

Student Housing Residential Life  
Baseline Standards  
FY 2018

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.	Adam Leal Asst Dir, Business Services	
2	Updating the Baseline Standards Form.	Adam Leal Asst Dir, Business Services	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Lanita Holmes Accountant 2	Adam Leal Asst Dir, Business Services
2	Reviewing cost center verifications.	Adam Leal Asst Dir, Business Services	
3	Approving cost center verifications.	Don Yackley Executive Director, SHRL	
4	Ensuring all cost centers are verified/approved on a timely basis.	Lanita Holmes Accountant 2	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Adam Leal Asst Dir, Business Services	
2	Ensuring the validity of travel and expense reimbursements.	Adam Leal Asst Dir, Business Services	
3	Ensuring that goods and services are received and that timely payment is made.	Adam Leal Asst Dir, Business Services	
4	Ensuring correct account coding on purchases documents.	Adam Leal Asst Dir, Business Services	
5	Primary contact for inquiries to expenditure transactions.	Adam Leal Asst Dir, Business Services	
<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.	Erika Lomas HR/Payroll Coordinator 2	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Erika Lomas HR/Payroll Coordinator 2	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Erika Lomas HR/Payroll Coordinator 2	
4	Completing termination clearance procedures.	Adam Leal Asst Dir, Business Services	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Erika Lomas HR/Payroll Coordinator 2	Adam Leal Asst Dir, Business Services
6	Maintaining departmental Personnel files.	Erika Lomas HR/Payroll Coordinator 2	Adam Leal Asst Dir, Business Services
7	Ensuring valid authorization of new hires.	Erika Lomas HR/Payroll Coordinator 2	Adam Leal Asst Dir, Business Services
8	Ensuring valid authorization of changes in compensation rates.	Erika Lomas HR/Payroll Coordinator 2	Adam Leal Asst Dir, Business Services
9	Ensuring the accurate input of changes to the HR System.	Erika Lomas HR/Payroll Coordinator 2	Adam Leal Asst Dir, Business Services
10	Consistent and efficient responses to inquiries.	Erika Lomas HR/Payroll Coordinator 2	Adam Leal Asst Dir, Business Services

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Alicia Whitmire Financial Coordinator 2	Andrea Griffin Financial Assistant 2
2	Reconciling cash, checks, etc. to receipts.	Alicia Whitmire Financial Coordinator 2	Erica Pen Accountant 2
3	Preparing deposits.	Alicia Whitmire Financial Coordinator 2	Andrea Griffin Financial Assistant 2
4	Preparing Journal Entries.	Alicia Whitmire Financial Coordinator 2	Erica Pen Accountant 2
5	Verifying deposits posted correctly in the Finance System.	Alicia Whitmire Financial Coordinator 2	Erica Pen Accountant 2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Alicia Whitmire Financial Coordinator 2	Andrea Griffin Financial Assistant 2
7	Secure deposits via UHDPS to Student Financial Services.	Alicia Whitmire Financial Coordinator 2	Andrea Griffin Financial Assistant 2
8	Ensuring deposits are made timely.	Alicia Whitmire Financial Coordinator 2	Andrea Griffin Financial Assistant 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Adam Leal Asst Dir, Business Services	
10	Updating Cash Handling Procedures as needed.	Adam Leal Asst Dir, Business Services	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Adam Leal Asst Dir, Business Services	
12	Consistent and efficient responses to inquiries.	Alicia Whitmire Financial Coordinator 2	Adam Leal Asst Dir, Business Services
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Andrea Griffin Financial Assistant 2	Adam Leal Asst Dir, Business Services
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	James Aguanno Program Coord, SHRL Facilities	
2	Ensuring the annual inventory was completed correctly.	James Aguanno Program Coord, SHRL Facilities	
3	Tagging equipment.	James Aguanno Program Coord, SHRL Facilities	
4	Approving requests for removal of equipment from campus.	Adam Leal Asst Dir, Business Services	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Don Yackley Executive Director, SHRL	Adam Leal Asst Dir, Business Services
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Don Yackley Executive Director, SHRL	Adam Leal Asst Dir, Business Services
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Erica Pen Accountant 2	Alicia Whitmire Financial Coordinator 2
3	Collection.	Erica Pen Accountant 2	Alicia Whitmire Financial Coordinator 2
4	Recording.	Erica Pen Accountant 2	Alicia Whitmire Financial Coordinator 2
5	Monitoring credit extended.	Erica Pen Accountant 2	Alicia Whitmire Financial Coordinator 2
6	Approving write-offs.	Adam Leal Asst Dir, Business Services	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Adam Leal Asst Dir, Business Services	Erica Pen Accountant 2
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Kirven Mckissic Analyst, Microsystems 2	UH Information Technology
2	Ensuring that critical data back up occurs.	Kirven Mckissic Analyst, Microsystems 3	UH Information Technology
3	Ensuring that procedures such as password controls are followed.	Kirven Mckissic Analyst, Microsystems 4	UH Information Technology
4	Reporting of suspected security violations.	Kirven Mckissic Analyst, Microsystems 5	UH Information Technology