

Honors College - H0407
Baseline Standards
FY 2018

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.	Brenda Ramirez, ABA	Lorena Lopez, CBA
2	Updating the Baseline Standards Form.	Lorena Lopez, CBA	Brenda Ramirez, ABA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lorena Osorio, Financial Assistant 1	Lorena Lopez, CBA
2	Reviewing cost center verifications.	Lorena Lopez, CBA	Dr. William Monroe, Dean
3	Approving cost center verifications.	Lorena Lopez, CBA	Dr. William Monroe, Dean
4	Ensuring all cost centers are verified/approved on a timely basis.	Lorena Lopez, CBA	Dr. William Monroe, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Brenda Ramirez, ABA	Lorena Lopez, CBA
2	Ensuring the validity of travel and expense reimbursements.	Brenda Ramirez, ABA	Lorena Lopez, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Brenda Ramirez, ABA	Lorena Lopez, CBA
4	Ensuring correct account coding on purchases documents.	Brenda Ramirez, ABA	Lorena Lopez, CBA
5	Primary contact for inquiries to expenditure transactions.	Brenda Ramirez, ABA	Lorena Lopez, CBA
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.	Brenda Ramirez, ABA	Lorena Lopez, CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Lorena Lopez, CBA	Lorena Lopez, CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Brenda Ramirez, ABA	Lorena Lopez, CBA
4	Completing termination clearance procedures.	Brenda Ramirez, ABA	Lorena Lopez, CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Lorena Osorio, Financial Assistant 1	Lorena Lopez, CBA
6	Maintaining departmental Personnel files.	Lorena Lopez, CBA	Dr. William Monroe, Dean
7	Ensuring valid authorization of new hires.	Lorena Lopez, CBA	Dr. William Monroe, Dean
8	Ensuring valid authorization of changes in compensation rates.	Lorena Lopez, CBA	Dr. William Monroe, Dean
9	Ensuring the accurate input of changes to the HR System.	Lorena Lopez, CBA	Brenda Ramirez, ABA
10	Consistent and efficient responses to inquiries.	Lorena Lopez, CBA	Brenda Ramirez, ABA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Student Services (Honors)	Student Services (Honors) Honors Director of Development
2	Reconciling cash, checks, etc. to receipts.	Brenda Ramirez, ABA	Lorena Lopez, CBA
3	Preparing deposits.	Brenda Ramirez, ABA	Lorena Lopez, CBA
4	Preparing Journal Entries.	Brenda Ramirez, ABA	Lorena Lopez, CBA
5	Verifying deposits posted correctly in the Finance System.	Brenda Ramirez, ABA	Lorena Lopez, CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brenda Ramirez, ABA	Lorena Lopez, CBA
7	Secure deposits via UHDPDS to Student Financial Services.	Brenda Ramirez, ABA	Lorena Lopez, CBA
8	Ensuring deposits are made timely.	Brenda Ramirez, ABA	Lorena Lopez, CBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Lorena Lopez, CBA	Dr. William Monroe, Dean
10	Updating Cash Handling Procedures as needed.	Brenda Ramirez, ABA	Lorena Lopez, CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Brenda Ramirez, ABA	Lorena Lopez, CBA
12	Consistent and efficient responses to inquiries.	Brenda Ramirez, ABA	Lorena Lopez, CBA
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Brenda Ramirez, Financial Coordinator II	Dr. William Monroe, Dean
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Lorena Lopez, CBA	Brenda Ramirez, Financial Coordinator II
2	Ensuring the annual inventory was completed correctly.	Lorena Lopez, CBA	Dr. William Monroe, Dean
3	Tagging equipment.	Lorena Lopez, CBA	Brenda Ramirez, Financial Coordinator II
4	Approving requests for removal of equipment from campus.	Dr. William Monroe, Dean	Lorena Lopez, CBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lorena Lopez, CBA	Dr. William Monroe, Dean
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lorena Lopez, CBA	Dr. William Monroe, Dean
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lorena Lopez, CBA	Dr. William Monroe, Dean

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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.	Lorena Lopez, CBA	Dr. William Monroe, Dean
2	Ensuring that research expenditures are covered by funds from sponsors.	Lorena Lopez, CBA	Dr. William Monroe, Dean
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Lorena Lopez, CBA	Dr. William Monroe, Dean
2	Ensuring that critical data back up occurs.	Lorena Lopez, CBA	Dr. William Monroe, Dean
3	Ensuring that procedures such as password controls are followed.	Lorena Lopez, CBA	Dr. William Monroe, Dean
4	Reporting of suspected security violations.	Lorena Lopez, CBA	Dr. William Monroe, Dean