

**Plant Operations
FY2015 Baseline Standards**

		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.	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 3	Alice Tsai, Financial Manager
2	Reviewing cost center verifications.	Alice Tsai, Financial Manager	Georgeann Smith, Dir, Bus Services
3	Approving cost center verifications.	Georgeann Smith, Dir, Bus Services	Alice Tsai, Financial Manager
4	Ensuring all cost centers are verified/approved on a timely basis.	Georgeann Smith, Dir, Bus Services	Alice Tsai, Financial Manager
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.	Le'Che Hunter-Mayes, Asst. DBA	George Rea, Dept Business Admin
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	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.	Cynthia King-HR Coord/ Rowena Castro-Asst. DBA/ Sandra KitManYen - HR Coord/ Erika Diaz-HR/Payroll Coordinator/Kristin Fiorillo- HR/Payroll Coord	Victor Kalani - Dept. Bus. Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Cynthia King- HR/Payroll Coord/ Rowena Castro - Asst. DBA	Victor Kalani - Dept. Bus. Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Cynthia King-HR Coord/ Rowena Castro-Asst. DBA/ Sandra KitManYen - HR Coord/ Erika Diaz-HR/Payroll Coordinator/Kristin Fiorillo- HR/Payroll Coord	Victor Kalani - Dept. Bus. Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Cynthia King-HR Coord/ Rowena Castro-Asst. DBA/ Sandra KitManYen - HR Coord/ Erika Diaz-HR/Payroll Coordinator/Kristin Fiorillo- HR/Payroll Coord	Victor Kalani - Dept. Bus. 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.	Cynthia King-HR Coord/ Rowena Castro- Asst. DBA/ Sandra KitManYen - HR Coord	Victor Kalani - Dept. Bus. Admin
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Cynthia King-HR Coord/ Rowena Castro- Asst. DBA/ Sandra KitManYen - HR Coord	Victor Kalani - Dept. Bus. Admin

**Plant Operations
FY2015 Baseline Standards**

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Georgeann Smith - Dir, Bus Service	Victor Kalani - Dept. Bus. Admin
8	Maintaining departmental personnel files.	Cynthia King-HR Coord/ Rowena Castro-Asst. DBA/ Sandra KitManYen - HR Coord/ Erika Diaz-HR/Payroll Coordinator/Kristin Fiorillo- HR/Payroll Coord	Victor Kalani - Dept. Bus. Admin
9	Consistent and efficient responses to inquiries.	Cynthia King-HR Coord/ Rowena Castro-Asst. DBA/ Sandra KitManYen - HR Coord/ Erika Diaz-HR/Payroll Coordinator/Kristin Fiorillo- HR/Payroll Coord	Victor Kalani - Dept. Bus. Admin
10	Hire ePAR's should be processed at least 1 week prior to start date.	Cynthia King-HR Coord/ Rowena Castro- Asst. DBA/ Sandra KitManYen - HR Coord	Victor Kalani - Dept. Bus. Admin
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Georgeann Smith - Dir, Bus Service	Victor Kalani - Dept. Bus. Admin
CASH HANDLING			
1	Collecting cash, checks, etc.	Rayna Brown, Financial Coordinator.	Sonia Morales, Asst. DBA
2	Reconciling cash, checks, etc. to receipts.	Rayna Brown, Financial Coordinator.	Sonia Morales, Asst. DBA
3	Preparing deposits.	Rayna Brown, Financial Coordinator.	Sonia Morales, Asst. DBA
4	Preparing Journal Entries.	Rayna Brown, Financial Coordinator.	Sonia Morales, Asst. DBA
5	Verifying deposits posted correctly in the Finance System.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
6	Adequacy of physical safeguards of cash receipts and equivalent.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
7	Secure deposits via UHDPS 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	

**Plant Operations
FY2015 Baseline Standards**

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
6	Ensuring the petty cash fund is balanced after each disbursement.	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			
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 Victorian, Financial Coordinator 2	Le'Che Hunter-Mayes, Asst. DBA
3	Collection.	Cindy Victorian, Financial Coordinator 2	Le'Che Hunter-Mayes, Asst. DBA
4	Recording.	Cindy Victorian, Financial Coordinator 2	Le'Che Hunter-Mayes, Asst. DBA
5	Monitoring credit extended.	NA	
6	Approving write-offs.	Georgeann Smith, Dir, Bus Services	
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	