H0064: Educational Psychology

	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.	Paul Roch, College Business Administrator	use Business Managers Survival Guide ; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Thu Nguyen, Department Business Administrator	
2	Reviewing cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
3	Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
2	Ensuring the validity of travel and expense reimbursements.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
3	Ensuring that goods and services are received and that timely payment is made.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
4	Ensuring correct account coding on purchases documents.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
5	Primary contact for inquiries to expenditure transactions.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Margaret Spangler, Financial Coordinator 1	
2	Reconciling bi-weekly leave accruals to the HR System.	Margaret Spangler, Financial Coordinator 1	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Margaret Spangler, Financial Coordinator 1	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
6	Completing termination clearance procedures.	Thu Nguyen, Department Business Administrator	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
8	Paycheck distribution.	NA	
9	Maintaining departmental Personnel files.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator
10	Ensuring valid authorization of new hires.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators

11	Ensuring valid authorization of changes in compensation rates.	Paul Roch, College Business Administrator	
12	Ensuring the accurate input of changes to the HR System.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
13	Propriety of leave account classification on time records.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
14	Consistent and efficient responses to inquiries.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
CASH HANDLING			
1	Collecting cash, checks, etc.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
2	Reconciling cash, checks, etc. to receipts.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
3	Preparing deposits.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
4	Preparing Journal Entries.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
5	Verifying deposits posted correctly in the Finance System.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
6	Adequacy of physical safeguards.	Thu Nguyen, Department Business Administrator	Karen Tran and Tiffany Nguyen, Department Business Administrators
7	Transporting deposits to Student Financial Services.	Police	
8	Ensuring deposits are made timely.	Thu Nguyen, Department Business Administrator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, College Business Administrator	
10	Updating Cash Handling Procedures as needed.	Paul Roch, College Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Paul Roch, College Business Administrator	
12	Consistent and efficient responses to inquiries.	Paul Roch, College Business Administrator	
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.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator

2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	NA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Daniel Pineda, User Service Specialist 2	
2	Ensuring the annual inventory was completed correctly.	Daniel Pineda, User Service Specialist 2	Paul Roch, College Business Administrator
3	Tagging equipment.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
4	Approving requests for removal of equipment from campus.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Paul Roch, College Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paul Roch, College Business Administrator	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
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.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Lena Mitchell, Research Administrator	Paul Roch, College Business Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tim Rosas, Director of CITE	
2	Ensuring that critical data back up occurs.	Tim Rosas, Director of CITE	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Tim Rosas, Director of CITE	