

College of Technology - HDCS Department  
Baseline Standards  
FY 2015

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.	NA - College Business Manual is maintained through the Dean's	
2	Updating the Baseline Standards Form.	Eduardo Cortes Department Business Administrator	Marcella Norwood, Chair
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Student worker	Kelly Le, Financial Coordinator
2	Reviewing cost center verifications.	Eduardo Cortes Department Business Administrator	Kelly Le, Financial Coordinator
3	Approving cost center verifications.	Dpt Chr or PI's	Marcella Norwood, Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Eduardo Cortes Department Business Administrator	Kelly Le, Financial Coordinator
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Eduardo Cortes Department Business Administrator	Kelly Le, Financial Coordinator; Shirin Richards, Office Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Eduardo Cortes Department Business Administrator	Kelly Le, Financial Coordinator; Shirin Richards, Office Coordinator
3	Ensuring that goods and services are received and that timely payment is made.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
4	Ensuring correct account coding on purchases documents.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Kelly Le, Financial Coordinator; Shirin Richards, Office	Eduardo Cortes Department Business Administrator
<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.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
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	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
8	Maintaining departmental personnel files.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
9	Consistent and efficient responses to inquiries.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
10	Hire ePAR's should be processed at least 1 week prior to start date.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Shirin Richards, Office Coord	Eduardo Cortes Department Business Administrator

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<b>CASH HANDLING</b>			
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
<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.	Eduardo Cortes, DBA	Marcella Norwood, Chair
<b>PROPERTY MANAGEMENT</b>			
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
<b>DISCLOSURE FORMS</b>			
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

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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	
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 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