## Sugar Land S0008 Baseline Standards FY 2013

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departmental cost centers.  Administrative Coordinator  Paycheck distribution.  Deborah Wible-McGraw- Administrative Coordinator  Maintaining departmental Personnel files.  Deborah Wible-McGraw- Administrative Coordinator  Deborah Wible-McGraw- Administrative Coordinator  Deborah Wible-McGraw- Administrator  Deborah Wible-McGraw- Administrative Coordinator  Deborah Wible-McGraw- Administrative Coordinator  Deborah Wible-McGraw- Administrator  Deborah Wible-McGraw- Administrator  Deborah Wible-McGraw- Administrative Coordinator  Deborah Wible-McGraw- Administrative Coordinator  Deborah Wible-McGraw- Administrator  Gail Turner-Department Business Administrator  Gail Turner-Department Business Administrator  Gail Turner-Department Business Administrator  Gail Turner-Department Business Administrator  Administrator  Administrator	7	F		
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Administrative Coordinator  11 Ensuring valid authorization of changes in compensation rates.  12 Ensuring the accurate input of changes to the HR System.  13 Propriety of leave account classification on time records.  14 Consistent and efficient responses to inquiries.  Administrative Coordinator  Deborah Wible-McGraw- Administrative Coordinator Administrative Coordinator Administrative Coordinator Administrator  Deborah Wible-McGraw- Administrator  Gail Turner-Department Business Administrator  Gail Turner-Department Business Administrator  Gail Turner-Department Business Administrator  Administrator  Administrator	10	Ensuring valid authorization of new hires		
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12 Ensuring the accurate input of changes to the HR System.  Deborah Wible-McGraw- Administrative Coordinator  Propriety of leave account classification on time records.  Deborah Wible-McGraw- Administrative Coordinator  Deborah Wible-McGraw- Administrator  Deborah Wible-McGraw- Administrator  Deborah Wible-McGraw- Administrator  Gail Turner-Department Business Administrator  Deborah Wible-McGraw- Administrator  Gail Turner-Department Business Administrator		The second secon	Administrative Coordinator	
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Propriety of leave account classification on time records.  Deborah Wible-McGraw- Administrative Coordinator  Consistent and efficient responses to inquiries.  Deborah Wible-McGraw- Administrative Coordinator  Deborah Wible-McGraw- Administrator  Gail Turner-Department Business Administrative Coordinator  Administrator			Administrative Coordinator	Administrator
Administrative Coordinator  14 Consistent and efficient responses to inquiries.  Deborah Wible-McGraw- Administrative Coordinator Administrator  Administrator	13	Propriety of leave account classification on time records.	Deborah Wible-McGraw-	Gail Turner-Department Business
Administrative Coordinator Administrator			Administrative Coordinator	-
Administrative Coordinator Administrator	14	Consistent and efficient responses to inquiries.	Deborah Wible-McGraw-	Gail Turner-Department Business
CASH HANDLING CASH HANDLING		- •	Administrative Coordinator	Administrator
	CASH I	HANDLING		

## Sugar Land S0008 Baseline Standards FY 2013

<b>D</b> .	41 6D 11114	Responsible Perso	
	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Cindy Siebenthal, Felipe Gutierrez, Debanhy Valor-Retta	Alfonzo Abila-office assistant, Chamal Reyes
2	Reconciling cash, checks, etc. to receipts.	Sylvia Hartley-Office Coordinator and Jeslyn Atanu (alternating responsibilities)	Sylvia Hartley-Office Coordinator and Jeslyn Atanu and Deborah Wible-McGraw (alternating responsibilities)
3	Preparing deposits.	Sylvia Hartley-Office Coordinator and Jeslyn Atanu (alternating responsibilities	Sylvia Hartley-Office Coordinator and Jeslyn Atanu and Deborah Wible-McGraw (alternating responsibilities
4	Preparing Journal Entries.	Sylvia Hartley-Office Coordinator and Jeslyn Atanu and Deborah Wible-McGraw (alternating responsibilities)	Sylvia Hartley-Office Coordinator and Jeslyn Atanu (alternating responsibilities)
5	Verifying deposits posted correctly in the Finance System.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw- Administrative Coordinator
6	Adequacy of physical safeguards.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
7	Transporting deposits to Student Financial Services. (Centers transport deposits to bank, instead of SFS.)	Gail Turner-Department Business Administrator	Deborah Wible-McGraw- Administrative Coordinator
8	Ensuring deposits are made timely.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw- Administrative Coordinator
	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
10	Updating Cash Handling Procedures as needed.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw- Administrative Coordinator
12	Consistent and efficient responses to inquiries.	Gail Turner-Department Business Administrator	Deborah Wible-McGraw- Administrative Coordinator
PETTY			
	Preparing petty cash disbursements.	NA	NA
	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
	Approving petty cash disbursements.	NA	NA
	Replenishing the petty cash fund timely.	NA	NA
	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
	DISTANCE CHARGES		
	Manager review of long distance charges for unusual activity.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Gail Turner-Department Business Administrator	Sylvia Hartley-Office Coordinator
	E .		•
CONTR	ACT ADMINISTRATION		
CONTR 1	ACT ADMINISTRATION  Ensuring departmental personnel comply with contract administration policies/procedures.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations
CONTR  1  PROPE	ACT ADMINISTRATION  Ensuring departmental personnel comply with contract		

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## Sugar Land S0008 Baseline Standards FY 2013

		Responsible Person(s) (Name/Title)		
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)	
2	Ensuring the annual inventory was completed correctly.	John McKee-Computing Services Manager	Albert Fang-User Services Specialist III	
3	Tagging equipment.	John McKee-Computing Services Manager	IT department	
4	Approving requests for removal of equipment from campus.	John McKee-Computing Services Manager	Susan Reynolds- Director of Operations	
DISCLO	OSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Susan Reynolds- Director of Operations	Gail Turner-Department Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.		Gail Turner-Department Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	NA	
ACCOU	UNTS RECEIVABLE			
1	Extending of credit.	NA	NA	
2	Billing.	NA	NA	
3	Collection.	NA	NA	
4	Recording.	NA	NA	
5	Monitoring credit extended.	NA	NA	
6	Approving write-offs.	NA	NA	
NEGAT	TIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Gail Turner-Department Business Administrator	Susan Reynolds- Director of Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA	
DEPAR	TMENTAL COMPUTING			
1	Management of the departments' information technology resources.	John McKee-Computing Services Manager	Susan Reynolds- Director of Operations	
2	Ensuring that critical data back up occurs.	Mark Roskey-System Analyst II	David Hernandez-System Analyst	
3	Ensuring that procedures such as password controls are followed.	Amit Patel-User Services Specialist III	Zohaib Ali-System Analyst I	
4	Reporting of suspected security violations.	John McKee-Computing Services Manager	Mark Roskey-System Analyst II	

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