## Health Wellness VP for Student Affairs Baseline Standards FY 2015

		Responsible Perso	on(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Kim Barrow/Department Business	
	current.	Admin	Services
2	Updating the Baseline Standards Form.	Kim Barrow/Department Business	
		Admin	Services
FINANO	CIAL REPORTING - COST CENTER VERIFICATIONS		
		D C II	Vi D
1	Preparing cost center verifications.	Department Coordinators	Kim Barrow/Department
2	D ' ' ' ' '	W. D. /D	Business Admin Linda Garza/Director Business
2	Reviewing cost center verifications.	Kim Barrow/Department Business	
2	A	Admin	Services
3	Approving cost center verifications.	Department Directors	
4	Ensuring all cost centers are verified/approved on a timely	Kim Barrow/Department Business	Linda Garza/Director Rusiness
4	basis.	Admin Barrow/Department Business	Services
EIN A NO	CIAL REPORTING - EXPENDITURE TRANSACTIONS	Admin	Services
THINAIN	CIAL REI ORTHVO - EXI ENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Kim Barrow/Department Business	Linda Garza/Director Business
1	Ensuring varie additional of parenase documents.	Admin Darrow/Department Business	Services
2	Ensuring the validity of travel and expense reimbursements.	Kim Barrow/Department Business	
_	Ensuring the variety of traver and expense remioursements.	Admin	Services
3	Ensuring that goods and services are received and that timely	Kim Barrow/Department Business	
3	payment is made.	Admin	Services
4	Ensuring correct account coding on purchases documents.	Kim Barrow/Department Business	Linda Garza/Director Business
	Ensuring correct account coding on parenases documents.	Admin	Services
5	Primary contact for inquiries to expenditure transactions.	Kim Barrow/Department Business	
	,	Admin	Services
PAYRO	LL / HUMAN RESOURCES		
1		Kim Barrow/Department Business	
	Ensuring all bi-weekly reported time and leave are approved	Admin	
	before the deadlines set by Payroll, so that the correct hours are		
	recorded and paid on each bi-weekly paycheck.		Michelle Le/Fin Coord 2
2	Ensuring all monthly leave is recorded accurately and approved	Kim Barrow/Department Business	
	before the deadlines set by Payroll.	Admin	Michelle Le/Fin Coord 2
3	Ensuring all TRAM high level exceptions are corrected in a	Kim Barrow/Department Business	
	timely manner prior to Payroll deadlines.	Admin	Michelle Le/Fin Coord 2
	Ensuring all Time Reporters (new employees and transfers) are	Kim Barrow/Department Business	
	assigned to Time Approvers in TRAM.	Admin	Michelle Le/Fin Coord 2
5	Reconciling approved reported time and leave (bi-weekly &	Kim Barrow/Department Business	
	monthly employees) and ePARs (biweekly & monthly	Admin	
	employees) to the trial and final payroll verification reports and		
	off-cycle payrolls.		Michelle Le/Fin Coord 2
6	Completing termination ePAR's within 24 hours of termination	Kim Barrow/Department Business	
	and completing the termination clearance form.	Admin	Michelle Le/Fin Coord 2
	Ensuring terminated employees are no longer charged to	Kim Barrow/Department Business	
	departmental cost centers.	Admin	Michelle Le/Fin Coord 2
8		Kim Barrow/Department Business	N. 1 11 X /12: 00 10
	Maintaining departmental personnel files.	Admin	Michelle Le/Fin Coord 2
9	Consistant and officient	Kim Barrow/Department Business	Michalla La/Ein Con 12
	Consistent and efficient responses to inquiries.	Admin	Michelle Le/Fin Coord 2
10	Hire ePAR's should be processed at least 1 week prior to start	Kim Barrow/Department Business	Michelle Le/Ein C12
11	date.  Ensure all security access requests and training courses are	Admin Kim Barrow/Department Business	Michelle Le/Fin Coord 2
11		*	Michelle Le/Fin Coord 2
CASILI	completed 48 hours prior to necessary access changes.	Admin	MICHELE LE/THI COOR 2
CASH	HANDLING		
1	Collecting cash, checks, etc.	Department Specific Authorized	Kim Barrow/Department
1	Concerning Cash, Checks, etc.	Cash Handler(s)	Business Admin
2	Reconciling cash, checks, etc. to receipts.	Department Specific Authorized	Kim Barrow/Department
_	reconcining easil, enecks, etc. to receipts.	Cash Handler(s)	Business Admin
		Cash Handiel(8)	Pariness (Milling

Submitted: 1 of 3

## Health Wellness VP for Student Affairs Baseline Standards FY 2015

		Responsible Perso	on(s) (Name/Title)
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
3	Preparing deposits.	Department Specific Authorized	Kim Barrow/Department
		Cash Handler(s)	Business Admin
4	Preparing Journal Entries.	Department Specific Authorized	Kim Barrow/Department
		Cash Handler(s)	Business Admin
5	Verifying deposits posted correctly in the Finance System.	Kim Barrow/Department Business	Linda Garza/Director Business
		Admin	Services
6	Adequacy of physical safeguards.	Kim Barrow/Department Business	Linda Garza/Director Business
Ü		Admin	Services
7	Transporting deposits to Student Financial Services.	UH Police Department	
		1	
8	Ensuring deposits are made timely.	Kim Barrow/Department Business	Linda Garza/Director Business
	8 1	Admin	Services
	Ensuring all employees who handle cash have completed Cash	Kim Barrow/Department Business	
	Security Procedures or Cash Deposit and Security Procedures	Admin	Linda Garza/Director Business
9	training.		Services
	Updating Cash Handling Procedures as needed.	Kim Barrow/Department Business	Linda Garza/Director Business
10	opaning cash randing resecutes as needed	Admin	Services
- 10	Distribution of Cash Handling Procedures to employees who	Kim Barrow/Department Business	Linda Garza/Director Business
11	handle cash.	Admin	Services
	Consistent and efficient responses to inquiries.	Kim Barrow/Department Business	Linda Garza/Director Business
12	Consistent and efficient responses to inquiries.	Admin	Services
	CASH	Zumm	Bervices
	Chili		
1	Preparing petty cash disbursements.	NA	NA
1	repairing petty cash disoursements.	1771	11/1
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
_	Ensuring petty cash disoursements are not for more than \$100.	1771	11/1
3	Ensuring petty cash disbursements are made for only authorized	NΑ	NA
	purposes.	1771	11/1
4	Approving petty cash disbursements.	NA	NA
-	Approving petty cash disoursements.	IVA	TVA
5	Replenishing the petty cash fund timely.	NA	NA
3	Replenishing the petry cash fund timery.	INA	NA .
6	Ensuring the petty cash fund is balanced after each	NA	NA
0	disbursement.	IVA	NA .
CONTI	RACT ADMINISTRATION		
CONTI	CACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Kim Barrow/Department Business	Linda Garza/Director Business
1	administration policies/procedures.	Admin	Services
DD \ DE	RTY MANAGEMENT	Admin	Scrvices
IKOIL	KTT MANAGEMENT		
1	Performing the annual inventory.	Department Specific Authorized	Kim Barrow/Department
1	i croming the annual inventory.	Property Custodian	Business Admin
2	Ensuring the annual inventory was completed correctly.	Department Specific Authorized	Kim Barrow/Department
2	Distring the aimual inventory was completed confectly.	Property Custodian	Business Admin
3	Tagging equipment.	Department Specific Authorized	Kim Barrow/Department
3	ragging equipment.		Business Admin
4	A	Property Custodian	DUSHIESS AUHHII
4	Approving requests for removal of equipment from campus.	Department Directors	Aggo VC/VD for Stralant A.S.
l			Assoc VC/VP for Student Affairs

Submitted: 2 of 3

## Health Wellness VP for Student Affairs Baseline Standards FY 2015

		Responsible Person(s) (Name/Title)	
Descrin	tion of Responsibility	Primary (Required)	Secondary (Optional)
	OSURE FORMS	Timary (required)	secondary (optionar)
DISCE	SOURL FORMS		
1	Ensuring all employees with purchasing influence complete the	Kim Barrow/Department Business	Linda Garza/Director Business
	annual Related Party disclosure statement online.	Admin	Services
2	Ensuring all full time, benefits eligible, exempt faculty and staff		Linda Garza/Director Business
	complete the Consulting disclosure statement online.	Admin	Services
3	Ensuring that all Principal and Co-Principal Investigators	Kim Barrow/Department Business	
	complete the annual Conflict of Interest disclosure statement for		Linda Garza/Director Business
	the Division of Research.		Services
ACCOL	JNTS RECEIVABLE		
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	General Accounting	Kim Barrow/Department
			Business Admin
NEGAT	TIVE BALANCES		
	T	W. D. (D. )	I. I C. /D D.
1	Ensuring that all fund groups for each Dept ID have positive	Kim Barrow/Department Business Admin	Services Services
2	fund equity at year-end.  Ensuring that research expenditures are covered by funds from	Kim Barrow/Department Business	Linda Garza/Director Business
			Services
DEDVD	sponsors. TMENTAL COMPUTING	Admin	Services
DEI AK	TWENTAL COMPOTING		
1	Management of the departments' information technology	DSA Central IT Services	
1	resources.	DS/1 Central II Services	UH University IT
2	Ensuring that critical data back up occurs.	DSA Central IT Services	
_	Ensuring that orthogram data up occurs	DBIT COMMATTI BOTVICOS	UH University IT
3	Ensuring that procedures such as password controls are	DSA Central IT Services	
	followed.		UH University IT
4	Reporting of suspected security violations.	DSA Central IT Services	•
			UH University IT
For Dep	partments listed below		
ID	Dept Name		
H0205			
	Urban Experience Program		
H0207	UH Health Center and Pharmacy		
	University Career Services		
	Center for Students with Disabilities		
H0220	Counseling and Psychological Services		
H0225	Campus Recreation		
H0292	Wellness		

Submitted: 3 of 3