

College of Technology - Dean's Office
Baseline Standards
FY 2015

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE			
1	Ensuring the Departmental Policy and Procedures manual is current.	Zagui Paredes, Director Business Operations	Jose Martinez, Department Business Administrator
2	Updating the Baseline Standards Form.	Zagui Paredes, Director Business Operations	Jose Martinez, Department Business Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Worker	Sandra Bazan, Asst. Bus. Administrator
2	Reviewing cost center verifications.	Sandra Bazan, Asst. Bus. Administrator	Zagui Paredes, Director of Business Operations
3	Approving cost center verifications.	Zagui Paredes, or Cost center manager	Fred Lewallen, Associate Dean
4	Ensuring all cost centers are verified/approved on a timely basis.	Zagui Paredes, Director of Business Operations	Fred Lewallen, Associate Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Zagui Paredes, Director Business Operations	Jose Martinez, Department Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Zagui Paredes, Director Business Operations	Jose Martinez, Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Sandra Bazan, Asst. Bus. Administrator; Christina Heisman, Exec. Admin Asst; Deidra Perry, Admin. Coord; Nancy Sanger, Office Coordinator; ASC Office Coordinator	Sandra Bazan, Asst. Bus. Administrator; Jose Martinez, Department Business Administrator
4	Ensuring correct account coding on purchases documents.	Sandra Bazan, Asst. Bus. Administrator; Christina Heisman, Exec. Admin Asst; Deidra Perry, Admin. Coord; Nancy Sanger, Office Coordinator; ASC Office Coordinator	Sandra Bazan, Asst. Bus. Administrator; Jose Martinez, Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Zagui Paredes, Director of Business Operations	Sandra Bazan, Asst. Bus. Administrator; Jose Martinez, Department Business Administrator
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.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations
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.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations
8	Maintaining departmental personnel files.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations
9	Consistent and efficient responses to inquiries.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations
10	Hire ePAR's should be processed at least 1 week prior to start date.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations

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CASH HANDLING			
1	Collecting cash, checks, etc.	Sandra Bazan, Asst. Bus. Administrator; Christina Heisman, Exec. Admin Asst; Deidra Perry, Admin. Coord; Coordinator; ASC Office Coordinator	Jose Martinez, Department Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Zagui Paredes, Director Business Operations	Sandra Bazan, Asst. Business Administrator
3	Preparing deposits.	Sandra Bazan, Asst. Bus. Administrator; Deidra Perry, Admin. Coord; Coordinator; ASC Office Coordinator	Sandra Bazan, Asst. Business Administrator
4	Preparing Journal Entries.	Sandra Bazan, Asst. Bus. Administrator; Deidra Perry, Admin. Coord; Coordinator; ASC Office Coordinator	Sandra Bazan, Asst. Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Zagui Paredes, Director Business Operations	Jose Martinez, Department Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Zagui Paredes, Director Business Operations	Jose Martinez, Department Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Sandra Bazan, Asst. Bus. Administrator; Deidra Perry, Admin. Coord; Coordinator; ASC Office Coordinator	Jose Martinez, Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Zagui Paredes, Director Business Operations	Jose Martinez, Department Business Administrator
10	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business Operations	Sandra Bazan, Asst. Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zagui Paredes, Director Business Operations	
12	Consistent and efficient responses to inquiries.	Sandra Bazan, Asst. Business Administrator	Zagui Paredes, Director Business Operations
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Zagui Paredes, Director Business Operations	Fred Lewallen, Associate Dean
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Nancy Sanger, Office Coordinator	Zagui Paredes, Director Business Operations
2	Ensuring the annual inventory was completed correctly.	Nancy Sanger, Office Coordinator	Zagui Paredes, Director Business Operations
3	Tagging equipment.	Nancy Sanger, Office Coordinator	COT IT Staff
4	Approving requests for removal of equipment from campus.	Fred Lewallen, Associate Dean	Zagui Paredes, Director Business Operations

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Zagui Paredes, Director Business Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	Zagui Paredes, Director Business Operations	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tom Jones, Mgr Info Systems	Fred Lewallen, Associate Dean
2	Ensuring that critical data back up occurs.	Tom Jones, Mgr Info Systems	Fred Lewallen, Associate Dean
3	Ensuring that procedures such as password controls are followed.	Tom Jones, Mgr Info Systems	Fred Lewallen, Associate Dean
4	Reporting of suspected security violations.	Tom Jones, Mgr Info Systems	Fred Lewallen, Associate Dean