

Mathematics
Baseline Standards
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE			
1	Ensuring the Departmental Policy and Procedures manual is current.	Tommie Trevino, Interim Department Business Admin.	Colin Butler, Interim Asst. Business Admin.
2	Updating the Baseline Standards Form.	Tommie Trevino, Interim Department Business Admin.	Colin Butler, Interim Asst. Business Admin.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lawrencene Dourseau, Accountant 2	Colin Butler, Interim Asst. Business Admin.
2	Reviewing cost center verifications.	Tommie Trevino, Interim Department Business Admin.	Colin Butler, Interim Asst. Business Admin.
3	Approving cost center verifications.	Tommie Trevino, Interim DBA /Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Lawrencene Dourseau, Accountant 2	Colin Butler, Interim Asst. Business Admin.
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Lanna Morris, Exec Secretary	Linda Robinson, Administrative Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Linda Robinson, Administrative Coordinator	Lanna Morris, Exec Secretary
3	Ensuring that goods and services are received and that timely payment is made.	Lanna Morris, Exec Secretary	Linda Robinson, Administrative Coordinator
4	Ensuring correct account coding on purchases documents.	Lanna Morris, Exec Secretary	Linda Robinson, Administrative Coordinator
5	Primary contact for inquiries to expenditure transactions.	Lanna Morris, Exec Secretary	Linda Robinson, Administrative Coordinator
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.	Carlyn Varner, Office Coordinator	Marcus Collins, Admin Coord
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Carlyn Varner, Office Coordinator	Marcus Collins, Admin Coord
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Carlyn Varner, Office Coordinator	Marcus Collins, Admin Coord
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Carlyn Varner, Office Coordinator	Marcus Collins, Admin Coord
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.	Carlyn Varner, Office Coordinator	Marcus Collins, Admin Coord
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Rachael Lee, Administrative Coordinator	Marcus Collins, Admin Coord
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Rachael Lee, Administrative Coordinator	Marcus Collins, Admin Coord
8	Maintaining departmental personnel files.	Rachael Lee, Administrative Coordinator	Marcus Collins, Admin Coord
9	Consistent and efficient responses to inquiries.	Rachael Lee, Administrative Coordinator	Marcus Collins, Admin Coord
10	Hire ePAR's should be processed at least 1 week prior to start date.	Rachael Lee, Administrative Coordinator	Marcus Collins, Admin Coord
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Rachael Lee, Administrative Coordinator	Marcus Collins, Admin Coord

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CASH HANDLING			
1	Collecting cash, checks, etc.	Lanna Morris, Exec Secretary	John Haas, GA/ Linda Robinson, Administrative Coordinator
2	Reconciling cash, checks, etc. to receipts.	Lawrencene Dourseau, Accountant 2	Colin Butler, Interim Asst. Business Admin.
3	Preparing deposits.	Lanna Morris, Exec Sec (preparer); Tommie Trevino (approver)	Linda Robinson, Administrative Coordinator
4	Preparing Journal Entries.	Lanna Morris, Exec Secretary	Yolanda Flores, Exec Secretary/ Linda Robinson, Admin Coord.
5	Verifying deposits posted correctly in the Finance System.	Lawrencene Dourseau, Accountant 2	Colin Butler, Interim Asst. Business Admin.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Tommie Trevino, Interim Department Business Admin.	Colin Butler, Interim Asst. Business Admin.
7	Secure deposits via UHDPS to Student Financial Services.	Lanna Morris, Exec Secretary	Yolanda Flores, Exec Secretary/ Linda Robinson, Admin Coord.
8	Ensuring deposits are made timely.	Lanna Morris, Exec Secretary	Yolanda Flores, Exec Secretary/ Linda Robinson, Admin Coord.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Carlyn Varner, Office Coordinator	Tommie Trevino, Interim Department Business Admin.
10	Updating Cash Handling Procedures as needed.	Tommie Trevino, Interim Department Business Admin.	Colin Butler, Interim Asst. Business Admin.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Carlyn Varner, Office Coordinator	Lanna Morris, Exec Secretary
12	Consistent and efficient responses to inquiries.	Lanna Morris, Exec Secretary	Tommie Trevino, Interim Department Business Admin.
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Tommie Trevino, Interim Department Business Admin.	Colin Butler, Interim Asst. Business Admin.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Carlyn Varner, Office Coordinator	Tommie Trevino, Interim Department Business Admin.
2	Ensuring the annual inventory was completed correctly.	Carlyn Varner, Office Coordinator	Tommie Trevino, Interim Department Business Admin.
3	Tagging equipment.	Carlyn Varner, Office Coordinator	Tommie Trevino, Interim Department Business Admin.
4	Approving requests for removal of equipment from campus.	Carlyn Varner, Office Coordinator and employee's supervisor	Tommie Trevino, Interim Department Business Admin.
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Carlyn Varner, Office Coordinator	Tommie Trevino, Interim Department Business Admin.
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Carlyn Varner, Office Coordinator	Tommie Trevino, Interim Department Business Admin.
3	Ensuring that all Principal and Co-Principal investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Carlyn Varner, Office Coordinator	Tommie Trevino, Interim Department Business Admin.

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Tommie Trevino, Interim Department Business Admin.	Colin Butler, Interim Asst. Business Admin.
2	Billing.	Colin Butler, Interim Asst. Business Admin.	Colin Butler, Interim Asst. Business Admin.
3	Collection.	Lanna Morris, Exec Secretary	Colin Butler, Interim Asst. Business Admin.
4	Recording.	Lanna Morris, Exec Secretary	Colin Butler, Interim Asst. Business Admin.
5	Monitoring credit extended.	Tommie Trevino, Interim Department Business Admin.	Colin Butler, Interim Asst. Business Admin.
6	Approving write-offs.	Tommie Trevino, Interim Department Business Admin.	Colin Butler, Interim Asst. Business Admin.
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Tommie Trevino, Interim Department Business Admin.	Colin Butler, Interim Asst. Business Admin.
2	Ensuring that research expenditures are covered by funds from sponsors.	Colin Butler, Interim Asst. Business Admin.	Tommie Trevino, Interim Department Business Admin.
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda Math, Jin Chen CASA
2	Ensuring that critical data back up occurs.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda Math, Jin Chen CASA
3	Ensuring that procedures such as password controls are followed.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda Math, Jin Chen CASA
4	Reporting of suspected security violations.	Jason Tibbitts, Math: Jatindera Walia, CASA	David Branda Math, Jin Chen CASA