

**Plant Operations-H0421  
FY2016 Baseline Standards**

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.	Georgeann Smith (Interim Director, Facilities Services/Director, Business Services)	George Rea (DBA)
2	Updating the Baseline Standards Form.	Georgeann Smith (Interim Director, Facilities Services/Director, Business Services)	George Rea (DBA)
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Inga Buyanjargal (Accountant 3)/ Ramiya Kurre (Accountant 2)	Alice Tsai (Financial Manager)
2	Reviewing cost center verifications.	Victor Kalani (DBA)	George Rea (DBA)
3	Approving cost center verifications.	Victor Kalani (DBA)	George Rea (DBA)
4	Ensuring all cost centers are verified/approved on a timely basis.	Georgeann Smith (Interim Director, Facilities Services/Director, Business Services)	Alice Tsai (Financial Manager)
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Sonia Morales (Asst. DBA)	George Rea (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Le'Che Hunter-Mayes (Asst. DBA)	George Rea (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Sonia Morales (Asst. DBA)	George Rea (DBA)
4	Ensuring correct account coding on purchases documents.	Sonia Morales (Asst. DBA)	George Rea (DBA)
5	Primary contact for inquiries to expenditure transactions.	Sonia Morales (Asst. DBA)	George Rea (DBA)
6	Ensuring access and use of P-Cards and T-Cards are secure.	Rayna Brown (ADBA)	Le'Che Mayes (ADBA)
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Le'Che Mayes (ADBA)	Rayna Brown (ADBA)
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Le'Che Mayes (ADBA)	Rayna Brown (ADBA)
<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.	Cynthia King (HR Coord)/ Rowena Castro (Asst. DBA)/ Sandra KitManYen (HR Coord)/ Erika Diaz (HR/Payroll Coord)/May Xiong (HR/Payroll Coord)	Victor Kalani (DBA)
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 (DBA)
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 Coord)/May Xiong (HR/Payroll Coord)	Victor Kalani (DBA)
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 Coord)/May Xiong (HR/Payroll Coord)	Victor Kalani (DBA)
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 (DBA)
6	Completing termination ePAR's within 24 hours of termination.	Cynthia King (HR Coord)/ Rowena Castro (Asst. DBA)/ Sandra KitManYen (HR Coord)	Victor Kalani (DBA)
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Victor Kalani (DBA)	Rowena Castro (Asst. DBA)
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Victor Kalani (DBA)	Rowena Castro (Asst. DBA)
9	Maintaining departmental personnel files.	Cynthia King (HR Coord)/ Rowena Castro (Asst. DBA)/ Sandra KitManYen (HR Coord)/ Erika Diaz (HR/Payroll Coord)/May Xiong (HR/Payroll Coord)	Victor Kalani (DBA)
10	Consistent and efficient responses to inquiries.	Cynthia King (HR Coord)/ Rowena Castro (Asst. DBA)/ Sandra KitManYen (HR Coord)/ Erika Diaz (HR/Payroll Coord)/May Xiong (HR/Payroll Coord)	Victor Kalani (DBA)
11	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 (DBA)
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Georgeann Smith (Interim Director, Facilities Services/Director, Business Services)	Victor Kalani (DBA)

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Rayna Brown (Asst. DBA)	Mario Jenkins (Financial Coordinator 1)
2	Reconciling cash, checks, etc. to receipts.	Rayna Brown (Asst. DBA)	Mario Jenkins (Financial Coordinator 1)
3	Preparing deposits.	Mario Jenkins (Financial Coordinator 1)	Rayna Brown, Asst. DBA
4	Preparing Journal Entries.	Mario Jenkins (Financial Coordinator 1)	Rayna Brown, Asst. DBA
5	Verifying deposits posted correctly in the Finance System.	Inga Buyanjargal (Accountant 3)/Ramya Kurre (Accountant 2)	Alice Tsai (Financial Manager)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mario Jenkins (Financial Coordinator 1)	Rayna Brown (Asst. DBA)
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Rayna Brown (Asst. DBA)	Sonia Morales (Asst. DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Rayna Brown (Asst. DBA)	George Rea (DBA)
10	Updating Cash Handling Procedures as needed.	Rayna Brown (Asst. DBA)	Sonia Morales (Asst. DBA)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Rayna Brown (Asst. DBA)	Sonia Morales (Asst. DBA)
12	Consistent and efficient responses to inquiries.	Rayna Brown (Asst. DBA)	Sonia Morales (Asst. DBA)
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Rayna Brown (Asst. DBA)	George Rea (DBA)
14	Ensuring all access and use of credit card information is secure.	George Rea (DBA)	Georgeann Smith (Interim Director, Facilities Services/Director, Business Services)
<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.	Sonia Morales (Asst. DBA)	George Rea (DBA)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Rufus Kemp (Mgr, Program 2 Facilities Management)/Chad Thome (Senior IT Business Analyst)	Aleese Gulick (Mgr Program 2)
2	Ensuring the annual inventory was completed correctly.	Rufus Kemp (Mgr, Program 2 Facilities Management)/Chad Thome (Senior IT Business Analyst)	Aleese Gulick (Mgr Program 2)
3	Tagging equipment.	Rufus Kemp (Mgr, Program 2 Facilities Management)/Chad Thome (Senior IT Business Analyst)	Aleese Gulick (Mgr Program 2)
4	Approving requests for removal of equipment from campus.	Rufus Kemp (Mgr, Program 2 Facilities Management)/Chad Thome (Senior IT Business Analyst)	Aleese Gulick (Mgr Program 2)

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<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Georgeann Smith (Interim Director, Facilities Services/Director, Business Services)	Victor Kalani (DBA)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Georgeann Smith (Interim Director, Facilities Services/Director, Business Services)	Victor Kalani (DBA)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Georgeann Smith (Interim Director, Facilities Services/Director, Business Services)	Victor Kalani (DBA)
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	NA	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	NA
6	Approving write-offs.	Georgeann Smith (Interim Director, Facilities Services/Director, Business Services)	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Georgeann Smith (Interim Director, Facilities Services/Director, Business Services)	George Rea (DBA)
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.	Khanh Hodges (Dir. Technology FM)/Chad Thome (Senior IT Business Analyst)	Ed Zimmeth (User Service Spec. 3)/ Rick Beltran (User Service Spec. 3)
2	Ensuring that critical data back up occurs.	Ed Zimmeth (User Service Spec. 3)	Khanh Hodges (Dir. Technology FM)
3	Ensuring that procedures such as password controls are followed.	Ed Zimmeth (User Service Spec. 3)	Khanh Hodges (Dir. Technology FM)
4	Reporting of suspected security violations.	Ed Zimmeth (User Service Spec. 3)	Khanh Hodges (Dir. Technology FM)