

HRM UH/HILTON HOTEL RESTAURANT MANAGEMENT COLLEGE  
Baseline Standards  
FY2013

| 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.   | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| 2  | Updating the Baseline Standards Form.  | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| <b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>             |  |                                    |                         |
| 1  | Preparing cost center verifications.   | BEVERLY NICHOLSON, FIN ASST 2      | DEEPU KURIAN, DBA       |
| 2  | Reviewing cost center verifications.   | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| 3  | Approving cost center verifications.   | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| 4  | Ensuring all cost centers are verified/approved on a timely basis.   | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| <b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>              |  |                                    |                         |
| 1  | Ensuring valid authorization of purchase documents.  | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| 2  | Ensuring the validity of travel and expense reimbursements.  | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| 3  | Ensuring that goods and services are received and that timely payment is made.   | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| 4  | Ensuring correct account coding on purchases documents.  | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| 5  | Primary contact for inquiries to expenditure transactions.   | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| <b>PAYROLL / HUMAN RESOURCES</b>                                   |  |                                    |                         |
| 1  | Reconciling approved bi-weekly leave requests to time and effort reports.  | ALFREDO FERNANDEZ                  | DEEPU KURIAN, DBA       |
| 2  | Reconciling bi-weekly leave accruals to the HR System.   | ALFREDO FERNANDEZ                  | DEEPU KURIAN, DBA       |
| 3  | Ensuring all bi-weekly time and effort reports are submitted to Payroll.   | ALFREDO FERNANDEZ                  | DEEPU KURIAN, DBA       |
| 4  | Ensuring all monthly leave is recorded and approved in the HR System.  | DEEPU KURIAN, DBA                  | THOMAS CHANDAPILLA, CBA |
| 5  | Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports. | DEEPU KURIAN, DBA                  | ALFREDO FERNANDEZ       |
| 6  | Completing termination clearance procedures.   | DEEPU KURIAN, DBA                  | THOMAS CHANDAPILLA, CBA |
| 7  | Ensuring terminated employees are no longer charged to departmental cost centers.  | BEVERLY NICHOLSON, FIN ASST 2      | THOMAS CHANDAPILLA, CBA |
| 8  | Paycheck distribution.   | N/A                                | N/A                     |
| 9  | Maintaining departmental Personnel files.  | DEEPU KURIAN, DBA                  | ALFREDO FERNANDEZ       |
| 10   | Ensuring valid authorization of new hires.   | DEEPU KURIAN, DBA                  | ALFREDO FERNANDEZ       |
| 11   | Ensuring valid authorization of changes in compensation rates.   | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| 12   | Ensuring the accurate input of changes to the HR System.   | THOMAS CHANDAPILLA, CBA            | DEEPU KURIAN, DBA       |
| 13   | Propriety of leave account classification on time records.   | DEEPU KURIAN, DBA                  | ALFREDO FERNANDEZ       |
| 14   | Consistent and efficient responses to inquiries.   | DEEPU KURIAN, DBA                  | ALFREDO FERNANDEZ       |
| <b>CASH HANDLING</b>   |  |                                    |                         |

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|  | Primary (Required)                 | Secondary (Optional)          |
| 1 Collecting cash, checks, etc.  | ALFREDO FERNANDEZ                  | DEEPU KURIAN, DBA             |
| 2 Reconciling cash, checks, etc. to receipts.  | ALFREDO FERNANDEZ                  | DEEPU KURIAN, DBA             |
| 3 Preparing deposits.  | ALFREDO FERNANDEZ                  | DEEPU KURIAN, DBA             |
| 4 Preparing Journal Entries.   | ALFREDO FERNANDEZ                  | DEEPU KURIAN, DBA             |
| 5 Verifying deposits posted correctly in the Finance System.   | ALFREDO FERNANDEZ                  | DEEPU KURIAN, DBA             |
| 6 Adequacy of physical safeguards.   | ALFREDO FERNANDEZ                  | DEEPU KURIAN, DBA             |
| 7 Transporting deposits to Student Financial Services.   | UHPD                               | UHPD                          |
| 8 Ensuring deposits are made timely.   | ALFREDO FERNANDEZ                  | BEVERLY NICHOLSON, FIN ASST 2 |
| 9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. | DEEPU KURIAN, DBA                  | THOMAS CHANDAPILLA, CBA       |
| 10 Updating Cash Handling Procedures as needed.  | DEEPU KURIAN, DBA                  | THOMAS CHANDAPILLA, CBA       |
| 11 Distribution of Cash Handling Procedures to employees who handle cash.  | DEEPU KURIAN, DBA                  | THOMAS CHANDAPILLA, CBA       |
| 12 Consistent and efficient responses to inquiries.  | DEEPU KURIAN, DBA                  | THOMAS CHANDAPILLA, CBA       |
| <b>PETTY CASH</b>  |                                    |                               |
| 1 Preparing petty cash disbursements.  | N/A                                | N/A                           |
| 2 Ensuring petty cash disbursements are not for more than \$100.   | N/A                                | N/A                           |
| 3 Ensuring petty cash disbursements are made for only authorized purposes.   | N/A                                | N/A                           |
| 4 Approving petty cash disbursements.  | N/A                                | N/A                           |
| 5 Replenishing the petty cash fund timely.   | N/A                                | N/A                           |
| 6 Ensuring the petty cash fund is balanced after each disbursement.  | N/A                                | N/A                           |
| <b>LONG DISTANCE / CELL PHONE CHARGES</b>  |                                    |                               |
| 1 Forwarding employees their long distance and cell phone charge reports for verification.   | N/A                                | N/A                           |
| 2 Ensuring employees review their long distance and/or cell phone charge reports.  | N/A                                | N/A                           |
| 3 Ensuring personal calls are reimbursed within 10 days from the billing date.   | N/A                                | N/A                           |
| <b>CONTRACT ADMINISTRATION</b>   |                                    |                               |
| 1 Ensuring departmental personnel comply with contract administration policies/procedures.   | RUTHIE PITTS                       | THOMAS CHANDAPILLA, CBA       |
| <b>PROPERTY MANAGEMENT</b>   |                                    |                               |
| 1 Performing the annual inventory.   | RUTHIE PITTS                       | THOMAS CHANDAPILLA, CBA       |
| 2 Ensuring the annual inventory was completed correctly.   | RUTHIE PITTS                       | THOMAS CHANDAPILLA, CBA       |
| 3 Tagging equipment.   | RUTHIE PITTS                       | THOMAS CHANDAPILLA, CBA       |
| 4 Approving requests for removal of equipment from campus.   | RUTHIE PITTS                       | THOMAS CHANDAPILLA, CBA       |

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| <b>DISCLOSURE FORMS</b>              |  |   |                             |
| 1                                    | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  | THOMAS CHANDAPILLA, CBA                   | DEEPU KURIAN, DBA           |
| 2                                    | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.                               | THOMAS CHANDAPILLA, CBA                   | DEEPU KURIAN, DBA           |
| 3                                    | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | THOMAS CHANDAPILLA, CBA                   | DEEPU KURIAN, DBA           |
| <b>ACCOUNTS RECEIVABLE</b>           |  |   |                             |
| 1                                    | Extending of credit.   | CASSING MILLINGS, FIN ASST 2              | THOMAS CHANDAPILLA, CBA     |
| 2                                    | Billing.   | CASSING MILLINGS, FIN ASST 2              | THOMAS CHANDAPILLA, CBA     |
| 3                                    | Collection.  | CASSING MILLINGS, FIN ASST 2              | THOMAS CHANDAPILLA, CBA     |
| 4                                    | Recording.   | CASSING MILLINGS, FIN ASST 2              | THOMAS CHANDAPILLA, CBA     |
| 5                                    | Monitoring credit extended.  | DEEPU KURIAN, DBA                         | THOMAS CHANDAPILLA, CBA     |
| 6                                    | Approving write-offs.  | DEAN BOWEN                                | THOMAS CHANDAPILLA, CBA     |
| <b>NEGATIVE BALANCES</b>             |  |   |                             |
| 1                                    | Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.  | THOMAS CHANDAPILLA, CBA                   | DEEPU KURIAN, DBA           |
| 2                                    | Ensuring that research expenditures are covered by funds from sponsors.  | THOMAS CHANDAPILLA, CBA                   | DEEPU KURIAN, DBA           |
| <b>DEPARTMENTAL COMPUTING</b>        |  |   |                             |
| 1                                    | Management of the departments' information technology resources.   | MICHAEL SCOTT                             | MARIANA AGUIRRE             |
| 2                                    | Ensuring that critical data back up occurs.  | MICHAEL SCOTT                             | MARIANA AGUIRRE             |
| 3                                    | Ensuring that procedures such as password controls are followed.   | MICHAEL SCOTT                             | MARIANA AGUIRRE             |
| 4                                    | Reporting of suspected security violations.  | MICHAEL SCOTT                             | MARIANA AGUIRRE             |