

Athletics  
Baseline Standards  
FY 2016

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.	Jeff Collier, Assoc. AD, Business & Finance	
2	Updating the Baseline Standards Form.	Jeff Collier, Assoc. AD, Business & Finance	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Janicee Stewart, Asst. Business Manager	
2	Reviewing cost center verifications.	Jeff Collier, Assoc. AD, Business & Finance	
3	Approving cost center verifications.	Jeff Collier, Assoc. AD, Business & Finance	
4	Ensuring all cost centers are verified/approved on a timely basis.	Jeff Collier, Assoc. AD, Business & Finance	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Jeff Collier, Assoc. AD, Business & Finance	
2	Ensuring the validity of travel and expense reimbursements.	Jeff Collier, Assoc. AD, Business & Finance	
3	Ensuring that goods and services are received and that timely payment is made.	Brandon Maddux, Business Manager; Janicee Stewart, Asst. Business Manager; Sharon House, Program Mgr.	
4	Ensuring correct account coding on purchases documents.	Jeff Collier, Assoc. AD, Business & Finance	
5	Primary contact for inquiries to expenditure transactions.	Brandon Maddux, Business Manager; Janicee Stewart, Asst. Business Manager; Sharon House, Program Mgr.	
6	Ensuring access and use of P-Cards and T-Cards are secure.	Jeff Collier, Assoc. AD, Business & Finance	
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Jeff Collier, Assoc. AD, Business & Finance	TaShawna Wilson, Director, Business Office Operations
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Jeff Collier, Assoc. AD, Business & Finance	TaShawna Wilson, Director, Business Office Operations
<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.	Timothy Singletary, Asst. Business Administrator	Sharon House, Program Mgr.
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Timothy Singletary, Asst. Business Administrator	Sharon House, Program Mgr.
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Timothy Singletary, Asst. Business Administrator	Sharon House, Program Mgr.
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Timothy Singletary, Asst. Business Administrator	Sharon House, Program Mgr.
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.	Timothy Singletary, Asst. Business Administrator	Sharon House, Program Mgr.
6	Completing termination ePAR's within 24 hours of termination.	Timothy Singletary, Asst. Business Administrator	Sharon House, Program Mgr.
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Timothy Singletary, Asst. Business Administrator	Sharon House, Program Mgr.
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Timothy Singletary, Asst. Business Administrator	Jeff Collier, Assoc. AD, Business & Finance
9	Maintaining departmental personnel files.	Timothy Singletary, Asst. Business Administrator	Sharon House, Program Mgr.
10	Consistent and efficient responses to inquiries.	Timothy Singletary, Asst. Business Administrator	Sharon House, Program Mgr.
11	Hire ePAR's should be processed at least 1 week prior to start date.	Timothy Singletary, Asst. Business Administrator	Sharon House, Program Mgr.
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Timothy Singletary, Asst. Business Administrator	Jeff Collier, Assoc. AD, Business & Finance

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Brandon Maddux, Business Manager	Janicee Stewart, Asst. Business Mgr.
2	Reconciling cash, checks, etc. to receipts.	Brandon Maddux, Business Manager	Janicee Stewart, Asst. Business Mgr.
3	Preparing deposits.	Brandon Maddux, Business Manager	Janicee Stewart, Asst. Business Mgr.
4	Preparing Journal Entries.	Brandon Maddux, Business Manager; Janicee Stewart, Asst. Business Manager; Sharon House, Program Mgr.	Jeff Collier, Assoc. AD, Business & Finance
5	Verifying deposits posted correctly in the Finance System.	Brandon Maddux, Business Manager	Janicee Stewart, Asst. Business Mgr.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brandon Maddux, Business Manager	Janicee Stewart, Asst. Business Mgr.
7	Secure deposits via UHDPS to Student Financial Services.	Brandon Maddux, Business Manager	Janicee Stewart, Asst. Business Mgr.
8	Ensuring deposits are made timely.	Brandon Maddux, Business Manager	Janicee Stewart, Asst. Business Mgr.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jeff Collier, Assoc. AD, Business & Finance	TaShawna Wilson, Director, Business Office Operations
10	Updating Cash Handling Procedures as needed.	Jeff Collier, Assoc. AD, Business & Finance	TaShawna Wilson, Director, Business Office Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jeff Collier, Assoc. AD, Business & Finance	Brandon Maddux, Business Manager
12	Consistent and efficient responses to inquiries.	Jeff Collier, AD, Business & Finance; Brandon Maddux, Business Manager; Janicee Stewart, Asst. Business Manager; Sharon House, Program Mgr.	
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Jeff Collier, Assoc. AD, Business & Finance	TaShawna Wilson, Director, Business Office Operations
14	Ensuring all access and use of credit card information is secure.	Jeff Collier, Assoc. AD, Business & Finance	Brandon Maddux, Business Manager
<b>PETTY CASH / CHANGE FUNDS</b>			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	Brandon Maddux, Business Manager	Jeff Collier, Assoc. AD, Business & Finance
2	Preparing petty cash disbursements.	NA	
3	Ensuring petty cash disbursements are not for more than \$100.	NA	
4	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
5	Approving petty cash disbursements.	NA	
6	Replenishing the petty cash fund timely.	NA	
7	Ensuring the petty cash fund is balanced after each disbursement.	NA	
8	Ensuring the change fund is balanced daily, weekly or monthly.	Brandon Maddux, Business Manager	Jeff Collier, Assoc. AD, Business & Finance
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jeff Collier, Assoc. AD, Business & Finance	TaShawna Wilson, Director, Business Office Operations
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Steven Beatty, IT Manager	
2	Ensuring the annual inventory was completed correctly.	Steven Beatty, IT Manager	
3	Tagging equipment.	Steven Beatty, IT Manager	
4	Approving requests for removal of equipment from campus.	Hunter Yurachek, VP Intercollegiate Athletics	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.		
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.		
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.		
ACCOUNTS RECEIVABLE			
1	Extending of credit.	UH S&E	
2	Billing.	UH S&E	
3	Collection.	UH S&E	
4	Recording.	UH S&E	
5	Monitoring credit extended.	UH S&E	
6	Approving write-offs.	UH S&E	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jeff Collier, Assoc. AD, Business & Finance	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Steven Beatty, IT Manager	
2	Ensuring that critical data back up occurs.	Steven Beatty, IT Manager	
3	Ensuring that procedures such as password controls are followed.	Steven Beatty, IT Manager	
4	Reporting of suspected security violations.	Steven Beatty, IT Manager	