

Texas Institution for Measurement, Evaluation Statistics
Baseline Standards
FY 2016

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.	Michele Hoffman	Pam Muscarello
2	Updating the Baseline Standards Form.	Michele Hoffman	Pam Muscarello
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Adilia Vargas	Michele Hoffman
2	Reviewing cost center verifications.	Adilia Vargas	Michele Hoffman
3	Approving cost center verifications.	Michele Hoffman	Pam Muscarello
4	Ensuring all cost centers are verified/approved on a timely basis.	Adilia Vargas	Michele Hoffman
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Michele Hoffman	Pam Muscarello
2	Ensuring the validity of travel and expense reimbursements.	Michele Hoffman	Pam Muscarello
3	Ensuring that goods and services are received and that timely payment is made.	Michele Hoffman	Pam Muscarello
4	Ensuring correct account coding on purchases documents.	Michele Hoffman	Pam Muscarello
5	Primary contact for inquiries to expenditure transactions.	Michele Hoffman	Pam Muscarello
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.	Sandra Seimens	Michele Hoffman
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Sandra Seimens	Michele Hoffman
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Sandra Seimens	Michele Hoffman
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Sandra Seimens	Michele Hoffman
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	Sandra Seimens	Michele Hoffman
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Sandra Seimens	Michele Hoffman
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Sandra Seimens	Michele Hoffman
8	Maintaining departmental personnel files.	Sandra Seimens	Michele Hoffman
9	Consistent and efficient responses to inquiries.	Sandra Seimens	Michele Hoffman
10	Hire ePAR's should be processed at least 1 week prior to start date.	Sandra Seimens	Michele Hoffman
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Sandra Seimens	Michele Hoffman

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CASH HANDLING			
1	Collecting cash, checks, etc.	Sandra Seimens	Michele Hoffman
2	Reconciling cash, checks, etc. to receipts.	Bertha Gil	Michele Hoffman
3	Preparing deposits.	Bertha Gil	Michele Hoffman
4	Preparing Journal Entries.	Bertha Gil	Michele Hoffman
5	Verifying deposits posted correctly in the Finance System.	Adilia Vargas	Michele Hoffman
6	Adequacy of physical safeguards of cash receipts and equivalent.	Bertha Gil	Michele Hoffman
7	Secure deposits via UHDPS to Student Financial Services.	Bertha Gil	Michele Hoffman
8	Ensuring deposits are made timely.	Bertha Gil	Michele Hoffman
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Michele Hoffman	Pam Muscarello
10	Updating Cash Handling Procedures as needed.	Bertha Gil	Michele Hoffman
11	Distribution of Cash Handling Procedures to employees who handle cash.	Michele Hoffman	Pam Muscarello
12	Consistent and efficient responses to inquiries.	Bertha Gil	Michele Hoffman
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.	Bertha Gil	Michele Hoffman
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Bertha Gil	Michele Hoffman
2	Ensuring the annual inventory was completed correctly.	Bertha Gil	Michele Hoffman
3	Tagging equipment.	Bertha Gil	Michele Hoffman
4	Approving requests for removal of equipment from campus.	Bertha Gil	Michele Hoffman

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Michele Hoffman	Pam Muscarello
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Michele Hoffman	Pam Muscarello
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Michele Hoffman	Pam Muscarello
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Bertha Gil	Michele Hoffman
3	Collection.	Bertha Gil	Michele Hoffman
4	Recording.	Bertha Gil	Michele Hoffman
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.	Michele Hoffman	Pam Muscarello
2	Ensuring that research expenditures are covered by funds from sponsors.	Michele Hoffman	Pam Muscarello
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Minh Duong	Jeremy Alexander
2	Ensuring that critical data back up occurs.	Minh Duong	Jeremy Alexander
3	Ensuring that procedures such as password controls are followed.	Minh Duong	Jeremy Alexander
4	Reporting of suspected security violations.	Minh Duong	Jeremy Alexander
Name & Title			
Jeremy Alexander - Systems Administrator 1			
Minh Duong - Application Developer 4			
Bertha Gil - Financial Assistant 1			
Michele Hoffman - Department Business Administrator			
Pam Muscarello - Division Administrator DOR			
Sandra Seimens - Financial Coordinator 2			
Adilia Vargas - Financial Analyst 1			