Graduate School H0442
Baseline Standards
FY 2018

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
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.	Sabrina York, DBA	Vanessa Torres, CBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Workers	
2	Reviewing cost center verifications.	Sabrina York, DBA	
3	Approving cost center verifications.	Sabrina York, DBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vanessa Torres, CBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Sabrina York, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Sabrina York, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Sabrina York, DBA	
4	Ensuring correct account coding on purchases documents.	Sabrina York, DBA	
5	Primary contact for inquiries to expenditure transactions.	Sabrina York, DBA	
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.	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 ears (monthly employees) to the trial and final payroll verification reports.	Sabrina York, DBA Vanessa Torres, CBA	
4	Completing termination clearance procedures.	Sabrina York, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Sabrina York, DBA	
6	Maintaining departmental Personnel files.	Sabrina York, DBA	
7	Ensuring valid authorization of new hires.	Sabrina York, DBA	
8	Ensuring valid authorization of changes in compensation rates.	Sabrina York, DBA	Vanessa Torres, CBA
9	Ensuring the accurate input of changes to the HR System.	Sabrina York, DBA	
10	Consistent and efficient responses to inquiries.	Sabrina York, DBA	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Sabrina York, DBA	
2	Reconciling cash, checks, etc. to receipts.	Sabrina York, DBA	
3	Preparing deposits.	Sabrina York, DBA	
4	Preparing Journal Entries.	Sabrina York, DBA	
5	Verifying deposits posted correctly in the Finance System.	Sabrina York, DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Sabrina York, DBA	
7	Secure deposits via UHDPS to Student Financial Services.	Sabrina York, DBA	
8	Ensuring deposits are made timely.	Sabrina York, DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Sabrina York, DBA	Vanessa Torres, CBA
10	Updating Cash Handling Procedures as needed.	Sabrina York, DBA	Vanessa Torres, CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Sabrina York, DBA	Vanessa Torres, CBA
12	Consistent and efficient responses to inquiries.	Sabrina York, DBA	
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sabrina York, DBA	Vanessa Torres, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Roberto Torres-Torres, Graduate School Documentation	
2	Ensuring the annual inventory was completed correctly.	Roberto Torres-Torres, Graduate School Documentation	
3	Tagging equipment.	Roberto Torres-Torres, Graduate School Documentation	
4	Approving requests for removal of equipment from campus.	Roberto Torres-Torres, Graduate School Documentation	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Sabrina York, DBA	Vanessa Torres, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Sabrina York, 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.	Sabrina York, DBA	Vanessa Torres, CBA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept. ID have positive fund equity at year-end.	Sabrina York, DBA	Vanessa Torres, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Division of Research	Sabrina York, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	UH IT Executive Support	UH IT Help Desk
2	Ensuring that critical data back up occurs.	UH IT Executive Support	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	UH IT Executive Support	UH IT Help Desk