

Business Service Plant Operations -H0421
Baseline Standards
FY 2018

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.	Lisa Berry (Director Business Services Site II)	George Rea (Asst Dir. Business Services II)
2	Updating the Baseline Standards Form.	Lisa Berry (Director Business Services Site II)	George Rea (Asst Dir. Business Services II)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Jaleesa Olukuon (Accountant 3)/Michele Le (Accountant 2)	Le'Che Hunter-Mayes (DBA)
2	Reviewing cost center verifications.	Le'Che Hunter-Mayes (DBA)	George Rea (Asst Dir. Business Services II)
3	Approving cost center verifications.	Designated Cost Center Manager	Designated Cost Center Manager
4	Ensuring all cost centers are verified/approved on a timely basis.	Le'Che Hunter-Mayes (DBA)	George Rea (Asst Dir. Business Services II)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Rayna Brown (Asst. DBA)	George Rea (Asst Dir. Business Services II)
2	Ensuring the validity of travel and expense reimbursements.	Rayna Brown (Asst. DBA)/ Le'che Hunter-Mayes (DBA)	George Rea (Asst Dir. Business Services II)
3	Ensuring that goods and services are received and that timely payment is made.	Rayna Brown (Asst. DBA)/ Le'che Hunter-Mayes (DBA)	George Rea (Asst Dir. Business Services II)
4	Ensuring correct account coding on purchases documents.	Rayna Brown (Asst. DBA)/ Le'che Hunter-Mayes (DBA)	George Rea (Asst Dir. Business Services II)
5	Primary contact for inquiries to expenditure transactions.	Rayna Brown (Asst. DBA)/ Le'che Hunter-Mayes (DBA)	George Rea (Asst Dir. Business Services II)
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)/ Sandra KitManYen (HR Coord)/ Tammy Talley (HR/Payroll Coord)/	Victor Kalani (Asst Dir. Business Services II)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Cynthia King (HR Coord)/ Sandra KitManYen (HR Coord)/ Tammy Talley (HR/Payroll Coord)/	Victor Kalani (Asst Dir. Business Services II)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Cynthia King (HR Coord)/ Sandra KitManYen (HR Coord)/ Tammy Talley (HR/Payroll Coord)/	Victor Kalani (Asst Dir. Business Services II)
4	Completing termination clearance procedures.	Cynthia King (HR Coord)/ Sandra KitManYen (HR Coord)/ Tammy Talley (HR/Payroll)	Victor Kalani (Asst Dir. Business Services II)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Victor Kalani (Asst Dir. Business Services II)	Lisa Berry (Director Business Services Site II)
6	Maintaining departmental Personnel files.	Cynthia King (HR Coord)/ Sandra KitManYen (HR Coord)/ Tammy Talley (HR/Payroll Coord)/	Victor Kalani (Asst Dir. Business Services II)
7	Ensuring valid authorization of new hires.	Victor Kalani (Asst Dir. Business Services II)	Lisa Berry (Director Business Services Site II)
8	Ensuring valid authorization of changes in compensation rates.	Victor Kalani (Asst Dir. Business Services II)	Lisa Berry (Director Business Services Site II)
9	Ensuring the accurate input of changes to the HR System.	Victor Kalani (Asst Dir. Business Services II)	Lisa Berry (Director Business Services Site II)
10	Consistent and efficient responses to inquiries.	Cynthia King (HR Coord)/ Sandra KitManYen (HR Coord)/ Tammy Talley (HR/Payroll Coord)/	Victor Kalani (Asst Dir. Business Services II)

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CASH HANDLING			
1	Collecting cash, checks, etc.	Rayna Brown (Asst. DBA)	Harry Guy (Financial Coordinator 1)
2	Reconciling cash, checks, etc. to receipts.	Rayna Brown (Asst. DBA)	Harry Guy (Financial Coordinator 1)
3	Preparing deposits.	Harry Guy (Financial Coordinator 1)	Darron Johnson (Financial Coordinator 1)
4	Preparing Journal Entries.	Harry Guy (Financial Coordinator 1)	Darron Johnson (Financial Coordinator 1)
5	Verifying deposits posted correctly in the Finance System.	Jaleesa Olukuon (Accountant 3)/Michele Le (Accountant 2)	Le'Che Hunter-Mayes (DBA)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Rayna Brown (Asst. DBA)	Le'Che Hunter-Mayes (DBA)
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Department	NA
8	Ensuring deposits are made timely.	Rayna Brown (Asst. DBA)	Le'Che Hunter-Mayes (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 (Asst Dir. Business Services II)
10	Updating Cash Handling Procedures as needed.	Rayna Brown (Asst. DBA)	George Rea (Asst Dir. Business Services II)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Rayna Brown (Asst. DBA)	George Rea (Asst Dir. Business Services II)
12	Consistent and efficient responses to inquiries.	Rayna Brown (Asst. DBA)	Le'Che Hunter-Mayes (DBA)
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	George Rea (Asst Dir. Business Services II)	Le'Che Hunter-Mayes (DBA)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Rufus Kemp (Mgr, Program 2 Facilities Management)	Darron Johnson (Financial Coordinator 1)
2	Ensuring the annual inventory was completed correctly.	Rufus Kemp (Mgr, Program 2 Facilities Management)	Darron Johnson (Financial Coordinator 1)
3	Tagging equipment.	Rufus Kemp (Mgr, Program 2 Facilities Management)	Darron Johnson (Financial Coordinator 1)
4	Approving requests for removal of equipment from campus.	Rufus Kemp (Mgr, Program 2 Facilities Management)	Darron Johnson (Financial Coordinator 1)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lisa Berry (Director Business Services Site II)	Victor Kalani (Asst Dir. Business Services II)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lisa Berry (Director Business Services Site II)	Victor Kalani (Asst Dir. Business Services II)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lisa Berry (Director Business Services Site II)	Victor Kalani (Asst Dir. Business Services II)

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	Le'Che Hunter-Mayes (DBA)	Jaleesa Olukuon (Accountant 3)
3	Collection.	Le'Che Hunter-Mayes (DBA)	Jaleesa Olukuon (Accountant 3)
4	Recording.	Le'Che Hunter-Mayes (DBA)	Jaleesa Olukuon (Accountant 3)
5	Monitoring credit extended.	NA	
6	Approving write-offs.	Lisa Berry (Director Business Services Site II)	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Lisa Berry (Director Business Services Site II)	George Rea (Asst Dir. Business Services II)
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Chad Thome (Asst Dir, Technology Plant Ops, Facilities Management)	
2	Ensuring that critical data back up occurs.	Chad Thome (Asst Dir, Technology Plant Ops, Facilities Management)	
3	Ensuring that procedures such as password controls are followed.	Chad Thome (Asst Dir, Technology Plant Ops, Facilities Management)	
4	Reporting of suspected security violations.	Chad Thome (Asst Dir, Technology Plant Ops, Facilities Management)	