

Shared Services H0695 / Sugar Land H0696
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.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
2	Updating the Baseline Standards Form.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw-Administrative Coordinator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw-Administrative Coordinator
2	Reviewing cost center verifications.	Susan Reynolds- Director of Operations	Dick Phillips-AVP
3	Approving cost center verifications.	Susan Reynolds- Director of Operations	Dick Phillips-AVP
4	Ensuring all cost centers are verified/approved on a timely basis.	Susan Reynolds- Director of Operations	Gail Turner-Department Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw-Administrative Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Deborah Wible-McGraw-Administrative Coordinator	Gail Turner-Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw-Administrative Coordinator
4	Ensuring correct account coding on purchases documents.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw-Administrative Coordinator
5	Primary contact for inquiries to expenditure transactions.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw-Administrative Coordinator
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Deborah Wible-McGraw-Administrative Coordinator	Sylvia Hartley-Office Coordinator
2	Reconciling bi-weekly leave accruals to the HR System.	Deborah Wible-McGraw-Administrative Coordinator	Sylvia Hartley-Office Coordinator
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Deborah Wible-McGraw-Administrative Coordinator	Sylvia Hartley-Office Coordinator
4	Ensuring all monthly leave is recorded and approved in the HR System.	Deborah Wible-McGraw-Administrative Coordinator	Susan Reynolds- Director of Operations
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Deborah Wible-McGraw-Administrative Coordinator	Gail Turner-Department Business Administrator
6	Completing termination clearance procedures.	Deborah Wible-McGraw-Administrative Coordinator	Gail Turner-Department Business Administrator
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Deborah Wible-McGraw-Administrative Coordinator	Gail Turner-Department Business Administrator
8	Paycheck distribution.	Deborah Wible-McGraw-Administrative Coordinator	Gail Turner-Department Business Administrator
9	Maintaining departmental Personnel files.	Deborah Wible-McGraw-Administrative Coordinator	Gail Turner-Department Business Administrator
10	Ensuring valid authorization of new hires.	Deborah Wible-McGraw-Administrative Coordinator	Gail Turner-Department Business Administrator
11	Ensuring valid authorization of changes in compensation rates.	Deborah Wible-McGraw-Administrative Coordinator	Gail Turner-Department Business Administrator
12	Ensuring the accurate input of changes to the HR System.	Deborah Wible-McGraw-Administrative Coordinator	Gail Turner-Department Business Administrator
13	Propriety of leave account classification on time records.	Deborah Wible-McGraw-Administrative Coordinator	Gail Turner-Department Business Administrator
14	Consistent and efficient responses to inquiries.	Deborah Wible-McGraw-Administrative Coordinator	Gail Turner-Department Business Administrator
CASH HANDLING			

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1	Collecting cash, checks, etc.	Chamal Reyes, Jeslyn Atanu	Chamal Reyes
2	Reconciling cash, checks, etc. to receipts.	Sylvia Hartley-Office Coordinator and Jeslyn Atanu (alternating responsibilities)	Sylvia Hartley-Office Coordinator and Jeslyn Atanu and Deborah Wible-McGraw (alternating responsibilities)
3	Preparing deposits.	Sylvia Hartley-Office Coordinator and Gail Turner(alternating responsibilities)	Jeslyn Atanu and Deborah Wible-McGraw (alternating responsibilities)
4	Preparing Journal Entries.	Sylvia Hartley-Office Coordinator and Gail Turner(alternating responsibilities)	Jeslyn Atanu and Deborah Wible-McGraw (alternating responsibilities)
5	Verifying deposits posted correctly in the Finance System.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw-Administrative Coordinator
6	Adequacy of physical safeguards.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
7	Transporting deposits to Student Financial Services. (Sugar Land contracts with Dunbar Armored Car to take deposits to Bank of America , instead of SFS.)	Gail Turner-Department Business Administrator	Sylvia Hartley-Office Coordinator
8	Ensuring deposits are made timely.	Gail Turner-Department Business Administrator	Sylvia Hartley-Office Coordinator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
10	Updating Cash Handling Procedures as needed.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw-Administrative Coordinator
12	Consistent and efficient responses to inquiries.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw-Administrative Coordinator
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.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Gail Turner-Department Business Administrator	Sylvia Hartley-Office Coordinator
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
PROPERTY MANAGEMENT			

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	Primary (Required)	Secondary (Optional)
1 Performing the annual inventory.	John McKee-Computing Services Manager	Albert Fang-User Services Specialist III
2 Ensuring the annual inventory was completed correctly.	John McKee-Computing Services Manager	Albert Fang-User Services Specialist III
3 Tagging equipment.	John McKee-Computing Services Manager	IT department
4 Approving requests for removal of equipment from campus.	John McKee-Computing Services Manager	Susan Reynolds- Director of Operations
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Susan Reynolds- Director of Operations	Gail Turner-Department Business Administrator
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Susan Reynolds- Director of Operations	Gail Turner-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.	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.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
2 Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	John McKee-Computing Services Manager	Susan Reynolds- Director of Operations
2 Ensuring that critical data back up occurs.	Mark Roskey-System Analyst II	Javier Diaz-System Analyst
3 Ensuring that procedures such as password controls are followed.	Mark Roskey-System Analyst II	Amit Patel-User Services Specialist III
4 Reporting of suspected security violations.	Mark Roskey-System Analyst II	Javier Diaz-System Analyst