

Curriculum and Instruction H0062 and Consistency Management and Coop Discipline H0063
Baseline Standards
FY 2019

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, Director, Business Operations	use Business Managers Survival Guide ; MAPP; supplemented as
2	Updating the Baseline Standards Form.	Paul Roch, Director, Business Operations	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Miranda Jasso, Financial Coordinator 1	
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)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
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	
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.	Aimee Young, Financial Coordinator I	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Aimee Young, Financial Coordinator I	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Aimee Young, Financial Coordinator I	
4	Completing termination clearance procedures.	Karen Tran, Department Business Administrator	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Karen Tran, Department Business Administrator	
6	Maintaining departmental Personnel files.	Karen Tran, Department Business Administrator	
7	Ensuring valid authorization of new hires.	Karen Tran, Department Business Administrator	
8	Ensuring valid authorization of changes in compensation rates.	Karen Tran, Department Business Administrator	
9	Ensuring the accurate input of changes to the HR System.	Karen Tran, Department Business Administrator	
10	Consistent and efficient responses to inquiries.	Paul Roch, Director of Business Operations	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Pei Hsieh, Office Assistant 1	Aimee Young, Financial Coordinator I and Miranda Jasso, Financial
2	Reconciling cash, checks, etc. to receipts.	Miranda Jasso, Financial Coordinator I	Aimee Young, Financial Coordinator I
3	Preparing deposits.	Miranda Jasso, Financial Coordinator I	Aimee Young, Financial Coordinator I
4	Preparing Journal Entries.	Miranda Jasso, Financial Coordinator I	Aimee Young, Financial Coordinator I
5	Verifying deposits posted correctly in the Finance System.	Miranda Jasso, Financial Coordinator I	Aimee Young, Financial Coordinator I
6	Adequacy of physical safeguards of cash receipts and equivalent.	Miranda Jasso, Financial Coordinator I	Aimee Young, Financial Coordinator I
7	Secure deposits via UHDPS to Student Financial Services.	Miranda Jasso, Financial Coordinator I	Aimee Young, Financial Coordinator I
8	Ensuring deposits are made timely.	Miranda Jasso, Financial Coordinator I	Paul Roch, Director of Business Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, Director of Business Operations	
10	Updating Cash Handling Procedures as needed.	Paul Roch, Director of Business Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Paul Roch, Director of Business Operations	
12	Consistent and efficient responses to inquiries.	Paul Roch, Director of Business Operations	
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Paul Roch, Director of Business Operations	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Daniel Pineda, Mgr, Coll/Div Info Svcs 1	
2	Ensuring the annual inventory was completed correctly.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
3	Tagging equipment.	Daniel Pineda, Mgr, Coll/Div Info Svcs 1	
4	Approving requests for removal of equipment from campus.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, Director of Business Operations	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Paul Roch, Director of Business Operations	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lori Armstrong, College Research Liaison Officer	

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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, Director of Business Operations	
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	