

Plant Operations
Baseline Standards
FY 2014

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.	Georgeann Smith, Dir, Bus Services	George Rea, Dept Business Admin
2	Updating the Baseline Standards Form.	Georgeann Smith, Dir, Bus Services	George Rea, Dept Business Admin
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Inga Buyanjargal, Accountant 2	Cindy Pennington, Finance Coordinator 2
2	Reviewing cost center verifications.	Georgeann Smith, Dir, Bus Services	George Rea, Dept Business Admin
3	Approving cost center verifications.	Georgeann Smith, Dir, Bus Services	George Rea, Dept Business Admin
4	Ensuring all cost centers are verified/approved on a timely basis.	Georgeann Smith, Dir, Bus Services	George Rea, Dept Business Admin
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
2	Ensuring the validity of travel and expense reimbursements.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
3	Ensuring that goods and services are received and that timely payment is made.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
4	Ensuring correct account coding on purchases documents.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
5	Primary contact for inquiries to expenditure transactions.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
2	Reconciling bi-weekly leave accruals to the HR System.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
4	Ensuring all monthly leave is recorded and approved in the HR System.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
6	Completing termination clearance procedures.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
8	Paycheck distribution.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
9	Maintaining departmental Personnel files.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
10	Ensuring valid authorization of new hires.	Georgeann Smith, Dir, Bus Services	
11	Ensuring valid authorization of changes in compensation rates.	Georgeann Smith, Dir, Bus Services	
12	Ensuring the accurate input of changes to the HR System.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
13	Propriety of leave account classification on time records.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
14	Consistent and efficient responses to inquiries.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
CASH HANDLING			

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1	Collecting cash, checks, etc.	Cindy Pennington, Finance Coordinator 2	Inga Buyanjargal, Accountant 2
2	Reconciling cash, checks, etc. to receipts.	Cindy Pennington, Finance Coordinator 2	Inga Buyanjargal, Accountant 2
3	Preparing deposits.	Cindy Pennington, Finance Coordinator 2	Inga Buyanjargal, Accountant 2
4	Preparing Journal Entries.	Cindy Pennington, Finance Coordinator 2	Inga Buyanjargal, Accountant 2
5	Verifying deposits posted correctly in the Finance System.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
6	Adequacy of physical safeguards.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
7	Transporting deposits to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
10	Updating Cash Handling Procedures as needed.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
11	Distribution of Cash Handling Procedures to employees who handle cash.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
12	Consistent and efficient responses to inquiries.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	NA	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Rufus Kemp, FSC	Camille Porter, Dir of Admin,FM
2	Ensuring the annual inventory was completed correctly.	Rufus Kemp, FSC	Camille Porter, Dir of Admin,FM
3	Tagging equipment.	Rufus Kemp, FSC	Camille Porter, Dir of Admin,FM
4	Approving requests for removal of equipment from campus.	Rufus Kemp, FSC	Camille Porter, Dir of Admin,FM
DISCLOSURE FORMS			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Georgeann Smith, Dir, Bus Services	DBA/HR vacant
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Georgeann Smith, Dir, Bus Services	DBA/HR vacant
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Georgeann Smith, Dir, Bus Services	DBA/HR vacant
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Cindy Pennington, Finance Coordinator 2	George Rea, Dept Business Admin
3	Collection.	Cindy Pennington, Finance Coordinator 2	George Rea, Dept Business Admin
4	Recording.	Cindy Pennington, Finance Coordinator 2	George Rea, Dept Business Admin
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Georgeann Smith, Dir, Bus Services	George Rea, Dept Business Admin
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Mike Yancey, Dir. Facilities Planning	
2	Ensuring that critical data back up occurs.	Mike Yancey, Dir. Facilities Planning	
3	Ensuring that procedures such as password controls are followed.	Mike Yancey, Dir. Facilities Planning	
4	Reporting of suspected security violations.	Mike Yancey, Dir. Facilities Planning	