

Texas Obesity Research Center
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.	Jessica Mills, Certifying Signature	Dr. Marc Hamilton, TORC Director
2	Updating the Baseline Standards Form.	Jessica Mills, Certifying Signature	Dr. Marc Hamilton, TORC Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Natasha Craft, ABA, DOR	Jessica Mills, Certifying Signature
2	Reviewing cost center verifications.	Natasha Craft, ABA, DOR	Jessica Mills, Certifying Signature
3	Approving cost center verifications.	Natasha Craft, ABA, DOR	Jessica Mills, Certifying Signature
4	Ensuring all cost centers are verified/approved on a timely basis.	Natasha Craft, ABA, DOR	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	
6	Ensuring access and use of P-Cards and T-Cards are secure.	Jessica Mills, Certifying Signature	
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Jessica Mills, Certifying Signature	
8	Ensuring T-Card transactions are adequately documented and benefit the university.	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.	Jessica Mills, Certifying Signature	
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Jessica Mills, Certifying Signature	
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Jessica Mills, Certifying Signature	
9	Maintaining departmental personnel files.	Jessica Mills, Certifying Signature	
10	Consistent and efficient responses to inquiries.	Jessica Mills, Certifying Signature	
11	Hire ePAR's should be processed at least 1 week prior to start date.	Jessica Mills, Certifying Signature	
12	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.	Jessica Mills, Certifying Signature	
2	Reconciling cash, checks, etc. to receipts.	Jessica Mills, Certifying Signature	
3	Preparing deposits.	Jessica Mills, Certifying Signature	
4	Preparing Journal Entries.	Jessica Mills, Certifying Signature	
5	Verifying deposits posted correctly in the Finance System.	Jessica Mills, Certifying Signature	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jessica Mills, Certifying Signature	
7	Secure deposits via UHDPS to Student Financial Services.	Jessica Mills, Certifying Signature	
8	Ensuring deposits are made timely.	Jessica Mills, Certifying Signature	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jessica Mills, Certifying Signature	
10	Updating Cash Handling Procedures as needed.	Jessica Mills, Certifying Signature	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jessica Mills, Certifying Signature	
12	Consistent and efficient responses to inquiries.	Jessica Mills, Certifying Signature	
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Jessica Mills, Certifying Signature	
14	Ensuring all access and use of credit card information is secure.	Jessica Mills, Certifying Signature	
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	Jessica Mills, Certifying Signature	
2	Preparing petty cash disbursements.	Jessica Mills, Certifying Signature	
3	Ensuring petty cash disbursements are not for more than \$100.	Jessica Mills, Certifying Signature	
4	Ensuring petty cash disbursements are made for only authorized purposes.	Jessica Mills, Certifying Signature	
5	Approving petty cash disbursements.	Jessica Mills, Certifying Signature	
6	Replenishing the petty cash fund timely.	Jessica Mills, Certifying Signature	
7	Ensuring the petty cash fund is balanced after each disbursement.	Jessica Mills, Certifying Signature	
8	Ensuring the change fund is balanced daily, weekly or monthly.	Jessica Mills, Certifying Signature	
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. Marc Hamilton, TORC Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jessica Mills, Certifying Signature	Dr. Marc Hamilton, TORC 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. Marc Hamilton, TORC 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. Marc Hamilton, TORC Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Jessica Mills, Certifying Signature	Dr. Marc Hamilton, TORC 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	Dana Ortega, Project Manager
3	Ensuring that procedures such as password controls are followed.	CLASS IT	Dana Ortega, Project Manager
4	Reporting of suspected security violations.	Jessica Mills, Certifying Signature	Dr. Marc Hamilton, TORC Director