

Chemistry  
Baseline Standards  
FY 2015

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.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
2	Updating the Baseline Standards Form.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Sylvia Harris, Asst. DBA	Olivia Nixon, Financial Analyst
2	Reviewing cost center verifications.	Cost Center Managers	Elsie Myers, DBA
3	Approving cost center verifications.	Cost Center Managers	Elsie Myers, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Chris Muscarello, Financial Coord. 2	Anh Nash, Office Coord
2	Ensuring the validity of travel and expense reimbursements.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
3	Ensuring that goods and services are received and that timely payment is made.	Chris Muscarello, Financial Coord. 2	Anh Nash, Office Coord
4	Ensuring correct account coding on purchases documents.	Chris Muscarello, Financial Coord. 2	Anh Nash, Office Coord
5	Primary contact for inquiries to expenditure transactions.	Chris Muscarello, Financial Coord. 2	Anh Nash, Office Coord
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Maylin Thanudape, Administrative Coordinator	Crystal Gonzalez, Financial Coord
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Maylin Thanudape, Administrative Coordinator	Crystal Gonzalez, Financial Coord
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Maylin Thanudape, Administrative Coordinator	Elsie Myers, DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Maylin Thanudape, Administrative Coordinator	Elsie Myers, DBA
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.	Maylin Thanudape, Administrative Coordinator	Crystal Gonzalez, Financial Coord
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Maylin Thanudape, Administrative Coordinator	Elsie Myers, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Crystal Gonzalez, Financial Coord	Maylin Thanudape, Administrative Coordinator
8	Maintaining departmental personnel files.	Maylin Thanudape, Administrative Coordinator	Crystal Gonzalez, Financial Coord
9	Consistent and efficient responses to inquiries.	Maylin Thanudape, Administrative Coordinator	Crystal Gonzalez, Financial Coord
10	Hire ePAR's should be processed at least 1 week prior to start date.	Maylin Thanudape, Administrative Coordinator	Elsie Myers, DBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Maylin Thanudape, Administrative Coordinator	Elsie Myers, DBA
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
2	Reconciling cash, checks, etc. to receipts.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
3	Preparing deposits.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA

Chemistry  
Baseline Standards  
FY 2015

Description of Responsibility	Responsible Person(s) (Name/Title)		
	Primary (Required)	Secondary (Optional)	
4	Preparing Journal Entries.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
5	Verifying deposits posted correctly in the Finance System.	Sylvia Harris, Asst. DBA	Olivia Nixon, Financial Analyst
6	Adequacy of physical safeguards of cash receipts and equivalent.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
7	Secure deposits via UHDPS to Student Financial Services.	Caleb Prestridge, Financial Coord (via call to UHPD)	Sylvia Harris, Asst. DBA
8	Ensuring deposits are made timely.	Analyst Caleb Prestridge, Financial Coord	Elsie Myers, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
10	Updating Cash Handling Procedures as needed.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
12	Consistent and efficient responses to inquiries.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Chris Muscarello, Financial Coord. 2	Elsie Myers, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Mark Bushman, Property Custodian	Chris Muscarello, Financial Coord. 2
2	Ensuring the annual inventory was completed correctly.	Mark Bushman, Property Custodian	Chris Muscarello, Financial Coord. 2
3	Tagging equipment.	Chris Muscarello, Financial Coord. 2	Mark Bushman, Property Custodian
4	Approving requests for removal of equipment from campus.	Mark Bushman, Property Custodian, and employee's supervisor.	Elsie Myers, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Elsie Myers, DBA	
2	Billing.	Caleb Prestridge, Financial Coord	
3	Collection.	Caleb Prestridge, Financial Coord	

Chemistry  
Baseline Standards  
FY 2015

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
4 Recording.	Caleb Prestridge, Financial Coord	
5 Monitoring credit extended.	Elsie Myers, DBA	
6 Approving write-offs.	Elsie Myers, DBA -submits request to UH accounting.	
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
2 Ensuring that research expenditures are covered by funds from sponsors.	Elsie Myers, DBA	Olivia Nixon, Financial Analyst
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	Jerry Do, User Svs Spec	NSM IT Dept
2 Ensuring that critical data back up occurs.	Jerry Do, User Svs Spec	NSM IT Dept
3 Ensuring that procedures such as password controls are followed.	Jerry Do, User Svs Spec	NSM IT Dept
4 Reporting of suspected security violations.	Jerry Do, User Svs Spec	NSM IT Dept