

Earth Atmospheric Sciences
Baseline Standards
FY 2015

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.	Each staff person is responsible to ensure that their subject expertise is kept up-to-date on the department website	Anja Wells, DBA
2	Updating the Baseline Standards Form.	Anja Wells, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Smita Ketkar, Asst. DBA	
2	Reviewing cost center verifications.	Anja Wells, DBA	
3	Approving cost center verifications.	Cost Center Manager	When delegated, Anja Wells, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Smita Ketkar, Asst. DBA	Anja Wells, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Lee Ann Carroll, Financial Coord 2	When they are the voucher creators: Ashley Tran, Twana York, Hannah Walker, and Smita Ketkar
2	Ensuring the validity of travel and expense reimbursements.	Laura Bell, Program Manager 2	Hannah Walker, Asst. to the Chair
3	Ensuring that goods and services are received and that timely payment is made.	Danielle Thomas, Office Asst., and Lee Ann Carroll, Financial Coord. 2	
4	Ensuring correct account coding on purchases documents.	Lee Ann Carroll, Financial Coord 2	When they are the voucher creators: Ashley Tran, Twana York, Hannah Walker, and Smita Ketkar
5	Primary contact for inquiries to expenditure transactions.	Lee Ann Carroll, Financial Coord 2 (before posted to PeopleSoft)	Smita Ketkar, Asst. DBA (after posted to PeopleSoft)
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.	Twana York, Admin Coord.	Ashley Tran, Admin Coord.
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Ashley Tran, Admin Coord.	Twana York, Admin Coord.
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Twana York, Admin Coord. (biweekly), and Ashley Tran, Admin Coord. (monthly)	
4	Completing termination clearance procedures.	Twana York and Ashley Tran (depending on who created the terminating ePAR)	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Twana York, Admin Coord. (biweekly), and Ashley Tran, Admin Coord. (monthly)	
6	Maintaining departmental Personnel files.	Twana York and Ashley Tran (depending on who is currently working on personnel documents)	
7	Ensuring valid authorization of new hires.	Twana York and Ashley Tran (depending on who processes the ePAR)	
8	Ensuring valid authorization of changes in compensation rates.	Twana York and Ashley Tran (depending on who processes the ePAR)	
9	Ensuring the accurate input of changes to the HR System.	Twana York and Ashley Tran (depending on who processes the ePAR)	
10	Consistent and efficient responses to inquiries.	Twana York and Ashley Tran	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Anja Wells, DBA	Smita Ketkar, Asst. DBA
2	Reconciling cash, checks, etc. to receipts.	Smita Ketkar, Asst. DBA	
3	Preparing deposits.	Smita Ketkar, Asst. DBA	Danielle Thomas, Office Asst.
4	Preparing Journal Entries.	Smita Ketkar, Asst. DBA	Danielle Thomas, Office Asst.
5	Verifying deposits posted correctly in the Finance System.	Smita Ketkar, Asst. DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Anja Wells, DBA	Smita Ketkar, Asst. DBA
7	Secure deposits via UHDPDS to Student Financial Services.	Smita Ketkar, Asst. DBA	
8	Ensuring deposits are made timely.	Anja Wells, DBA	Smita Ketkar, Asst. DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Anja Wells, DBA	Smita Ketkar, Asst. DBA
10	Updating Cash Handling Procedures as needed.	NSM College	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Anja Wells, DBA	Smita Ketkar, Asst. DBA
12	Consistent and efficient responses to inquiries.	Smita Ketkar, Asst. DBA	Anja Wells, DBA
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Anja Wells, DBA	Smita Ketkar, Asst. DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Lee Ann Carroll, Financial Coord 2, and Danielle Thomas, Office Asst.	
2	Ensuring the annual inventory was completed correctly.	Lee Ann Carroll, Financial Coord. 2	
3	Tagging equipment.	Lee Ann Carroll, Financial Coord 2	Jay Krishnan, System Admin 3, and Jason Ognosky, Computer Support Analyst (IT equipment)
4	Approving requests for removal of equipment from campus.	Anja Wells, DBA	Smita Ketkar, Asst. DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Hannah Walker, Asst. to the Chair	Anja Wells, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Hannah Walker, Asst. to the Chair	Anja Wells, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Danielle Thomas, Office Asst.	Anja Wells, DBA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Service Center Managers	
2	Billing.	Service Center Managers	
3	Collection.	Anja Wells, DBA / Smita Ketkar, Asst. DBA	
4	Recording.	Danielle Thomas, Office Asst.	
5	Monitoring credit extended.	Danielle Thomas, Office Asst. / Service Center Managers	
6	Approving write-offs.	Service Center Managers / Anja Wells, DBA submit request to UH Accounting.	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Anja Wells, DBA	Smita Ketkar, Asst. DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	PIs	Anja Wells, DBA, and Smita Ketkar, Asst. DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jay Krishnan, System Admin 3, and Jason Ognosky, Computer Support Analyst	
2	Ensuring that critical data back up occurs.	Jay Krishnan, System Admin 3, and Jason Ognosky, Computer Support Analyst	
3	Ensuring that procedures such as password controls are followed.	Jay Krishnan, System Admin 3, and Jason Ognosky, Computer Support Analyst	
4	Reporting of suspected security violations.	Jay Krishnan, System Admin 3, and Jason Ognosky, Computer Support Analyst	