

UH Sugar Land - H0695 H0696  
Base Line 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.	Carolyn Martinez - Program Director	Susan Reynolds - Director of Operations
2	Updating the Baseline Standards Form.	Carolyn Martinez - Program Director	Susan Reynolds - Director of Operations
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
2	Reviewing cost center verifications.	Carolyn Martinez - Program Director	Susan Reynolds - Director of Operations
3	Approving cost center verifications.	Susan Reynolds - Director of Operations	Richard Phillips - AVP
4	Ensuring all cost centers are verified/approved on a timely basis.	Carolyn Martinez - Program Director	Susan Reynolds - Director of Operations
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Carolyn Martinez - Program Director	Gail Turner - Dept. Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
3	Ensuring that goods and services are received and that timely payment is made.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
4	Ensuring correct account coding on purchases documents.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
5	Primary contact for inquiries to expenditure transactions.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
6	Ensuring access and use of P-Cards and T-Cards are secure.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
<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.	Gail Turner - Dept. Business Administrator	Sylvia Hartley - Office Coordinator
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Gail Turner - Dept. Business Administrator	Sylvia Hartley - Office Coordinator
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Gail Turner - Dept. Business Administrator	Sylvia Hartley - Office Coordinator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Gail Turner - Dept. Business Administrator	Sylvia Hartley - Office Coordinator
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	Gail Turner - Dept. Business Administrator	Sylvia Hartley - Office Coordinator
6	Completing termination ePAR's within 24 hours of termination.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
9	Maintaining departmental personnel files.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
10	Consistent and efficient responses to inquiries.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
11	Hire ePAR's should be processed at least 1 week prior to start date.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Carolyn Martinez - Program Director	Gail Turner - Dept. Business Administrator

UH Sugar Land - H0695 H0696  
Base Line Standards  
FY 2016

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Chamal Reyes - Program Manager	Gail Turner - Dept. Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Sylvia Hartley - Office Coordinator	Gail Turner - Dept. Business Administrator
3	Preparing deposits.	Sylvia Hartley - Office Coordinator	Gail Turner - Dept. Business Administrator
4	Preparing Journal Entries.	Sylvia Hartley - Office Coordinator	Gail Turner - Dept. Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
6	Adequacy of physical safeguards of cash receipts and equivalent.	Carolyn Martinez - Program Director	Susan Reynolds - Director of Operations
7	Secure deposits via Dunbar or Bank	Sylvia Hartley - Office Coordinator	Gail Turner - Dept. Business Administrator
8	Ensuring deposits are made timely.	Gail Turner - Dept. 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.	Carolyn Martinez - Program Director	Susan Reynolds - Director of Operations
10	Updating Cash Handling Procedures as needed.	Carolyn Martinez - Program Director	Susan Reynolds - Director of Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Carolyn Martinez - Program Director	Gail Turner - Dept. Business Administrator
12	Consistent and efficient responses to inquiries.	Carolyn Martinez - Program Director	Gail Turner - Dept. Business Administrator
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Carolyn Martinez - Program Director	Susan Reynolds - Director of Operations
14	Ensuring all access and use of credit card information is secure.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
<b>PETTY CASH / CHANGE FUNDS</b>			
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
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Carolyn Martinez - Program Director	Susan Reynolds - Director of Operations
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	John McKee - Technincal Services Manager	Albert Fang - User Services Specialist III
2	Ensuring the annual inventory was completed correctly.	John McKee - Technincal Services Manager	Albert Fang - User Services Specialist III
3	Tagging equipment.	John McKee - Technincal Services Manager	IT Department
4	Approving requests for removal of equipment from campus.	John McKee - Technincal Services Manager	Susan Reynolds - Director of Operations

UH Sugar Land - H0695 H0696  
Base Line Standards  
FY 2016

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Susan Reynolds - Director of Operations	Carolyn Martinez - Program Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Susan Reynolds - Director of Operations	Carolyn Martinez - Program Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	NA
<b>ACCOUNTS RECEIVABLE</b>			
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
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	John McKee - Technincal Services Manager	Susan Reynolds - Director of Operations
2	Ensuring that critical data back up occurs.	Mark Roskey - System Analyst II	Sadiq Sachwani - 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	Sadiq Sachwani - System Analyst