

Dean of Students Office
Baseline Standards
FY2015

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.	Linda M. Garza/Dir Bus Svcs	
2	Updating the Baseline Standards Form.	Linda M. Garza/Dir Bus Svcs	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Christopher Herrin / Financial Coordinator II	
2	Reviewing cost center verifications.	Linda M. Garza/Dir Bus Svcs	
3	Approving cost center verifications.	Kamran Riaz, Associate Dean	
4	Ensuring all cost centers are verified/approved on a timely basis.	Linda M. Garza/Dir Bus Svcs	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Linda M. Garza/Dir Bus Svcs	
2	Ensuring the validity of travel and expense reimbursements.	Linda M. Garza/Dir Bus Svcs	
3	Ensuring that goods and services are received and that timely payment is made.	Dee Ann Canfield/Office Spvr	
4	Ensuring correct account coding on purchases documents.	Dee Ann Canfield/Office Spvr	
5	Primary contact for inquiries to expenditure transactions.	Christopher Herrin / Financial Coordinator II	
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.	Vicky Henderson, Financial Coordinator II	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Vicky Henderson, Financial Coordinator II	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Vicky Henderson, Financial Coordinator II	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Vicky Henderson, Financial Coordinator II	
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.	Vicky Henderson, Financial Coordinator II	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Vicky Henderson, Financial Coordinator II	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vicky Henderson, Financial Coordinator II	
8	Maintaining departmental personnel files.	Vicky Henderson, Financial Coordinator II	
9	Consistent and efficient responses to inquiries.	Vicky Henderson, Financial Coordinator II	
10	Hire ePAR's should be processed at least 1 week prior to start date.	Vicky Henderson, Financial Coordinator II	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Vicky Henderson, Financial Coordinator II	
CASH HANDLING			
1	Collecting cash, checks, etc.	Vicky Henderson, Financial Coordinator II	
2	Reconciling cash, checks, etc. to receipts.	Vicky Henderson, Financial Coordinator II	

Dean of Students Office
Baseline Standards
FY2015

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
3 Preparing deposits.	Vicky Henderson, Financial Coordinator II	
4 Preparing Journal Entries.	Vicky Henderson, Financial Coordinator II	
5 Verifying deposits posted correctly in the Finance System.	Vicky Henderson, Financial Coordinator II	
6 Adequacy of physical safeguards.	Vicky Henderson, Financial Coordinator II	
7 Transporting deposits to Student Financial Services.	UH Police	UH Police
8 Ensuring deposits are made timely.	Christopher Herrin / Financial Coordinator II	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Linda M. Garza/Dir Bus Svcs	
10 Updating Cash Handling Procedures as needed.	Linda M. Garza/Dir Bus Svcs	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Linda M. Garza/Dir Bus Svcs	
12 Consistent and efficient responses to inquiries.	Christopher Herrin / Financial Coordinator II	
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.	Dee Ann Canfield/Office Spvr	
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Dee Ann Canfield/Office Spvr	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Linda M. Garza/Dir Bus Svcs	
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Dee Ann Canfield/Office Spvr	
2 Ensuring the annual inventory was completed correctly.	Linda M. Garza/Dir Bus Svcs	
3 Tagging equipment.	Dee Ann Canfield, Financial Coordinator	
4 Approving requests for removal of equipment from campus.	Kamran Riaz/ Ast Dean of Student	Dr. William Munson/Assoc VP for Student Affairs & Dean of Student
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Linda M. Garza/Dir Bus Svcs	Vicky Henderson, Financial Coordinator II
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Linda M. Garza/Dir Bus Svcs	Vicky Henderson, Financial Coordinator II

Dean of Students Office
Baseline Standards
FY2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Linda M. Garza/Dir Bus Svcs	Vicky Henderson, Financial Coordinator
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.	Linda M. Garza/Dir Bus Svcs	
2	Ensuring that research expenditures are covered by funds from sponsors.	Linda M. Garza/Dir Bus Svcs	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Sam Nguyen/Technology Support Manager	
2	Ensuring that critical data back up occurs.	Sam Nguyen/Technology Support Manager	
3	Ensuring that procedures such as password controls are followed.	Sam Nguyen/Technology Support Manager	
4	Reporting of suspected security violations.	All Staff Members	Sam Nguyen/Technology Support Manager