

Mathematics - H0110  
Baseline Standards  
FY 2016

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.	Avani Dave, Department Business Administrator	Tommie Trevino, Assistant Business Administrator
2	Updating the Baseline Standards Form.	Avani Dave, Department Business Administrator	Tommie Trevino, Assistant Business Administrator
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Lawrencene Dourseau, Accountant 2	Jevasia Machey, Financial Coordinator 1
2	Reviewing cost center verifications.	Cost Center Managers	Avani Dave, Department Business Administrator
3	Approving cost center verifications.	Cost Center Managers	Avani Dave, Department Business Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Avani Dave, Department Business Administrator	Jevasia Machey, Financial Coordinator 1
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Seth Hibler, Executive Secretary/Lanna Morris, Executive Secretary	Jevasia Machey, Financial Coordinator 1
2	Ensuring the validity of travel and expense reimbursements.	Linda Robinson, Financial Coordinator	Avani Dave, Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Seth Hibler, Executive Secretary/Lanna Morris, Executive Secretary	Tommie Trevino, Assistant Business Administrator
4	Ensuring correct account coding on purchases documents.	Seth Hibler, Executive Secretary/Lanna Morris, Executive Secretary	Jevasia Machey, Financial Coordinator 1
5	Primary contact for inquiries to expenditure transactions.	Lanna Morris, Executive Secretary	Seth Hibler, Executive Secretary
6	Ensuring access and use of P-Cards and T-Cards are secure.	Seth Hibler, Executive Secretary/Lanna Morris, Executive Secretary/Linda Robinson, Financial Coordinator	Jevasia Machey, Financial Coordinator 1
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Seth Hibler, Executive Secretary/Lanna Morris, Executive Secretary/	Jevasia Machey, Financial Coordinator 1
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Linda Robinson, Financial Coordinator 1	Jevasia Machey, Financial Coordinator 1
<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.	Sharon Meeks, HR Payroll Coordinator	Linda Robinson, Financial Coordinator 1
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Sharon Meeks, HR Payroll Coordinator	Linda Robinson, Financial Coordinator 1
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Sharon Meeks, HR Payroll Coordinator	Avani Dave, Department Business Administrator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Sharon Meeks, HR Payroll Coordinator	Avani Dave, Department 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.	Linda Robinson, Financial Coordinator 1	Sharon Meeks, HR Payroll Coordinator
6	Completing termination ePAR's within 24 hours of termination.	Sharon Meeks, HR Payroll Coordinator/Rachael Lee,	Avani Dave, Department Business Administrator
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Sharon Meeks, HR Payroll Coordinator/Rachael Lee, Administrative Coordinator	Avani Dave, Department Business Administrator
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Sharon Meeks, HR Payroll Coordinator/Rachael Lee,	Linda Robinson, Financial Coordinator 1
9	Maintaining departmental personnel files.	Sharon Meeks, HR Payroll Coordinator/Rachael Lee,	Avani Dave, Department Business Administrator
10	Consistent and efficient responses to inquiries.	Sharon Meeks, HR Payroll Coordinator/Rachael Lee,	Avani Dave, Department Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Sharon Meeks, HR Payroll Coordinator/Rachael Lee,	Avani Dave, Department Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Sharon Meeks, HR Payroll Coordinator/Rachael Lee,	Avani Dave, Department Business Administrator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Lanna Morris, Executive Secretary	Linda Robinson, Financial Coordinator 1
2	Reconciling cash, checks, etc. to receipts.	Lawrencene Dourseau, Accountant 2	Tommie Trevino, Assistant Business Administrator
3	Preparing deposits.	Lanna Morris, Executive Secretary	Linda Robinson, Financial Coordinator 1
4	Preparing Journal Entries.	Jevasia Machee, Financial Coordinator 1	Tommie Trevino, Assistant Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Lanna Morris, Executive Secretary	Lawrencene Dourseau, Accountant 2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Lanna Morris, Executive Secretary	Tommie Trevino, Assistant Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Lanna Morris, Executive Secretary	Linda Robinson, Financial Coordinator 1
8	Ensuring deposits are made timely.	Lanna Morris, Executive Secretary	Avani Dave, Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Avani Dave, Department Business Administrator	Tommie Trevino, Assistant Business Administrator
10	Updating Cash Handling Procedures as needed.	Avani Dave, Department Business Administrator	Tommie Trevino, Assistant Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Avani Dave, Department Business Administrator	Tommie Trevino, Assistant Business Administrator
12	Consistent and efficient responses to inquiries.	Avani Dave, Department Business Administrator	Tommie Trevino, Assistant Business Administrator
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Jevasia Machee, Financial Coordinator 1	Avani Dave, Department Business Administrator
14	Ensuring all access and use of credit card information is secure.	Jevasia Machee, Financial Coordinator 1	Avani Dave, Department Business Administrator
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	NA	NA
2	Preparing petty cash disbursements.	NA	NA
3	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
4	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
5	Approving petty cash disbursements.	NA	NA
6	Replenishing the petty cash fund timely.	NA	NA
7	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
8	Ensuring the change fund is balanced daily, weekly or monthly.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Linda Robinson, Financial Coordinator	Avani Dave, Department Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Emilio Ontiveros, Office Coordinator	Avani Dave, Department Business Administrator
2	Ensuring the annual inventory was completed correctly.	Emilio Ontiveros, Office Coordinator	Avani Dave, Department Business Administrator
3	Tagging equipment.	Emilio Ontiveros, Office Coordinator	Avani Dave, Department Business Administrator
4	Approving requests for removal of equipment from campus.	Employee's supervisor and Emilio Ontiveros	Avani Dave, Department Business Administrator

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jevasia Machee, Financial Coordinator 1	Avani Dave, Department Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Tommie Trevino, Assistant Business Administrator	Avani Dave, Department Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Tommie Trevino, Assistant Business Administrator	Avani Dave, Department Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Avani Dave, Department Business Administrator	Avani Dave, Department Business Administrator
2	Billing.	Lanna Morris, Executive Secretary	Avani Dave, Department Business Administrator
3	Collection.	Lanna Morris, Executive Secretary	Avani Dave, Department Business Administrator
4	Recording.	Lanna Morris, Executive Secretary	Avani Dave, Department Business Administrator
5	Monitoring credit extended.	Avani Dave, Department Business Administrator	Avani Dave, Department Business Administrator
6	Approving write-offs.	Avani Dave, Department Business Administrator --submits request to UH accounting.	Avani Dave, Department Business Administrator
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Avani Dave, Department Business Administrator	Tommie Trevino, Assistant Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Tommie Trevino, Assistant Business Administrator	Avani Dave, Department Business Administrator
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