIAN, DBA	THOMAS CHANDAPILLA, CBA
6	Approving write-offs.	DEAN BOWEN	THOMAS CHANDAPILLA, CBA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	THOMAS CHANDAPILLA, CBA	DEEPU KURIAN, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	MICHAEL SCOTT	GAUTAM TANEJA
2	Ensuring that critical data back up occurs.	MICHAEL SCOTT	GAUTAM TANEJA
3	Ensuring that procedures such as password controls are followed.	MICHAEL SCOTT	GAUTAM TANEJA
4	Reporting of suspected security violations.	MICHAEL SCOTT	GAUTAM TANEJA