

Curriculum and Instruction H0062  
Baseline Standards  
FY 2016

H0062	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.	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	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Thea Heaviland, Financial Coordinator I	
2	Reviewing cost center verifications.	Karen Tran, Department Business Administrator	
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)	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Karen Tran, Department Business Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Karen Tran, Department Business Administrator	
3	Ensuring that goods and services are received and that timely payment is made.	Karen Tran, Department Business Administrator	
4	Ensuring correct account coding on purchases documents.	Karen Tran, Department Business Administrator	
5	Primary contact for inquiries to expenditure transactions.	Karen Tran, Department Business Administrator	
6	Ensuring access and use of P-Cards and T-Cards are secure.	Paul Roch, College Business Administrator (as delegate)	
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Paul Roch, College Business Administrator (as delegate)	
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Paul Roch, College Business Administrator (as delegate)	
<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.	Thea Heaviland, Financial Coordinator I	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Thea Heaviland, Financial Coordinator I	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Thea Heaviland, Financial Coordinator I	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Thea Heaviland, Financial Coordinator I	
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.	Thea Heaviland, Financial Coordinator I	
6	Completing termination ePAR's within 24 hours of termination.	Karen Tran, Department Business Administrator	
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Paul Roch, College Business Administrator (as delegate)	
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Karen Tran, Department Business Administrator	
9	Maintaining departmental personnel files.	Karen Tran, Department Business Administrator	
10	Consistent and efficient responses to inquiries.	Paul Roch, College Business Administrator	
11	Hire ePAR's should be processed at least 1 week prior to start date.	Karen Tran, Department Business Administrator	
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Karen Tran, Department Business Administrator	

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Thea Heaviland, Financial Coordinator I	Aimee Young, Financial Assistant 1 and Miranda Jasso, Office
2	Reconciling cash, checks, etc. to receipts.	Thea Heaviland, Financial Coordinator I	Aimee Young, Financial Assistant 1 and Miranda Jasso, Office
3	Preparing deposits.	Thea Heaviland, Financial Coordinator I	Aimee Young, Financial Assistant 1 and Miranda Jasso, Office
4	Preparing Journal Entries.	Thea Heaviland, Financial Coordinator I	Aimee Young, Financial Assistant 1 and Miranda Jasso, Office
5	Verifying deposits posted correctly in the Finance System.	Thea Heaviland, Financial Coordinator I	Aimee Young, Financial Assistant 1 and Miranda Jasso, Office
6	Adequacy of physical safeguards of cash receipts and equivalent.	Thea Heaviland, Financial Coordinator I	Aimee Young, Financial Assistant 1 and Miranda Jasso, Office
7	Secure deposits via UHDPSS to Student Financial Services.	Thea Heaviland, Financial Coordinator I	Aimee Young, Financial Assistant 1 and Miranda Jasso, Office
8	Ensuring deposits are made timely.	Thea Heaviland, Financial Coordinator I	Paul Roch, College 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	
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Paul Roch, College Business Administrator	
14	Ensuring all access and use of credit card information is secure.	Paul Roch, College Business Administrator	
<b>PETTY CASH / CHANGE FUNDS</b>			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	NA	
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.	NA	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Paul Roch, College Business Administrator	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Daniel Pineda, Mgr, Asst, Computing Oper	
2	Ensuring the annual inventory was completed correctly.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	Paul Roch, College Business Administrator
3	Tagging equipment.	Daniel Pineda, Mgr, Asst, Computing Oper	
4	Approving requests for removal of equipment from campus.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	

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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.	Paul Roch, College Business Administrator	
2	Ensuring that research expenditures are covered by funds from sponsors.	Lena Mitchell, Research Administrator	Lori Armstrong, College Research Liason Officer
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
2	Ensuring that critical data back up occurs.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	