	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.	E. Craig Ness, Associate Provost Finance and Administration	Use Business Managers Survival Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	E. Craig Ness, Associate Provost Finance and Administration	Bradley Eanes, Dept. Business Admin.
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Vivianne Do, Senior Financial Analyst	
2	Reviewing cost center verifications.	E. Craig Ness, Associate Provost Finance and Administration	
3	Approving cost center verifications.	E. Craig Ness, Associate Provost Finance and Administration (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.	Bradley Eanes, Dept. Business Admin.	
2	Ensuring the validity of travel and expense reimbursements.	Bradley Eanes, Dept. Business Admin.	
3	Ensuring that goods and services are received and that timely payment is made.	Bradley Eanes, Dept. Business Admin.	
4	Ensuring correct account coding on purchases documents.	Bradley Eanes, Dept. Business Admin.	
5	Primary contact for inquiries to expenditure transactions.	Bradley Eanes, Dept. Business Admin.	
	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.	Sabrina George, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Vanessa Torres, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Sabrina George, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Bradley Eanes, Dept. Business Admin.	
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	Sabrina George, Dept. Business Admin. Vanessa Torres, Dept. Buiness Admin.	Bradley Eanes, Dept. Business Admin.
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Julie Nguyen, Analyst Planning 2	Bradley Eanes, Dept. Business Admin.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vivianne Do, Senior Financial Analyst	Bradley Eanes, Dept. Business Admin.
8	Maintaining departmental personnel files.	Bradley Eanes, Dept. Business Admin.	
9	Consistent and efficient responses to inquiries.	Bradley Eanes, Dept. Business Admin.	E. Craig Ness, Associate Provost Finance and Administration
10	Hire ePAR's should be processed at least 1 week prior to start date.	Bradley Eanes, Dept. Business Admin.	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Bradley Eanes, Dept. Business Admin.	

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		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Bradley Eanes, Dept. Business Admin.	
2	Reconciling cash, checks, etc. to receipts.	Bradley Eanes, Dept. Business Admin.	
3	Preparing deposits.	Bradley Eanes, Dept. Business Admin.	
4	Preparing Journal Entries.	Bradley Eanes, Dept. Business Admin.	
5	Verifying deposits posted correctly in the Finance System.	Bradley Eanes, Dept. Business Admin.	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Bradley Eanes, Dept. Business Admin.	
7	Secure deposits via UHDPS to Student Financial Services.	Bradley Eanes, Dept. Business Admin.	
8	Ensuring deposits are made timely.	Bradley Eanes, Dept. Business Admin.	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	E. Craig Ness, Associate Provost Finance and Administration	
10	Updating Cash Handling Procedures as needed.	E. Craig Ness, Associate Provost Finance and Administration	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Bradley Eanes, Dept. Business Admin.	E. Craig Ness, Associate Provost Finance and Administration
12	Consistent and efficient responses to inquiries.	Bradley Eanes, Dept. Business Admin.	E. Craig Ness, Associate Provost Finance and Administration
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than $100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Bradley Eanes, Dept. Business Admin.	E. Craig Ness, Associate Provost Finance and Administration
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Julie Nguyen, Analyst Planning 2	
2	Ensuring the annual inventory was completed correctly.	Julie Nguyen, Analyst Planning 2	
3	Tagging equipment.	Julie Nguyen, Analyst Planning 2	
4	Approving requests for removal of equipment from campus.	Julie Nguyen, Analyst Planning 2	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	E. Craig Ness, Associate Provost Finance and Administration	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	E. Craig Ness, Associate Provost Finance and Administration	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A

Policy Planning Analysis
Baseline Standards
FY 2015

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Bradley Eanes, Dept. Business Admin.	E. Craig Ness, Associate Provost Finance and Administration
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Mark Fiore, Analyst, IR Research/Systems	UH IT Help Desk
2	Ensuring that critical data back up occurs.	Mark Fiore, Analyst, IR Research/Systems	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Mark Fiore, Analyst, IR Research/Systems	UH IT Help Desk