

Chemistry - H0107
Baseline Standards
FY 2017

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.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA
2	Updating the Baseline Standards Form.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Tommie Trevino, Asst. DBA	Olivia Nixon, Financial Analyst
2	Reviewing cost center verifications.	Cost Center Managers	Elsie Myers, DBA
3	Approving cost center verifications.	Cost Center Managers	Elsie Myers, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jessica Feil, Financial Coord.	Anh Nash, Financial Coord.
2	Ensuring the validity of travel and expense reimbursements.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA
3	Ensuring that goods and services are received and that timely payment is made.	Jessica Feil, Financial Coord.	Anh Nash, Financial Coord.
4	Ensuring correct account coding on purchases documents.	Jessica Feil, Financial Coord.	Anh Nash, Financial Coord.
5	Primary contact for inquiries to expenditure transactions.	Jessica Feil, Financial Coord.	Anh Nash, Financial Coord.
PAYROLL / HUMAN RESOURCES			
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.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
4	Completing termination clearance procedures.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
6	Maintaining departmental Personnel files.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
7	Ensuring valid authorization of new hires.	Crystal Gonzalez, Administrative Coordinator	Elsie Myers, DBA
8	Ensuring valid authorization of changes in compensation rates.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
9	Ensuring the accurate input of changes to the HR System.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
10	Consistent and efficient responses to inquiries.	Crystal Gonzalez, Administrative Coordinator	Elsie Myers, DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Olivia Nixon, Financial Analyst	Tommie Trevino, Asst. DBA
2	Reconciling cash, checks, etc. to receipts.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA
3	Preparing deposits.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA
4	Preparing Journal Entries.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA
5	Verifying deposits posted correctly in the Finance System.	Olivia Nixon, Financial Analyst	Tommie Trevino, Asst. DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA
7	Secure deposits via UHDPS to Student Financial Services.	Caleb Prestridge, Financial Coord	Tommie Trevino, Asst. DBA
8	Ensuring deposits are made timely.	Olivia Nixon, Financial Analyst Caleb Prestridge, Financial Coord. 2	Elsie Myers, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA
10	Updating Cash Handling Procedures as needed.	Elsie Myers, DBA	Caleb Prestridge, Financial Coord. 2
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA
12	Consistent and efficient responses to inquiries.	Elsie Myers, DBA	Caleb Prestridge, Financial Coord. 2
PETTY CASH			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jessica Feil, Financial Coord.	Tommie Trevino, Asst. DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Mark Bushman, Property Custodian	Jerry Do, User Svs Spec
2	Ensuring the annual inventory was completed correctly.	Mark Bushman, Property Custodian	Elsie Myers, DBA
3	Tagging equipment.	Mark Bushman, Property Custodian	Jerry Do, User Svs Spec
4	Approving requests for removal of equipment from campus.	Mark Bushman, Property Custodian	Elsie Myers, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Olivia Nixon, Financial Analyst	Tommie Trevino, Asst. DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Olivia Nixon, Financial Analyst	Tommie Trevino, Asst. DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Olivia Nixon, Financial Analyst	Tommie Trevino, Asst. DBA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Elsie Myers, DBA	
2	Billing.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA
3	Collection.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA
4	Recording.	Caleb Prestridge, Financial Coord. 2	Tommie Trevino, Asst. DBA
5	Monitoring credit extended.	Elsie Myers, DBA	
6	Approving write-offs.	Elsie Myers, DBA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Elsie Myers, DBA	Tommie Trevino, Asst. DBA, Olivia Nixon, Financial Analyst
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jerry Do, User Svs Spec	NSM IT Dept
2	Ensuring that critical data back up occurs.	Jerry Do, User Svs Spec	NSM IT Dept
3	Ensuring that procedures such as password controls are followed.	Jerry Do, User Svs Spec	NSM IT Dept
4	Reporting of suspected security violations.	Jerry Do, User Svs Spec	NSM IT Dept