Consistency Managment and Coop Discipline - H0063 Baseline Standards FY 2018

			Person(s) (Name/Title)
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		
STANE			
1	Ensuring the Departmental Policy and Procedures manual is		use Business Managers Survival
	current.	Paul Roch, Director,	Guide ; MAPP; supplemented as
		Business Operations	needed
2	Updating the Baseline Standards Form.	Paul Roch, Director,	needed
2	Opdating the Baseline Standards Form.	Business Operations	
EINI A NI	L CIAL REPORTING - COST CENTER VERIFICATIONS	Business Operations	
LINAIN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Aimee Young,	
1	Treparing cost center verifications.	Financial Coordinator 2	
2	Reviewing cost center verifications.	Margaret Spangler, Assistant	Loui Amustuana Callaga Dassanah
2	Reviewing cost center verifications.	Business Administrator	Lori Armstrong, College Research
3	Approving cost center verifications.	Paul Roch, Director, Business	Liaison Officer
3	Approving cost center vernications.		
A	Engueiro all aget contena que varificad/accessada en eliminati	Operations (as delegate) Paul Roch, Director, Business	
4	Ensuring all cost centers are verified/approved on a timely basis.		
EINLANT	OLAL DEDODTING EVDENDITUDE TO ANG A OTTONO	Operations (as delegate)	
rinan	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Margaret Spangler, Assistant	Lori Armstrong, College Research
1	Ensuring valid authorization of purchase documents.	Business Administrator	
	Ensuring the validity of travel and expense reimbursements.	Margaret Spangler, Assistant	Liaison Officer
2	Ensuring the validity of travel and expense reimbursements.	Business Administrator	
2		II.	
3	Ensuring that goods and services are received and that timely	Margaret Spangler, Assistant	
	payment is made.	Business Administrator	
4	Ensuring correct account coding on purchases documents.	Margaret Spangler, Assistant	Lori Armstrong, College Research
		Business Administrator	Liaison Officer
5	Primary contact for inquiries to expenditure transactions.	Margaret Spangler, Assistant	
		Business Administrator	
PAYRO	DLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved		
1	before the deadlines set by Payroll, so that the correct hours are		
	recorded and paid on each bi-weekly paycheck.	Aimee Young,	
_		Financial Coordinator 2	
2	Ensuring all monthly leave is recorded and approved before the	Aimee Young,	
	deadlines set by Payroll.	Financial Coordinator 2	
3	Reconciling approved reported time and leave (bi-weekly		
	employees) and ePARs (monthly employees) to the trial and	Aimee Young,	
	final payroll verification reports.	Financial Coordinator 2	
4	Completing termination clearance procedures.	Margaret Spangler, Assistant	
		Business Administrator	
5	Ensuring terminated employees are no longer charged to	Margaret Spangler, Assistant	
	departmental cost centers.	Business Administrator	
6	Maintaining departmental Personnel files.	Margaret Spangler, Assistant	
		Business Administrator	
7	Ensuring valid authorization of new hires.	Margaret Spangler, Assistant	
		Business Administrator	
8	Ensuring valid authorization of changes in compensation rates.	Margaret Spangler, Assistant	
		Business Administrator	
9	Ensuring the accurate input of changes to the HR System.	Margaret Spangler, Assistant	
		Business Administrator	
10	Consistent and efficient responses to inquiries.	Paul Roch, Director,	
		Business Operations	

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1		Responsible Perso	n(s) (Name/Title)
Descrin	tion of Responsibility	Primary (Required)	Secondary (Optional)
	HANDLING	zamury (requireu)	occidant (Optional)
1	Collecting cash, checks, etc.		
		Pei Hsieh, Office Assistant 1	
2	Reconciling cash, checks, etc. to receipts.		
		Pei Hsieh, Office Assistant 1	
3	Preparing deposits.	Miranda Jasso, Financial Coordinator 2	
4	Preparing Journal Entries.	Miranda Jasso.	
-	reparing Journal Entires.	Financial Coordinator 2	
5	Verifying deposits posted correctly in the Finance System.	Miranda Jasso,	
		Financial Coordinator 2	
6	Adequacy of physical safeguards of cash receipts and	Miranda Jasso,	
	equivalent.	Financial Coordinator 2	
7	Secure deposits via UHDPS to Student Financial Services.	Miranda Jasso,	
		Financial Coordinator 2	
8	Ensuring deposits are made timely.	Miranda Jasso,	
-	English all analysis are bounded Code	Financial Coordinator 2	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	Paul Roch, Director,	
	training.	Business Operations	
10	Updating Cash Handling Procedures as needed.	Paul Roch, Director,	
	Transport Tananag Transport as needed.	Business Operations	
11	Distribution of Cash Handling Procedures to employees who	Paul Roch, Director,	
	handle cash.	Business Operations	
12	Consistent and efficient responses to inquiries.	Paul Roch, Director,	
		Business Operations	
PETTY	CASH		
1	Preparing petty cash disbursements.	NA	
1	repaining petty cash disoursements.	IVA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized	NA	
4	purposes. Approving petty cash disbursements.	NA	
7	Approving petty easit disoursements.	IVA	
5	Replenishing the petty cash fund timely.	NA	
	The state of the s		
6	Ensuring the petty cash fund is balanced after each	NA	
	disbursement.		
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Paul Roch, Director,	
1	administration policies/procedures.	Business Operations	
PROPE	RTY MANAGEMENT	1	
1	Performing the annual inventory.	Daniel Pineda, Mgr, Asst,	
_		Computing Oper	
2	Ensuring the annual inventory was completed correctly.	Timothy Rosas, Mgr, Coll/Div	
3	Tagging equipment.	Info Svcs 2 Daniel Pineda, Mgr, Asst,	
3	ragging equipment.	Daniel Pineda, Mgr, Asst, Computing Oper	
4	Approving requests for removal of equipment from campus.	Timothy Rosas, Mgr, Coll/Div	
-	represents requests for removal of equipment from campus.	Info Svcs 2	
DISCLO	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Paul Roch, Director,	
_	annual Related Party disclosure statement online.	Business Operations	
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Paul Roch, Director,	
3	complete the Consulting disclosure statement online. Ensuring that all Principal and Co-Principal Investigators	Business Operations	
	complete the annual Conflict of Interest disclosure statement for	Lori Armstrong, College Research	
	the Division of Research.	Liaison Officer	
		the state of the s	

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		Responsible Person(s) (Name/Title)	
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
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	
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Paul Roch, Director, Business Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	Lori Armstrong, College Research Liaison Officer	Lena Mitchell, Research Administrator
DEPA	RTMENTAL COMPUTING	Danison Giner	
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	

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