Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
Description of Responsibility			
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Bill Kersten, Executive Director, Provost Business Office	Use Business Managers Survival Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Chimyra McKelvey, Dept. Business Admin.	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.	Student Workers	
3	Approving cost center verifications.	Bradley Eanes, Dept. Business Admin.	
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.	Chimyra McKelvey, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.
2	Ensuring the validity of travel and expense reimbursements.	Chimyra McKelvey, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.
3	Ensuring that goods and services are received and that timely payment is made.	Chimyra McKelvey, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.
4	Ensuring correct account coding on purchases documents.	Chimyra McKelvey, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.
5	Primary contact for inquiries to expenditure transactions.	Chimyra McKelvey, Dept. Business Admin.	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.	Chimyra McKelvey, Dept. Business Admin.	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.	Chimyra McKelvey, Dept. Business Admin.	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.	Chimyra McKelvey, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.
9	Consistent and efficient responses to inquiries.	Chimyra McKelvey, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.
10	Hire ePAR's should be processed at least 1 week prior to start date.	Chimyra McKelvey, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Chimyra McKelvey, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.

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		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	N/A	N/A
2	Reconciling cash, checks, etc. to receipts.	N/A	N/A
3	Preparing deposits.	N/A	N/A
4	Preparing Journal Entries.	N/A	N/A
5	Verifying deposits posted correctly in the Finance System.	N/A	N/A
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	N/A
7	Secure deposits via UHDPS to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	N/A	N/A
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	N/A	N/A
10	Updating Cash Handling Procedures as needed.	N/A	N/A
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	N/A
12	Consistent and efficient responses to inquiries.	N/A	N/A
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.	Chimyra McKelvey, Dept. Business Admin.	Bradley Eanes, Dept. Business Admin.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Glenn Booker, User Svcs Spec 1	David Carter, Web Developer 3
2	Ensuring the annual inventory was completed correctly.	Glenn Booker, User Svcs Spec 1	David Carter, Web Developer 3
3	Tagging equipment.	Glenn Booker, User Svcs Spec 1	David Carter, Web Developer 3
4	Approving requests for removal of equipment from campus.	Glenn Booker, User Svcs Spec 1	David Carter, Web Developer 3

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Bill Kersten, Executive Director, Provost Business Office	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Bill Kersten, Executive 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.	N/A	N/A
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.	Bill Kersten, Executive Director, Provost Business Office
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.	David Carter, Web Developer 3	Glenn Booker, Usher Svcs Spec 1
2	Ensuring that critical data back up occurs.	David Carter, Web Developer 3	Glenn Booker, Usher Svcs Spec 1
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	David Carter, Web Developer 3	Glenn Booker, Usher Svcs Spec 1