

Dean of Students  
Baseline Standards  
FY 2016

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
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	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Candy Littleton/Fin Coord II	
2	Reviewing cost center verifications.	Linda M. Garza/Dir Bus Svcs	
3	Approving cost center verifications.	Directors/Asst/Assoc Directors/Mgrs & Department	
4	Ensuring all cost centers are verified/approved on a timely basis.	Linda M. Garza/Dir Bus Svcs	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Cost Center Managers	
2	Ensuring the validity of travel and expense reimbursements.	Celeste Fuentes/Fin Asst II, Jackie Burkes/Fin Coord II	Candy Littleton/Fin Coord II, Chris Herrin/Fin Coord II
3	Ensuring that goods and services are received and that timely payment is made.	Candy Littleton/Fin Coord II, Dee Ann Canfield/Office Spv, Sandra	
4	Ensuring correct account coding on purchases documents.	Dee Ann Canfield/Office Spvr, Jackie Burkes/Fin Coord II,	Candy Littleton/Fin Coord II
5	Primary contact for inquiries to expenditure transactions.	Candy Littleton/Fin Coord II	Jackie Burkes/Fin Coord II
6	Ensuring access and use of P-Cards and T-Cards are secure.	P-Card Cardholders and T-card Custodians	
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Jackie Burkes/Fin Coord II, Celeste Fuentes/Fin Asst II	
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Jackie Burkes/Fin Coord II, Celeste Fuentes/Fin Asst II	
<b>PAYROLL / HUMAN RESOURCES</b>			
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/Fin Coord II, Britney Hart/HR/Payroll Coord I	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
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/Fin Coord II, Britney Hart/HR/Payroll Coord I	
6	Completing termination ePAR's within 24 hours of termination.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
9	Maintaining departmental personnel files.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
10	Consistent and efficient responses to inquiries.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
11	Hire ePAR's should be processed at least 1 week prior to start date.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Dee Ann Canfield/Office Spvr, Candy Littleton/Fin Coord II	
2	Reconciling cash, checks, etc. to receipts.	Chris Herrin/Fin Coord II	Candy Littleton/Fin Coord II
3	Preparing deposits.	Chris Herrin/Fin Coord II	Candy Littleton/Fin Coord II
4	Preparing Journal Entries.	Chris Herrin/Fin Coord II	Candy Littleton/Fin Coord II
5	Verifying deposits posted correctly in the Finance System.	Candy Littleton/Fin Coord II	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Chris Herrin/Fin Coord II	
7	Secure deposits via UHDPSS to Student Financial Services.	UH Police	UH Police
8	Ensuring deposits are made timely.	Chris Herrin/Fin Coord II	Candy Littleton/Fin Coord II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II	
10	Updating Cash Handling Procedures as needed.	Linda M. Garza/Dir Bus Svcs, Chris Herrin/Fin Coord II, Candy	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Managers of Cash Handling	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II
12	Consistent and efficient responses to inquiries.	Candy Littleton/Fin Coord II	
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Managers	
14	Ensuring all access and use of credit card information is secure.	Managers	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II
<b>PETTY CASH / CHANGE FUNDS</b>			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	
2	Preparing petty cash disbursements.	N/A	
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
5	Approving petty cash disbursements.	N/A	
6	Replenishing the petty cash fund timely.	N/A	
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Dr William Munson/Assoc VP Student Affairs & Dean of Students, Dr. Devan Ford/Dir. Prgrm 1, Celina Dugas/Dir. Prgrm 2	Linda M. Garza/Dir Bus Svcs
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Property Custodian	
2	Ensuring the annual inventory was completed correctly.	Property Custodian	

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		Responsible Person(s) (Name/Title)	
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3	Tagging equipment.	Property Custodian	
4	Approving requests for removal of equipment from campus.	Property Custodian	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	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.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Sam Nguyen/Asst Director Student Life Technology Support	
2	Ensuring that critical data back up occurs.	Sam Nguyen/Asst Director Student Life Technology Support	
3	Ensuring that procedures such as password controls are followed.	Sam Nguyen/Asst Director Student Life Technology Support	
4	Reporting of suspected security violations.	All staff members	Sam Nguyen/Technology Support Manager
For All Departments Listed Below			
H0218	Veteran's Services		
H0223	Dean Of Students		
H0678	Women's Gender and Resource Center		