

Student Life
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.	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.	Chris Herrin/Fin Coord II, 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. And Department Business Managers	
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
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
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	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II
3	Ensuring that goods and services are received and that timely payment is made.	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II, Jackie Burkes Fin Coord II, Celeste Fuentes/Fin Asst II	
4	Ensuring correct account coding on purchases documents.	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II, Jackie Burkes Fin Coord II, Celeste Fuentes/Fin Asst II	
5	Primary contact for inquiries to expenditure transactions.	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II	Jackie Burkes/Fin Coord II, Celeste Fuentes/Fin Asst 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	
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/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	

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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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CASH HANDLING		
1 Collecting cash, checks, etc.	T. Mohwinkel/Spv. Games Room,Alicia Garcia-Valero/Coordinator,Cathy Mahaffey/Reservationists,Chris Herrin/ Financial Cord. II, Angela Allen/Exec. Sec., Shenae Champ/Office Coord., Zuleyma Garcia/Office Coord., Michele Tyree/Office Coord , Leona Davis/Office Coord and various student Assts	
2 Reconciling cash, checks, etc. to receipts.	T. Mohwinkel/Spv. Games Room,Alicia Garcia-Valero/Coordinator,Cathy Mahaffey/Reservationists,Chris Herrin/ Financial Cord. II, Angela Allen/Exec. Sec., Shenae Champ/Office Coord., Zuleyma Garcia/Office Coord., Michele Tyree/Office Coord , Leona Davis/Office Coord and various student Assts	
3 Preparing deposits.	T. Mohwinkel/Spv. Games Room,Alicia Garcia-Valero/Coordinator,Cathy Mahaffey/Reservationists,Chris Herrin/ Financial Cord. II, Angela Allen/Exec. Sec., Shenae Champ/Office Coord., Zuleyma Garcia/Office Coord., Michele Tyree/Office Coord , Leona Davis/Office Coord and various student Assts	
4 Preparing Journal Entries.	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II, Zuleyma Garcia/Office Coord, Shenae Champ/Office Coord., Leona Davis/Office Coord.	Celeste Fuentes/Fin Asst II
5 Verifying deposits posted correctly in the Finance System.	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II	
6 Adequacy of physical safeguards of cash receipts and equivalent.	T. Mohwinkel/Spv. Games Room,Alicia Garcia-Valero/Coordinator,Cathy Mahaffey/Reservationists,Chris Herrin/ Financial Cord. II, Shenae Champ/Office Coord., Zuleyma Garcia/Office Coord., Michele Tyree/Office Coord	
7 Secure deposits via UHDPS 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	Dept Spvrs
10 Updating Cash Handling Procedures as needed.	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II	Change Fund Custodians
11 Distribution of Cash Handling Procedures to employees who handle cash.	Dept Spvrs	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II
12 Consistent and efficient responses to inquiries.	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II	

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13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II	Dept Spvrs
14	Ensuring all access and use of credit card information is secure.	Dept Spvrs	Chris Herrin/Fin Coord II, Candy Littleton/Fin Coord II
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	Thomas Mohwinkel/Prog Coord I, Alicia Garcia-Valero/Mgr. Creation Station	Chris Herrin/Fin Coord II
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.	Thomas Mohwinkel/Prog Coord I, Alicia Garcia-Valero/Mgr. Creation Station	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Keith T. Kowalka/Asst. VP Stu Aff- Stu Life	Linda M. Garza/Dir Bus Svcs
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Designated Property Custodians for FY 2016	
2	Ensuring the annual inventory was completed correctly.	Designated Property Custodians for FY 2016	CDA
3	Tagging equipment.	Designated Property Custodians for FY 2016	
4	Approving requests for removal of equipment from campus.	Designated Property Custodians for FY 2016	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Keith T. Kowalka/Asst. VP Stu Aff- Stu Life, Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	Linda M. Garza/Dir Bus Svcs
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Keith T. Kowalka/Asst. VP Stu Aff- Stu Life, 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.	Keith T. Kowalka/Asst. VP Stu Aff- Stu Life, Vicky Henderson/Fin Coord II, Britney Hart/HR/Payroll Coord I	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing. H0226	Leona Davis/Office Coord	Candy Littleton/Fin Coord II
3	Collection. H0226	Leona Davis/Office Coord	Candy Littleton/Fin Coord II
4	Recording. H0226	Leona Davis/Office Coord	Candy Littleton/Fin Coord II
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	General Accounting	
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. H0229	Linda M. Garza/Dir Bus Svcs	Chris Herrin/ Fin Coord II
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/Asst Director Student Life Technology Support
For Departments Listed Below			
Primary Contact - Chris Herrin		Primary Contact - Candy Littleton	
H0224	CENTER FOR STUDENT INVOLVEMENT	H0226	CENTER FOR STUDENT MEDIA
H0227	STUDENT CENTER	H0232	RELIGION CENTER
H0229	CHILDREN'S LEARNING CENTER	H0573	CNTR FOR DIVERSITY & INCLUSION
H0553	CENTER FOR LEADERSHIP & FSL	H0677	LGBT RESOURCE CENTER
H0616	STUDENT AFFAIRS IT SERVICES		