Construction Management - H0559 Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)		
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAI	RTMENTAL POLICIES & PROCEDURES / BASELINE			
STANI	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	NA - College Business Manual is		
	current.	maintained through the Dean's		
2	Updating the Baseline Standards Form.	Jose Martinez, Department		
		Business Administrator	Lingguang Song, Department Chair	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS	Dashiess Frankinstrator	<u> </u>	
1	Preparing cost center verifications.		Jose Martinez, Department Business	
		Student Worker	Administrator	
2	Reviewing cost center verifications.	Jose Martinez, Department		
2	The true wing cost content to intentions.	Business Administrator	TBD, Financial Coord	
3	Approving cost center verifications.	Lingguang Song, Department		
5	reproving cost center vernications.	Chair or PI's	Lingguang Song, Department Chair	
4	Ensuring all cost centers are verified/approved on a timely	Jose Martinez, Department	Eingguung bong, Department enun	
-7	basis.	Business Administrator	Lingguang Song, Department Chair	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		Eingguang Song, Department Chan	
	CIAE REFORTING - EXTENDITORE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jose Martinez, Department	TBD, Financial Coord; Natasha	
1	Ensuring value authorization of purchase documents.	Business Administrator	Mettura, Office Coord	
2	Ensuring the validity of travel and expense reimbursements.	Jose Martinez, Department	TBD, Financial Coord; Natasha	
2	Ensuring the valuaty of traver and expense remioursements.	Business Administrator	Mettura, Office Coord	
3	Ensuring that goods and services are received and that timely	TBD, Financial Coord; Natasha	Jose Martinez, Department Business	
3		Mettura, Office Coord	Administrator	
4	payment is made. Ensuring correct account coding on purchases documents.	TBD, Financial Coord; Natasha	Jose Martinez, Department Business	
4	Ensuring correct account coding on purchases documents.		-	
5	Deine meter televisione televisione televisione de la companya de la compa	Mettura, Office Coord TBD, Financial Coord; Natasha	Administrator Jose Martinez, Department Business	
5	Primary contact for inquiries to expenditure transactions.	· · · · · · · · · · · · · · · · · · ·	_	
DAVD		Mettura, Office Coord	Administrator	
PAYR	OLL / HUMAN RESOURCES			
1				
1	Ensuring all bi-weekly reported time and leave are approved	TBD, Financial Coord; Natasha		
	before the deadlines set by Payroll, so that the correct hours are	Mettura, Office Coord	Jose Martinez, Department Business	
	recorded and paid on each bi-weekly paycheck.		Administrator	
2	Ensuring all monthly leave is recorded and approved before the	TBD, Financial Coord; Natasha	Jose Martinez, Department Business	
	deadlines set by Payroll.	Mettura, Office Coord	Administrator	
3	Reconciling approved reported time and leave (bi-weekly	TBD, Financial Coord; Natasha		
	employees) and ePARs (monthly employees) to the trial and	Mettura, Office Coord	Jose Martinez, Department Business	
	final payroll verification reports.		Administrator	
4	Completing termination clearance procedures.	TBD, Financial Coord; Natasha	Jose Martinez, Department Business	
		Mettura, Office Coord	Administrator	
5	Ensuring terminated employees are no longer charged to	TBD, Financial Coord; Natasha	Jose Martinez, Department Business	
	departmental cost centers.	Mettura, Office Coord	Administrator	
6	Maintaining departmental Personnel files.	TBD, Financial Coord; Natasha	Jose Martinez, Department Business	
		Mettura, Office Coord	Administrator	
7	Ensuring valid authorization of new hires.	TBD, Financial Coord; Natasha	Jose Martinez, Department Business	
		Mettura, Office Coord	Administrator	
8	Ensuring valid authorization of changes in compensation rates.	TBD, Financial Coord; Natasha	Jose Martinez, Department Business	
		Mettura, Office Coord	Administrator	
9	Ensuring the accurate input of changes to the HR System.	TBD, Financial Coord; Natasha	Jose Martinez, Department Business	
9				
9		Mettura, Office Coord	Administrator	
9	Consistent and efficient responses to inquiries.	Mettura, Office Coord TBD, Financial Coord; Natasha	Administrator Jose Martinez, Department Business	

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			rson(s) (Name/Title)
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CASH	HANDLING		
1	Collecting cash, checks, etc.	TBD, Financial Coord; Natasha	Jose Martinez, Department Business
1	Concerning cash, enecks, etc.	Mettura, Office Coord, Shantavia	Administrator
2	Reconciling cash, checks, etc. to receipts.	Jose Martinez, Department	Administrator
2	Reconcining cash, checks, etc. to receipts.	Business Administrator	Lingguang Song, Department Chair
3	Preparing deposits.	TBD, Financial Coord; Natasha	Jose Martinez, Department Business
3	Freparing deposits.	Mettura, Office Coord, Shantavia	Administrator
4	Preparing Journal Entries.	TBD. Financial Coord: Natasha	Jose Martinez, Department Business
4	Fleparing Journal Entries.	Mettura, Office Coord, Shantavia	Administrator
5	Verifying deposits posted correctly in the Finance System.	Jose Martinez, Department	TBD, Financial Coord; Natasha
5	verifying deposits posted correctly in the Finance System.	Business Administrator	
6	Adequacy of physical safeguards of cash receipts and	Jose Martinez, Department	Mettura, Office Coord, Shantavia Zagui Paredes, Director Business
0		Business Administrator	•
7	equivalent. Secure deposits via UHDPS to Student Financial Services.	UH Police	Operations
/	Secure deposits via UHDPS to Student Financial Services.	UH Police	
8	Encyring denosite ore mode timely	TBD, Financial Coord; Natasha	Jose Martinez, Department Business
0	Ensuring deposits are made timely.		Administrator
	Ensuring all applayage who handle each have a surgest 1 C - 1	Mettura, Office Coord, Shantavia	
9	Ensuring all employees who handle cash have completed Cash	Jose Martinez, Department	Zagui Paredes, Director Business
	Security Procedures or Cash Deposit and Security Procedures		Operations
10	training. Undering Cook Handling Proceedures on needed	Business Administrator	Jose Mortinez Department Dec
10	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business	Jose Martinez, Department Busines
		Operations	Administrator
11	Distribution of Cash Handling Procedures to employees who	Zagui Paredes, Director Business	Jose Martinez, Department Busines
	handle cash.	Operations	Administrator
12	Consistent and efficient responses to inquiries.	TBD, Financial Coord; Natasha	Jose Martinez, Department Busines
		Mettura, Office Coord, Shantavia	Administrator
ETTY	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	N/A	
0	disbursement.	IN/A	
CONT	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Jose Martinez, Department	
	administration policies/procedures.	Business Administrator	Lingguang Song, Department Chair
ROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Tom Jones, IT Director	David McMullen, Director Business
			Operations
2	Ensuring the annual inventory was completed correctly.	Tom Jones, IT Director	David McMullen, Director Business
	· · · · ·		Operations
3	Tagging equipment.	Tom Jones, IT Director	COT IT Staff
4	Approving requests for removal of equipment from campus.	Heidar Malki, Associate Dean	David McMullen, Director Business
			Operations
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Sarah Scott, Research	David McMullen, Director Busines
	annual Related Party disclosure statement online.	Administrator	Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Sarah Scott, Research	David McMullen, Director Business
	complete the Consulting disclosure statement online.	Administrator	Operations
3	Ensuring that all Principal and Co-Principal Investigators	Sarah Scott, Research	
	complete the annual Conflict of Interest disclosure statement for	Administrator	David McMullen, Director Business
	and the second s		Operations

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ACCO	UNTS 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 vear-end.	Jose Martinez, Department Business Administrator	David McMullen, Director Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Jose Martinez, Department Business Administrator	David McMullen, Director Business Operations
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean
2	Ensuring that critical data back up occurs.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean
3	Ensuring that procedures such as password controls are followed.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean
4	Reporting of suspected security violations.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean