

Texas Obesity Research Center
Baseline Standards
FY 2015

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 Mills, Certifying Signature	Dr. Daniel O'Connor, Director
2	Updating the Baseline Standards Form.	Jessica Mills, Certifying Signature	Dr. Daniel O'Connor, Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Natasha Craft, ABA, DOR / Nabeel Shafi, Acct II	Jessica Mills, Certifying Signature
2	Reviewing cost center verifications.	Natasha Craft, ABA, DOR / Nabeel Shafi, Acct II	Jessica Mills, Certifying Signature
3	Approving cost center verifications.	Natasha Craft, ABA, DOR / Nabeel Shafi, Acct II	Jessica Mills, Certifying Signature
4	Ensuring all cost centers are verified/approved on a timely basis.	Natasha Craft, ABA, DOR / Nabeel Shafi, Acct II	Jessica Mills, Certifying Signature
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jessica Mills, Certifying Signature	
2	Ensuring the validity of travel and expense reimbursements.	Jessica Mills, Certifying Signature	
3	Ensuring that goods and services are received and that timely payment is made.	Jessica Mills, Certifying Signature	
4	Ensuring correct account coding on purchases documents.	Jessica Mills, Certifying Signature	
5	Primary contact for inquiries to expenditure transactions.	Jessica Mills, Certifying Signature	
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.	Jessica Mills, Certifying Signature	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Jessica Mills, Certifying Signature	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Jessica Mills, Certifying Signature	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Jessica Mills, Certifying Signature	
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Jessica Mills, Certifying Signature	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Jessica Mills, Certifying Signature	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Jessica Mills, Certifying Signature	
8	Maintaining departmental personnel files.	Jessica Mills, Certifying Signature	
9	Consistent and efficient responses to inquiries.	Jessica Mills, Certifying Signature	
10	Hire ePAR's should be processed at least 1 week prior to start date.	Jessica Mills, Certifying Signature	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Jessica Mills, Certifying Signature	

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CASH HANDLING			
1	Collecting cash, checks, etc.	N/A	
2	Reconciling cash, checks, etc. to receipts.	N/A	
3	Preparing deposits.	N/A	
4	Preparing Journal Entries.	N/A	
5	Verifying deposits posted correctly in the Finance System.	N/A	
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	
7	Secure deposits via UHDPS to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	N/A	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	N/A	
10	Updating Cash Handling Procedures as needed.	N/A	
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	
12	Consistent and efficient responses to inquiries.	N/A	
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jessica Mills, Certifying Signature	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jessica Mills, Certifying Signature	
2	Ensuring the annual inventory was completed correctly.	Jessica Mills, Certifying Signature	
3	Tagging equipment.	Dana Ortega, Project Manager	Jessica Mills, Certifying Signature
4	Approving requests for removal of equipment from campus.	Dana Ortega, Project Manager	Jessica Mills, Certifying Signature

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jessica Mills, Certifying Signature	Dr. Daniel O'Connor, Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jessica Mills, Certifying Signature	Dr. Daniel O'Connor, Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Jessica Mills, Certifying Signature	Dr. Daniel O'Connor, Director
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Jessica Mills, Certifying Signature	
2	Billing.	Jessica Mills, Certifying Signature	
3	Collection.	Jessica Mills, Certifying Signature	
4	Recording.	Jessica Mills, Certifying Signature	
5	Monitoring credit extended.	Jessica Mills, Certifying Signature	
6	Approving write-offs.	Jessica Mills, Certifying Signature	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jessica Mills, Certifying Signature	Dr. Daniel O'Connor, Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Jessica Mills, Certifying Signature	Dr. Daniel O'Connor, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Dana Ortega, Project Manager	Jessica Mills, Certifying Signature
2	Ensuring that critical data back up occurs.	CLASS IT	Jessica Mills, Certifying Signature
3	Ensuring that procedures such as password controls are followed.	CLASS IT	Jessica Mills, Certifying Signature
4	Reporting of suspected security violations.	Jessica Mills, Certifying Signature	Dr. Daniel O'Connor, Director