

Department Name
Baseline Standards
FY 2014

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.	Maura Capper, Director Provost Business Office	Use Business Managers Survival Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Maura Capper, Director Provost Business Office	Vanessa Torres, Dept. Business Admin.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vivianne Do, Senior Financial Analyst	
2	Reviewing cost center verifications.	Maura Capper, Director Provost Business Office	
3	Approving cost center verifications.	Maura Capper, Director Provost Business Office (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vivianne Do, Senior Financial Analyst	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Vanessa Torres, Dept. Business Admin.	
2	Ensuring the validity of travel and expense reimbursements.	Vanessa Torres, Dept. Business Admin.	
3	Ensuring that goods and services are received and that timely payment is made.	Vanessa Torres, Dept. Business Admin.	
4	Ensuring correct account coding on purchases documents.	Vanessa Torres, Dept. Business Admin.	
5	Primary contact for inquiries to expenditure transactions.	Vanessa Torres, Dept. Business Admin.	
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Delores Haynes, Coord, Dept HR/Payroll 2	Vanessa Torres, Dept. Business Admin.
2	Reconciling bi-weekly leave accruals to the HR System.	Bradley Eanes, Dept. Business Admin.	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Delores Haynes, Coord, Dept HR/Payroll 2	Vanessa Torres, Dept. Business Admin.
4	Ensuring all monthly leave is recorded and approved in the HR System.	Delores Haynes, Coord, Dept HR/Payroll 2	Vanessa Torres, Dept. Business Admin.
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Delores Haynes, Coord, Dept HR/Payroll 2	Vanessa Torres, Dept. Business Admin.
6	Completing termination clearance procedures.	Department	Vanessa Torres, Dept. Business Admin.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vivianne Do, Senior Financial Analyst	Vanessa Torres, Dept. Business Admin.
8	Paycheck distribution.	NA	NA
9	Maintaining departmental Personnel files.	Vanessa Torres, Dept. Business Admin.	Maura Capper, Director Provost Business Office
10	Ensuring valid authorization of new hires.	Vanessa Torres, Dept. Business Admin.	Maura Capper, Director Provost Business Office
11	Ensuring valid authorization of changes in compensation rates.	Vanessa Torres, Dept. Business Admin.	Maura Capper, Director Provost Business Office
12	Ensuring the accurate input of changes to the HR System.	Vanessa Torres, Dept. Business Admin.	Maura Capper, Director Provost Business Office
13	Propriety of leave account classification on time records.	Delores Haynes, Coord, Dept HR/Payroll 2	Maura Capper, Director Provost Business Office
14	Consistent and efficient responses to inquiries.	Vanessa Torres, Dept. Business Admin.	Vanessa Torres, Dept. Business Admin.
CASH HANDLING			

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Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
1 Collecting cash, checks, etc.	NA	NA
2 Reconciling cash, checks, etc. to receipts.	NA	NA
3 Preparing deposits.	NA	NA
4 Preparing Journal Entries.	NA	NA
5 Verifying deposits posted correctly in the Finance System.	NA	NA
6 Adequacy of physical safeguards.	NA	NA
7 Transporting deposits to Student Financial Services.	NA	NA
8 Ensuring deposits are made timely.	NA	NA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	NA	NA
10 Updating Cash Handling Procedures as needed.	NA	NA
11 Distribution of Cash Handling Procedures to employees who handle cash.	NA	NA
12 Consistent and efficient responses to inquiries.	NA	NA
PETTY CASH		
1 Preparing petty cash disbursements.	NA	NA
2 Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3 Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4 Approving petty cash disbursements.	NA	NA
5 Replenishing the petty cash fund timely.	NA	NA
6 Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
LONG DISTANCE CHARGES		
1 Manager review of long distance charges for unusual activity.	Maura Capper, Director Provost Business Office	
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Maura Capper, Director Provost Business Office	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Vanessa Torres, Dept. Business Admin.	Maura Capper, Director Provost Business Office
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Vanessa Torres, Dept. Business Admin.	
2 Ensuring the annual inventory was completed correctly.	Vanessa Torres, Dept. Business Admin.	
3 Tagging equipment.	Vanessa Torres, Dept. Business Admin.	
4 Approving requests for removal of equipment from campus.	Vanessa Torres, Dept. Business Admin.	
DISCLOSURE FORMS		

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1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Maura Capper, Director Provost Business Office	
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Maura Capper, Director Provost Business Office	
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	NA
ACCOUNTS RECEIVABLE		
1 Extending of credit.	NA	NA
2 Billing.	NA	NA
3 Collection.	NA	NA
4 Recording.	NA	NA
5 Monitoring credit extended.	NA	NA
6 Approving write-offs.	NA	NA
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Vanessa Torres, Dept. Business Admin.	Maura Capper, Director Provost Business Office
2 Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	UH IT Exec. Support	UH IT Help Desk
2 Ensuring that critical data back up occurs.	UH IT Exec. Support	UH IT Help Desk
3 Ensuring that procedures such as password controls are followed.	UH Systems	
4 Reporting of suspected security violations.	UH IT Exec. Support	UH IT Help Desk