H0536 - Dean of Students Baseline Standards FY 2017

			Person(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Gil Lizalde / DBA	Linds Course (Director Doctor Court
-	current.		Linda Garza / Director, Business Services
2	Updating the Baseline Standards Form.	Gil Lizalde / DBA	
			Linda Garza / Director, Business Services
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Chris Herrin/Fin Coord II, Candy	
		Littleton/Fin Coord II	
2	Reviewing cost center verifications.	Gil Lizalde / DBA	
-			Linda Garza / Director, Business Services
3	Approving cost center verifications.	Designated Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis	Gil Lizalde / DBA	Chris Herrin/Fin Coord II, Candy
			Littleton/Fin Coord II
INAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
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1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	
			Gil Lizalde/DBA
2	Ensuring the validity of travel and expense reimbursements.	Chris Herrin/Fin Coord II, Candy	
		Littleton/Fin Coord II, Jackie	
		Burkes/Fin Coord II, Vicky	
		Henderson/Fin Cood II, Celeste	
		Fuentes/Fin Asst. II, Dee Ann	
		Canfield/Office Coord.	Gil Lizalde/DBA
3	Ensuring that goods and services are received and that timely	Chris Herrin/Fin Coord II, Candy	
	payment is made.	Littleton/Fin Coord II, Jackie	
		Burkes/Fin Coord II, Vicky	
		Henderson/Fin Cood II, Celeste	
		Fuentes/Fin Asst. II, Dee Ann	
		Canfield/Office Coord.	Gil Lizalde/DBA
4	Ensuring correct account coding on purchases documents.	Chris Herrin/Fin Coord II, Candy	
	~ *	Littleton/Fin Coord II, Jackie	
		Burkes/Fin Coord II, Vicky	
		Henderson/Fin Cood II, Celeste	
		Fuentes/Fin Asst. II, Dee Ann	
		Canfield/Office Coord.	Gil Lizalde/DBA
5	Primary contact for inquiries to expenditure transactions.	Chris Herrin/Fin Coord II, Candy	
		Littleton/Fin Coord II, Jackie	
		Burkes/Fin Coord II, Vicky	
		Henderson/Fin Coord II, Celeste	
		Fuentes/Fin Asst. II	Gil Lizalde/DBA
PAYRO	LL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	Britney Hart/HR/Payroll Coord I,	
	before the deadlines set by Payroll, so that the correct hours are	Vicky Henderson/Fin Coord II	
	recorded and paid on each bi-weekly paycheck.		Gil Lizalde/DBA
2	Ensuring all monthly leave is recorded and approved before the	Britney Hart/HR/Payroll Coord I,	
	deadlines set by Payroll.	Vicky Henderson/Fin Coord II	Gil Lizelde/DBA
	Reconciling approved reported time and leave (bi-weekly	Britney Hart/HR/Payroll Coord II	Gil Lizalde/DBA
	employees) and ePARs (monthly employees) to the trial and	Vicky Henderson/Fin Coord II	Cil Lizzldo/DRA
Α	final payroll verification reports.	Driteory Hort/HD/Derry H.C. 13	Gil Lizalde/DBA
4	Completing termination clearance procedures.	Britney Hart/HR/Payroll Coord I,	
_		Vicky Henderson/Fin Coord II	Gil Lizalde/DBA
5	Ensuring terminated employees are no longer charged to	Britney Hart/HR/Payroll Coord I,	
	departmental cost centers.	Vicky Henderson/Fin Coord II	Gil Lizalde/DBA
6	Maintaining departmental Personnel files.	Britney Hart/HR/Payroll Coord I,	
		Vicky Henderson/Fin Coord II	Gil Lizalde/DBA
7	Ensuring valid authorization of new hires.	Britney Hart/HR/Payroll Coord I,	
		Vicky Henderson/Fin Coord II	Gil Lizalde/DBA
8	Ensuring valid authorization of changes in compensation rates.	Britney Hart/HR/Payroll Coord I,	
		Vicky Henderson/Fin Coord II	Gil Lizalde/DBA

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Responsibility Primary (Required) Secondary (Optional) ng the accurate input of changes to the HR System. Britney Hart/HR/Payroll Coord II Gil Lizalde/DBA Image: Secondary (Optional) Image: Secondary (Optiona) Image: Secondary (Optiona)
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H0536 - Dean of Students Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)		
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)	
DISCL	OSURE FORMS		• · • •	
1	Ensuring all employees with purchasing influence complete the	Dr. William Munson / Assoc VP of		
	annual Related Party disclosure statement online.	Student Affairs and Dean of		
		Students, Britney Hart/HR/Payroll		
		Coord I, Vicky Henderson/Fin Coord		
		п	Gil Lizalde/DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Dr. William Munson / Assoc VP of		
	complete the Consulting disclosure statement online.	Student Affairs and Dean of		
		Students, Britney Hart/HR/Payroll		
		Coord I, Vicky Henderson/Fin Coord		
		П	Gil Lizalde/DBA	
3	Ensuring that all Principal and Co-Principal Investigators	Dr. William Munson / Assoc VP of		
	complete the annual Conflict of Interest disclosure statement for	Student Affairs and Dean of		
	the Division of Research.	Students, Britney Hart/HR/Payroll		
		Coord I, Vicky Henderson/Fin Coord		
		П	Gil Lizalde/DBA	
ACCOU	UNTS RECEIVABLE			
1	Extending of credit.	N/A		
2	Billing.	N/A		
	Ŭ			
3	Collection.	N/A		
4	Recording.	N/A		
5	Monitoring credit extended.	N/A		
6	Approving write-offs.	N/A		
NEGAT	TIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive	Chris Herrin/Fin Coord II, Candy		
	fund equity at year-end.	Littleton/Fin Coord II	Gil Lizalde/DBA	
2	Ensuring that research expenditures are covered by funds from	Chris Herrin/Fin Coord II, Candy		
	sponsors.	Littleton/Fin Coord II	Gil Lizalde/DBA	
DEPAR	TMENTAL COMPUTING			
1	Management of the departments' information technology	DSAES IT		
	resources.		UIT	
2	Ensuring that critical data back up occurs.	DSAES IT		
			UIT	
3	Ensuring that procedures such as password controls are	DSAES IT		
	followed.		UIT	
4	Reporting of suspected security violations.	All staff members		
			DSAES IT / UIT	
FOR D	EPARTMENT LISTED BELOW:			
	Veteran Services	Candy Littleton/Chris Herrin	Gil Lizalde/DBA	
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	Dean of Students	Candy Littleton/Chris Herrin	Gil Lizalde/DBA	