College of Technology - HDCS Department Baseline Standards FY 2015

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2 Ensuring all monthly leav before the deadlines set by 3 Ensuring all TRAM high timely manner prior to Pa	by Payroll, so that the correct hours are	Shirin Richards, Office Coord	Administrator
before the deadlines set by 3 Ensuring all TRAM high timely manner prior to Pa			
3 Ensuring all TRAM high timely manner prior to Pa	ve is recorded accurately and approved	Shirin Richards, Office Coord	Eduardo Cortes Department Business
timely manner prior to Pa	oy Payroll.	Sillilli Richards, Office Coold	Administrator
timely manner prior to Pa	level exceptions are corrected in a	Shirin Diabarda Office Coord	Eduardo Cortes Department Business
	ayroll deadlines.	Shirin Richards, Office Coord	Administrator
4 Ensuring all Time Reporte	ters (new employees and transfers) are	Shirin Richards, Office Coord	Eduardo Cortes Department Business
assigned to Time Approve	vers in TRAM.	Shirin Richards, Office Coord	Administrator
5 Reconciling approved rep	ported time and leave (bi-weekly &		
monthly employees) and e	ePARs (biweekly & monthly	CI.: D. I I OCC. C. I	Eduardo Cortes Department Business
employees) to the trial and	nd final payroll verification reports and	Shirin Richards, Office Coord	Administrator
off-cycle payrolls			
		Chinia Dishards OCC C	Eduardo Cortes Department Business
and completing the termin	ePAR's within 24 hours of termination	Shirin Richards, Office Coord	Administrator
		Chinia Dishards OCC C	Eduardo Cortes Department Business
departmental cost centers.		Shirin Richards, Office Coord	Administrator
8	nation clearance form. ployees are no longer charged to	CI.: D. I I OCC. C. I	Eduardo Cortes Department Business
Maintaining departmental	nation clearance form. ployees are no longer charged to	Shirin Richards, Office Coord	Administrator
9	nation clearance form. oloyees are no longer charged to 3.	Simili Richards, Office Coold	Eduardo Cortes Department Business
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	nation clearance form. loyees are no longer charged to s. l personnel files.	Shirin Richards, Office Coord	
date.	nation clearance form. oloyees are no longer charged to s. al personnel files. responses to inquiries.	Shirin Richards, Office Coord	
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completed 48 hours prior	nation clearance form. oloyees are no longer charged to s. al personnel files. responses to inquiries.	Shirin Richards, Office Coord	

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			son(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
CASH I	HANDLING		
1	Collecting cash, checks, etc.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Eduardo Cortes Department Business Administrator	Marcella Norwood, Chair
3	Preparing deposits.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
4	Preparing Journal Entries.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Eduardo Cortes Department Business Administrator	Marcella Norwood, Chair
6	Adequacy of physical safeguards of cash receipts and equivalent.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Eduardo Cortes Department Business Administrator	Zagui Paredes, Director Business Operations
10	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business Operations	Eduardo Cortes Department Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zagui Paredes, Director Business Operations	Eduardo Cortes Department Business Administrator
12	Consistent and efficient responses to inquiries.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
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	
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Eduardo Cortes, DBA	Marcella Norwood, Chair
PROPE	RTY 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	
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
DISCLO	DSURE 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.		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	Zagui Paredes, Director Business Operations

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGA'	TIVE 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		орегиново	
1	Management of the departments' information technology resources.	Tom Jones, Mgr Ino Systems	Fred Lewallen, Associate Dean
2	Ensuring that critical data back up occurs.	Tom Jones, Mgr Ino Systems	Fred Lewallen, Associate Dean
3	Ensuring that procedures such as password controls are followed.	Tom Jones, Mgr Ino Systems	Fred Lewallen, Associate Dean
4	Reporting of suspected security violations.	Tom Jones, Mgr Ino Systems	Fred Lewallen, Associate Dean

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