

DSA\_Health & Wellness Baseline Standards\_FY16

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.	Kim Barrow/DBA	Michelle Le/Financial Coordinator 2
2	Updating the Baseline Standards Form.	Kim Barrow/DBA	Samantha Paul/Financial Coordinator 2
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Kim Barrow/DBA, Michelle Le/Financial Coordinator 2, Samantha Paul/Financial Coordinator 2	Tiffany Taylor-Denson/Accountant II
2	Reviewing cost center verifications.	Kim Barrow/DBA, Michelle Le/Financial Coordinator 2, Samantha Paul/Financial Coordinator 2	Tiffany Taylor-Denson/Accountant II
3	Approving cost center verifications.	Designated cost center managers	Kim Barrow/DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Kim Barrow/DBA	Tiffany Taylor-Denson/Accountant II
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Kim Barrow/DBA	Linda Garza/Director, Business Services
2	Ensuring the validity of travel and expense reimbursements.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2, Trellis Cash-Gambrell/Financial Asst 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2, Trellis Cash-Gambrell/Financial Asst 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
4	Ensuring correct account coding on purchases documents.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2, Trellis Cash-Gambrell/Financial Asst 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
5	Primary contact for inquiries to expenditure transactions.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2, Trellis Cash-Gambrell/Financial Asst 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
6	Ensuring access and use of P-Cards and T-Cards are secure.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2, Trellis Cash-Gambrell/Financial Asst 2	Kim Barrow/DBA
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2, Trellis Cash-Gambrell/Financial Asst 2	Kim Barrow/DBA
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2, Trellis Cash-Gambrell/Financial Asst 2	Kim Barrow/DBA
<b>PAYROLL / HUMAN RESOURCES</b>			

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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.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
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	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
6	Completing termination ePAR's within 24 hours of termination.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
9	Maintaining departmental personnel files.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Trellis Cash-Gambrell/Financial Asst 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
10	Consistent and efficient responses to inquiries.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Trellis Cash-Gambrell/Financial Asst 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
11	Hire ePAR's should be processed at least 1 week prior to start date.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Trellis Cash-Gambrell/Financial Asst 2	Kim Barrow/DBA
2	Reconciling cash, checks, etc. to receipts.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Trellis Cash-Gambrell/Financial Asst 2	Kim Barrow/DBA
3	Preparing deposits.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Trellis Cash-Gambrell/Financial Asst 2	Kim Barrow/DBA
4	Preparing Journal Entries.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Trellis Cash-Gambrell/Financial Asst 2	Kim Barrow/DBA
5	Verifying deposits posted correctly in the Finance System.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Trellis Cash-Gambrell/Financial Asst 2	Kim Barrow/DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Trellis Cash-Gambrell/Financial Asst 2	Kim Barrow/DBA
7	Secure deposits via UHDPSS to Student Financial Services.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Trellis Cash-Gambrell/Financial Asst 2	Kim Barrow/DBA
8	Ensuring deposits are made timely.	Rachel Barron/Financial Coord 2, Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Trellis Cash-Gambrell/Financial Asst 2	Kim Barrow/DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2	Kim Barrow/DBA
10	Updating Cash Handling Procedures as needed.	Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2	Kim Barrow/DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2	Kim Barrow/DBA
12	Consistent and efficient responses to inquiries.	Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2	Kim Barrow/DBA
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2	Kim Barrow/DBA
14	Ensuring all access and use of credit card information is secure.	Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2	Kim Barrow/DBA
<b>PETTY CASH / CHANGE FUNDS</b>			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2	Kim Barrow/DBA
2	Preparing petty cash disbursements.	NA	NA
3	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
4	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA

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5 Approving petty cash disbursements.	NA	NA
6 Replenishing the petty cash fund timely.	NA	NA
7 Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
8 Ensuring the change fund is balanced daily, weekly or monthly.	Michelle Le/Financial Coord 2, Samantha Paul/Financial Coord 2	Kim Barrow/DBA
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Kim Barrow/DBA	Luisa Gallegos/Financial Coord 2
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	DSAES IT	Designated Dept Property Custodian
2 Ensuring the annual inventory was completed correctly.	DSAES IT	Kim Barrow/DBA
3 Tagging equipment.	DSAES IT	Kim Barrow/DBA
4 Approving requests for removal of equipment from campus.	Devi Bala/Executive Director, Business Services	Linda Garza/Director, Business Services

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Michelle Le/Financial Coord 2, Samanatha Paul/Finacial Coord 2, Barbara Lenart/Program Manager	Kim Barrow/DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	Michelle Le/Financial Coordinator 2, Jennifer Graham/Office Supervisor	Kim Barrow/DBA
3	Collection.	Michelle Le/Financial Coordinator 2, Jennifer Graham/Office Supervisor	Kim Barrow/DBA
4	Recording.	Michelle Le/Financial Coordinator 2, Jennifer Graham/Office Supervisor	Kim Barrow/DBA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	Devi Bala/Executive Director, Business Services	Linda Garza/Director, Business Services
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Kim Barrow/DBA	Linda Garza/Director, Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	Kim Barrow/DBA	Linda Garza/Director, Business Services
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	DSAES IT	UIT
2	Ensuring that critical data back up occurs.	DSAES IT	UIT
3	Ensuring that procedures such as password controls are followed.	DSAES IT	UIT
4	Reporting of suspected security violations.	All DSA/Health & Wellness staff	All DSA/Health & Wellness staff

For Departments listed below:

<u>Dept ID</u>	<u>Name</u>
H0205	VC/VP, Student Affairs
H0206	Urban Experience Program
H0207	UH Health Center and Pharmacy
H0215	University Career Services
H0216	Center for Students with Disabilities
H0220	Counseling and Psychological Services
H0225	Campus Recreation
H0292	Wellness Program