

Writing Center
Baseline Standards FY 2013

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Marla Burum, DBA	
2	Updating the Baseline Standards Form.	Marla Burum, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Marla Burum, DBA	
2	Reviewing cost center verifications.	Marla Burum, DBA	Dr. Marjorie Chadwick, Exec. Director
3	Approving cost center verifications.	Marla Burum, DBA	Dr. Marjorie Chadwick, Exec. Director
4	Ensuring all cost centers are verified/approved on a timely basis.	Marla Burum, DBA	Dr. Marjorie Chadwick, Exec. Director
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Marla Burum, DBA and Dr. Marjorie Chadwick, Exec. Dir.	
2	Ensuring the validity of travel and expense reimbursements.	Marla Burum, DBA	Dr. Marjorie Chadwick, Exec. Director
3	Ensuring that goods and services are received and that timely payment is made.	Marla Burum, DBA	
4	Ensuring correct account coding on purchases documents.	Marla Burum, DBA	
5	Primary contact for inquiries to expenditure transactions.	Marla Burum, DBA	
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Marla Burum, DBA	
2	Reconciling bi-weekly leave accruals to the HR System.	Marla Burum, DBA	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Marla Burum, DBA	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Marla Burum, DBA	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Marla Burum, DBA	
6	Completing termination clearance procedures.	Nupur Shah, NCWS	Marla Burum, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Marla Burum, DBA	
8	Paycheck distribution.	Nupur Shah, NCWS	
9	Maintaining departmental Personnel files.	Nupur Shah, NCWS	Marla Burum, DBA
10	Ensuring valid authorization of new hires.	Nupur Shah, NCWS	Marla Burum, DBA
11	Ensuring valid authorization of changes in compensation rates.	Marla Burum, DBA and Dr. Marjorie Chadwick, Exec. Dir.	
12	Ensuring the accurate input of changes to the HR System.	Marla Burum, DBA	
13	Propriety of leave account classification on time records.	Marla Burum, DBA	
14	Consistent and efficient responses to inquiries.	Marla Burum, DBA	
CASH HANDLING			

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1	Collecting cash, checks, etc.	Marla Burum, DBA and Dr. Marjorie Chadwick, Exec. Dir.	
2	Reconciling cash, checks, etc. to receipts.	Marla Burum, DBA	
3	Preparing deposits.	Marla Burum, DBA	
4	Preparing Journal Entries.	Marla Burum, DBA	
5	Verifying deposits posted correctly in the Finance System.	Marla Burum, DBA	
6	Adequacy of physical safeguards.	Long Nguyen, Lan Admin.	
7	Transporting deposits to Student Financial Services.	UH Police Dept.	
8	Ensuring deposits are made timely.	Marla Burum, DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Marla Burum, DBA	
10	Updating Cash Handling Procedures as needed.	Marla Burum, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Marla Burum, DBA	
12	Consistent and efficient responses to inquiries.	Marla Burum, DBA	
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	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees their long distance and cell phone charge reports for verification.	Marla Burum, DBA	
2	Ensuring employees review their long distance and/or cell phone charge reports.	Marla Burum, DB A	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Marla Burum, D BA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Marla Burum, D BA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Long Nguyen, Lan Admin.	
2	Ensuring the annual inventory was completed correctly.	Marla Burum, DBA	
3	Tagging equipment.	Long Nguyen, Lan Admin.	
4	Approving requests for removal of equipment from campus.	Dr. Marjorie Chadwick, Exec. Director	
DISCLOSURE FORMS			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Marla Burum DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Marla Burum, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Marla Burum, DBA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Marla Burum, DBA	
3	Collection.	Marla Burum, DBA	
4	Recording.	Marla Burum, DBA	
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.	Marla Burum, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Marla Burum, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Long Nguyen, Lan Admin.	
2	Ensuring that critical data back up occurs.	Long Nguyen, Lan Admin.	
3	Ensuring that procedures such as password controls are followed.	Long Nguyen, Lan Admin.	
4	Reporting of suspected security violations.	Long Nguyen, Lan Admin.	