

Honors
Baseline Standards Form

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.	Ornela Santee, C.B.A.	Ornela Santee, C.B.A.
2	Updating the Baseline Standards Form.	Ornela Santee, C.B.A.	Ornela Santee, C.B.A.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Asst. Lorena Osorio	Ornela Santee, C.B.A.
2	Reviewing cost center verifications.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
3	Approving cost center verifications.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
4	Ensuring all cost centers are verified/approved on a timely basis.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
2	Ensuring the validity of travel and expense reimbursements.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
3	Ensuring that goods and services are received and that timely payment is made.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
4	Ensuring correct account coding on purchases documents.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
5	Primary contact for inquiries to expenditure transactions.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Student Asst. Lorena Osorio	Coord, Financial 1 Robert Campbell
2	Reconciling bi-weekly leave accruals to the HR System.	Student Asst. Lorena Osorio	Coord, Financial 1 Robert Campbell
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
4	Ensuring all monthly leave is recorded and approved in the HR System.	Ornela Santee, C.B.A.	Ornela Santee, C.B.A.
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll	Student Asst. Lorena Osorio	Ornela Santee, C.B.A.
6	Completing termination clearance procedures.	Ornela Santee, C.B.A.	Ornela Santee, C.B.A.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Student Asst. Lorena Osorio	Ornela Santee, C.B.A.
8	Paycheck distribution.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
9	Maintaining departmental Personnel files.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
10	Ensuring valid authorization of new hires.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
11	Ensuring valid authorization of changes in compensation rates.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
12	Ensuring the accurate input of changes to the HR System.	Ornela Santee, C.B.A.	Ornela Santee, C.B.A.
13	Propriety of leave account classification on time records.	Student Asst. Lorena Osorio	Ornela Santee, C.B.A.
14	Consistent and efficient responses to inquiries.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
CASH HANDLING			
1	Collecting cash, checks, etc.	Student Services (Honors)	Student Services (Honors) Beth Borck (Honors/Dev.)

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2	Reconciling cash, checks, etc. to receipts.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
3	Preparing deposits.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
4	Preparing Journal Entries.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
5	Verifying deposits to the financial system.	Student Asst. Lorena Osorio	Ornela Santee, C.B.A.
6	Adequacy of physical safeguards.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
7	Transporting deposits to Student Financial Services.	UH Police Dept.	N/A
8	Ensuring deposits are made timely.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
10	Updating Cash Handling Procedures as needed.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
12	Consistent and efficient responses to inquiries.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
LONG DISTANCE / CELL PHONE CHARGES			
1	Manager review of long distance charges for unusual activity.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Coord, Financial 1 Robert Campbell	Ornela Santee, C.B.A.
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Ornela Santee, C.B.A.	Coord, Financial 1 Robert Campbell
2	Ensuring the annual inventory was completed correctly.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
3	Tagging equipment.	Ornela Santee, C.B.A.	Coord, Financial 1 Robert Campbell
4	Approving requests for removal of equipment from campus.	Dr. William Monroe, Dean	Ornela Santee, C.B.A.
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean

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3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement for the	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
2	Ensuring that research expenditures are covered by funds from sponsors.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Ornela Santee, C.B.A	Dr. William Monroe, Dean
2	Ensuring that critical data back up occurs.	Ornela Santee, C.B.A	Dr. William Monroe, Dean
3	Ensuring that procedures such as password controls are followed.	Ornela Santee, C.B.A	Dr. William Monroe, Dean
4	Reporting of suspected security violations.	Ornela Santee, C.B.A	Dr. William Monroe, Dean