

Educ Tech Outreach Admin H0506  
Baseline Standards  
FY 2018

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.	Vanessa Torres, CBA	Use Business Managers Survival Guide; MAPP; supplemented as
2	Updating the Baseline Standards Form.	Chimyra McKelvey, DBA	Vanessa Torres, CBA
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Student Workers	
2	Reviewing cost center verifications.	Chimyra McKelvey, DBA	
3	Approving cost center verifications.	Chimyra McKelvey, DBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vanessa Torres, CBA	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Chimyra McKelvey, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Chimyra McKelvey, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Chimyra McKelvey, DBA	
4	Ensuring correct account coding on purchases documents.	Chimyra McKelvey, DBA	
5	Primary contact for inquiries to expenditure transactions.	Chimyra McKelvey, DBA	
<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.	Direct supervisor of employee	Sabrina York, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vanessa Torres, CBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sabrina York, DBA Vanessa Torres, CBA	
4	Completing termination clearance procedures.	Chimyra McKelvey, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Chimyra McKelvey, DBA	
6	Maintaining departmental Personnel files.	Chimyra McKelvey, DBA	
7	Ensuring valid authorization of new hires.	Chimyra McKelvey, DBA	
8	Ensuring valid authorization of changes in compensation rates.	Chimyra McKelvey, DBA	Vanessa Torres, CBA
9	Ensuring the accurate input of changes to the HR System.	Chimyra McKelvey, DBA	
10	Consistent and efficient responses to inquiries.	Chimyra McKelvey, DBA	

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Joshua Scott-Clements, Program Manager	Timothy Bretzky, Program Coordinator
2	Reconciling cash, checks, etc. to receipts.	Chimyra McKelvey, DBA	
3	Preparing deposits.	Chimyra McKelvey, DBA	Joshua Scott-Clements, Program Manager
4	Preparing Journal Entries.	Chimyra McKelvey, DBA	Joshua Scott-Clements, Program Manager
5	Verifying deposits posted correctly in the Finance System.	Chimyra McKelvey, DBA	Joshua Scott-Clements, Program Manager
6	Adequacy of physical safeguards of cash receipts and equivalent.	Chimyra McKelvey, DBA	
7	Secure deposits via UHDPS to Student Financial Services.	Chimyra McKelvey, DBA	Joshua Scott-Clements, Program Manager
8	Ensuring deposits are made timely.	Chimyra McKelvey, DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Chimyra McKelvey, DBA	Vanessa Torres, CBA
10	Updating Cash Handling Procedures as needed.	Chimyra McKelvey, DBA	Vanessa Torres, CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Chimyra McKelvey, DBA	Vanessa Torres, CBA
12	Consistent and efficient responses to inquiries.	Chimyra McKelvey, DBA	
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Chimyra McKelvey, DBA	Vanessa Torres, CBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Glenn Booker, User Services Specialist 1	David Carter, Web Developer 3
2	Ensuring the annual inventory was completed correctly.	Glenn Booker, User Services Specialist 1	David Carter, Web Developer 3
3	Tagging equipment.	Glenn Booker, User Services Specialist 1	David Carter, Web Developer 3
4	Approving requests for removal of equipment from campus.	Glenn Booker, User Services Specialist 1	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Chimyra McKelvey, DBA	Vanessa Torres, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Chimyra McKelvey, DBA	Vanessa Torres, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Chimyra McKelvey, DBA	Vanessa Torres, CBA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	Chimyra McKelvey, DBA	
4	Recording.	Chimyra McKelvey, DBA	Joshua Scott-Clements, Program Manager
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	General Accounting	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Chimyra McKelvey, DBA	Vanessa Torres, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Division of Research	Chimyra McKelvey, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Carter, Web Developer 3	Glen Booker, User Services Specialist 1
2	Ensuring that critical data back up occurs.	David Carter, Web Developer 3	Glen Booker, User Services Specialist 1
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	David Carter, Web Developer 3	Glen Booker, User Services Specialist 1