Undergraduate Programs H0454
Baseline Standards
FY2013

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.	Maura Capper, Director Provost Business Office	use Business Managers Survival Guide ; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Maura Capper, Director Provost Business Office	Paul Roch, Dept. Business Admin.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vivianne Do, Financial Analyst 2	
2	Reviewing cost center verifications.	Maura Capper, Director Provost Business Office	
3	Approving cost center verifications.	Maura Capper, Director Provost Business Office (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vivianne Do, Financial Analyst 2	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Paul Roch, Dept. Business Admin.	
2	Ensuring the validity of travel and expense reimbursements.	Paul Roch, Dept. Business Admin.	
3	Ensuring that goods and services are received and that timely payment is made.	Paul Roch, Dept. Business Admin.	
4	Ensuring correct account coding on purchases documents.	Paul Roch, Dept. Business Admin.	
5	Primary contact for inquiries to expenditure transactions.	Paul Roch, Dept. Business Admin.	
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Delores Haynes, Coord, Dept HR/Payroll 2	Paul Roch, Dept. Business Admin.
2	Reconciling bi-weekly leave accruals to the HR System.	Paul Roch, Dept. Business Admin.	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Delores Haynes, Coord, Dept HR/Payroll 2	Paul Roch, Dept. Business Admin.
4	Ensuring all monthly leave is recorded and approved in the HR System.	Delores Haynes, Coord, Dept HR/Payroll 2	Paul Roch, Dept. Business Admin.
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Delores Haynes, Coord, Dept HR/Payroll 2	Paul Roch, Dept. Business Admin.
6	Completing termination clearance procedures.	Department	Paul Roch, Dept. Business Admin.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vivianne Do, Financial Analyst 2	Paul Roch, Dept. Business Admin.
8	Paycheck distribution.	NA	
9	Maintaining departmental Personnel files.	Paul Roch, Dept. Business Admin.	Maura Capper, Director Provost Business Office
10	Ensuring valid authorization of new hires.	Paul Roch, Dept. Business Admin.	Maura Capper, Director Provost Business Office
11	Ensuring valid authorization of changes in compensation rates.	Paul Roch, Dept. Business Admin.	Maura Capper, Director Provost Business Office
12	Ensuring the accurate input of changes to the HR System.	Paul Roch, Dept. Business Admin.	Maura Capper, Director Provost Business Office
13	Propriety of leave account classification on time records.	Delores Haynes, Coord, Dept HR/Payroll 2	Paul Roch, Dept. Business Admin.
14	Consistent and efficient responses to inquiries.	Paul Roch, Dept. Business Admin.	Maura Capper, Director Provost Business Office
CASH HANDLING			

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	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	NA	
2	Reconciling cash, checks, etc. to receipts.	NA	
3	Preparing deposits.	NA	
4	Preparing Journal Entries.	NA	
5	Verifying deposits posted correctly in the Finance System.	NA	
6	Adequacy of physical safeguards.	NA	
7	Transporting deposits to Student Financial Services.	NA	
8	Ensuring deposits are made timely.	NA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	NA	
10	Updating Cash Handling Procedures as needed.	NA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	NA	
12	Consistent and efficient responses to inquiries.	NA	
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than $100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
LONG DISTANCE / CELL PHONE CHARGES			
1	Manager review of long distance charges for unusual activity.	Maura Capper, Director Provost Business Office	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Maura Capper, Director Provost Business Office	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Paul Roch, Dept. Business Admin.	Maura Capper, Director Provost Business Office
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Debbie Harrelson, Exec. Secretary	
2	Ensuring the annual inventory was completed correctly.	Debbie Harrelson, Exec. Secretary	Paul Roch, Dept. Business Admin.
3	Tagging equipment.	Debbie Harrelson, Exec. Secretary	
4	Approving requests for removal of equipment from campus.	NA	
DISCLOSURE FORMS			

Revised: 8/1/2011

		Description of Responsibility	Responsible Person(s) (Name/Title)	
			Primary (Required)	Secondary (Optional)
	1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Maura Capper, Director Provost Business Office	
	2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Maura Capper, Director Provost Business Office	
	3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Maura Capper, Director Provost Business Office	
ACCOUNTS 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	
NEGATIVE BALANCES				
	1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Paul Roch, Dept. Business Admin.	Maura Capper, Director Provost Business Office
	2	Ensuring that research expenditures are covered by funds from sponsors.	Paul Roch, Dept. Business Admin.	Maura Capper, Director Provost Business Office
DEPARTMENTAL COMPUTING				
	1	Management of the departments' information technology resources.	UH IT Exec. Support	UH IT Help Desk
	2	Ensuring that critical data back up occurs.	UH IT Exec. Support	UH IT Help Desk
	3	Ensuring that procedures such as password controls are followed.	UH Systems	
	4	Reporting of suspected security violations.	UH IT Exec. Support	UH IT Help Desk