

Law Center
Baseline Standards
FY2014

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.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
2	Updating the Baseline Standards Form.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Edin Panameno, Financial Assistant 2	Angela Hazlegrove, Department Business Administrator for HR/Payroll
2	Reviewing cost center verifications.	Kim Vu, Assistant Business Administrator for Finance	Jessica Claiborne, College Business Administrator Diana Smith, Assistant Business Administrator for HR/Payroll
3	Approving cost center verifications.	Department Heads & Cost Center Managers	Jessica Claiborne, College Business Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Associate Deans & Department Heads	Kim Vu, Assistant Business Administrator for Finance
2	Ensuring the validity of travel and expense reimbursements.	Associate Deans & Department Heads	Kim Vu, Assistant Business Administrator for Finance
3	Ensuring that goods and services are received and that timely payment is made.	Associate Deans & Department Heads	N/A
4	Ensuring correct account coding on purchases documents.	Alicia Tamez, Department Business Administrator for Finance	Kim Vu, Assistant Business Administrator for Finance
5	Primary contact for inquiries to expenditure transactions.	Kim Vu, Assistant Business Administrator for Finance	Jessica Claiborne, College Business Administrator
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Angela Hazlegrove, Department Business Administrator for HR/Payroll	Diana Smith, Assistant Business Administrator for HR/Payroll
2	Reconciling bi-weekly leave accruals to the HR System.	Angela Hazlegrove, Department Business Administrator for HR/Payroll	Diana Smith, Assistant Business Administrator for HR/Payroll
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Angela Hazlegrove, Department Business Administrator for HR/Payroll	Diana Smith, Assistant Business Administrator for HR/Payroll
4	Ensuring all monthly leave is recorded and approved in the HR System.	Angela Hazlegrove, Department Business Administrator for HR/Payroll	Diana Smith, Assistant Business Administrator for HR/Payroll
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Angela Hazlegrove, Department Business Administrator for HR/Payroll	Diana Smith, Assistant Business Administrator for HR/Payroll
6	Completing termination clearance procedures.	Angela Hazlegrove, Department Business Administrator for HR/Payroll	Diana Smith, Assistant Business Administrator for HR/Payroll
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Diana Smith, Assistant Business Administrator for HR/Payroll	Jessica Claiborne, College Business Administrator
8	Paycheck distribution.	Angela Hazlegrove, Department Business Administrator for HR/Payroll	Diana Smith, Assistant Business Administrator for HR/Payroll
9	Maintaining departmental Personnel files.	Angela Hazlegrove, Department Business Administrator for HR/Payroll	Diana Smith, Assistant Business Administrator for HR/Payroll

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10	Ensuring valid authorization of new hires.	Diana Smith, Assistant Business Administrator for HR/Payroll	Jessica Claiborne, College Business Administrator
11	Ensuring valid authorization of changes in compensation rates.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
12	Ensuring the accurate input of changes to the HR System.	Diana Smith, Assistant Business Administrator for HR/Payroll	Jessica Claiborne, College Business Administrator
13	Propriety of leave account classification on time records.	Diana Smith, Assistant Business Administrator for HR/Payroll	Jessica Claiborne, College Business Administrator
14	Consistent and efficient responses to inquiries.	Diana Smith, Assistant Business Administrator for HR/Payroll	Jessica Claiborne, College Business Administrator
CASH HANDLING			
1	Collecting cash, checks, etc.	Department Coordinators	Department Heads
2	Reconciling cash, checks, etc. to receipts.	Department Coordinators	Department Heads
3	Preparing deposits.	Department Coordinators	Alicia Tamez, Department Business Administrator for Finance
4	Preparing Journal Entries.	Department Coordinators	Alicia Tamez, Department Business Administrator for Finance
5	Verifying deposits posted correctly in the Finance System.	Kim Vu, Assistant Business Administrator for Finance	Jessica Claiborne, College Business Administrator
6	Adequacy of physical safeguards.	Department Coordinators	Kim Vu, Assistant Business Administrator for Finance
7	Transporting deposits to Student Financial Services.	UH Police Department	N/A
8	Ensuring deposits are made timely.	Department Coordinators	Department Heads
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
10	Updating Cash Handling Procedures as needed.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
12	Consistent and efficient responses to inquiries.	Kim Vu, Assistant Business Administrator for Finance	Jessica Claiborne, College Business Administrator
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 CHARGES			
1	Manager review of long distance charges for unusual activity.	Cost Center Managers & Department Heads	N/A
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Ursula Moore, Office Coordinator	Allen Emerson, Project Manager
CONTRACT ADMINISTRATION			

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1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	J. Scott Smith, Director College IT Support	Chad Kitko, Assistant Manager User Services Support
2	Ensuring the annual inventory was completed correctly.	J. Scott Smith, Director College IT Support	Chad Kitko, Assistant Manager User Services Support
3	Tagging equipment.	J. Scott Smith, Director College IT Support	Chad Kitko, Assistant Manager User Services Support
4	Approving requests for removal of equipment from campus.	J. Scott Smith, Director College IT Support	Chad Kitko, Assistant Manager User Services Support
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
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.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Jessica Claiborne, College Business Administrator	MyBao Nguyen, Director College Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	J. Scott Smith, Director College IT Support	Chad Kitko, Assistant Manager User Services Support
2	Ensuring that critical data back up occurs.	J. Scott Smith, Director College IT Support	Chad Kitko, Assistant Manager User Services Support
3	Ensuring that procedures such as password controls are followed.	J. Scott Smith, Director College IT Support	Chad Kitko, Assistant Manager User Services Support
4	Reporting of suspected security violations.	J. Scott Smith, Director College IT Support	Chad Kitko, Assistant Manager User Services Support