

H0231-Student Housing Residential Life  
Baseline Standards  
FY 2019

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.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
2	Updating the Baseline Standards Form.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Lanita Holmes/Accountant II	Sheldon Henderson/Accountant I
2	Reviewing cost center verifications.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
3	Approving cost center verifications.	Designated Cost Center Managers	Lynn Smith/Asst Dir, Business Ops
4	Ensuring all cost centers are verified/approved on a timely basis.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Lynn Smith/Asst Dir, Business Ops
2	Ensuring the validity of travel and expense reimbursements.	Alicia Whitmire/Financial Coordinator 1	Lynn Smith/Asst Dir, Business Ops
3	Ensuring that goods and services are received and that timely payment is made.	Alicia Whitmire/Financial Coordinator 1	Lynn Smith/Asst Dir, Business Ops
4	Ensuring correct account coding on purchases documents.	Alicia Whitmire/Financial Coordinator 1	Lynn Smith/Asst Dir, Business Ops
5	Primary contact for inquiries to expenditure transactions.	Alicia Whitmire/Financial Coordinator 1	Lynn Smith/Asst Dir, Business Ops
<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 II	Lynn Smith/Asst Dir, Business Ops
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
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 II	Lynn Smith/Asst Dir, Business Ops
4	Completing termination clearance procedures.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
6	Maintaining departmental Personnel files.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
7	Ensuring valid authorization of new hires.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
8	Ensuring valid authorization of changes in compensation rates.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
9	Ensuring the accurate input of changes to the HR System.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
10	Consistent and efficient responses to inquiries.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Alicia Whitmire/Financial Coordinator 1	Andrea Griffin/Financial Assistant II
2	Reconciling cash, checks, etc. to receipts.	Alicia Whitmire/Financial Coordinator 1	Andrea Griffin/Financial Assistant II
3	Preparing deposits.	Alicia Whitmire/Financial Coordinator 1	Andrea Griffin/Financial Assistant II
4	Preparing Journal Entries.	Alicia Whitmire/Financial Coordinator 1	Andrea Griffin/Financial Assistant II

H0231-Student Housing Residential Life  
Baseline Standards  
FY 2019

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
5 Verifying deposits posted correctly in the Finance System.	Alicia Whitmire/Financial Coordinator 1	Lynn Smith/Asst Dir, Business Ops
6 Adequacy of physical safeguards of cash receipts and equivalent.	Alicia Whitmire/Financial Coordinator 1	Lynn Smith/Asst Dir, Business Ops
7 Secure deposits via UHDPS to Student Financial Services.	UH Police Department	
8 Ensuring deposits are made timely.	Alicia Whitmire/Financial Coordinator 1	Lynn Smith/Asst Dir, Business Ops
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
10 Updating Cash Handling Procedures as needed.	Alicia Whitmire/Financial Coordinator 1	Lynn Smith/Asst Dir, Business Ops
11 Distribution of Cash Handling Procedures to employees who handle cash.	Alicia Whitmire/Financial Coordinator 1	Lynn Smith/Asst Dir, Business Ops
12 Consistent and efficient responses to inquiries.	All members of the business services team.	Lynn Smith/Asst Dir, Business Ops
<b>PETTY CASH</b>		
1 Preparing petty cash disbursements.	N/A	
2 Ensuring petty cash disbursements are not for more than \$100.	N/A	
3 Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4 Approving petty cash disbursements.	N/A	
5 Replenishing the petty cash fund timely.	N/A	
6 Ensuring the petty cash fund is balanced after each disbursement.	N/A	
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Andrea Griffin/Financial Assistant II	Lynn Smith/Asst Dir, Business Ops
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Department Property Custodian	DSAES IT
2 Ensuring the annual inventory was completed correctly.	Department Property Custodian	DSAES IT
3 Tagging equipment.	Department Property Custodian	DSAES IT
4 Approving requests for removal of equipment from campus.	Devi Bala / Assistant VP Business Services, Georgeann Smith / Director Business Services	Georgeann Smith / Director, Business Services
<b>DISCLOSURE FORMS</b>		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	
<b>ACCOUNTS RECEIVABLE</b>		
1 Extending of credit.	N/A	
2 Billing.	Alicia Whitmire/Financial Coordinator 1	Erica Pen/Accountant II
3 Collection.	Alicia Whitmire/Financial Coordinator 1	Erica Pen/Accountant II

H0231-Student Housing Residential Life  
Baseline Standards  
FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
4	Recording.	Alicia Whitmire/Financial Coordinator 1	Erica Pen/Accountant II
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Kirvin McKissic/Microsystems Analyst 2	UIT
2	Ensuring that critical data back up occurs.	Kirvin McKissic/Microsystems Analyst 2	UIT
3	Ensuring that procedures such as password controls are followed.	Kirvin McKissic/Microsystems Analyst 2	UIT
4	Reporting of suspected security violations.	All staff members	DSAES IT / UIT
<b>FOR DEPARTMENT LISTED BELOW:</b>			
<b>H0231-Student Housing &amp; Residential Life</b>			