## UH Sugar Land - H0695 H0696 Base Line Standards FY 2016

Completing termination ePAR's within 24 hours of termination.  Administrator  Gail Turner - Dept. Business Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.  Ensuring terminated employees are no longer charged to departmental cost centers.  Gail Turner - Dept. Business Administrator  Carolyn Martinez - Program Director				Person(s) (Name/Title)
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Gail Turner - Dept. Business Completing termination ePAR's within 24 hours of termination.  Administrator  Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental personnel files.  Carolyn Martinez - Program Director Administrator  Gail Turner - Dept. Business Administrator  Gail Turner - Dept. Business Administrator  Gail Turner - Dept. Business Administrator  Carolyn Martinez - Program Director Carolyn Martinez - Program D				Sylvia Hartley - Office Coordinator
Completing termination ePAR's within 24 hours of termination.  Administrator  Gail Turner - Dept. Business Administrator  Bensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental personnel files.  Carolyn Martinez - Program Director departmental personnel files.	6		Gail Turner - Dept. Business	Carolyn Martinez - Program Director
Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.  8 Ensuring terminated employees are no longer charged to departmental cost centers.  9 Gail Turner - Dept. Business Administrator  Gail Turner - Dept. Business Carolyn Martinez - Program Director Administrator  Gail Turner - Dept. Business Carolyn Martinez - Program Director Administrator  Gail Turner - Dept. Business Carolyn Martinez - Program Director Administrator  Gail Turner - Dept. Business Carolyn Martinez - Program Director Administrator  Gail Turner - Dept. Business Carolyn Martinez - Program Director Administrator  Hire ePAR's should be processed at least 1 week prior to start date.  Gail Turner - Dept. Business Carolyn Martinez - Program Director Administrator  Gail Turner - Dept. Business Carolyn Martinez - Program Director Administrator  Carolyn Martinez - Program Director Carolyn		Completing termination ePAR's within 24 hours of termination.		
Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination.  8 Ensuring terminated employees are no longer charged to departmental cost centers.  9 Gail Turner - Dept. Business Administrator  9 Gail Turner - Dept. Business Administrator  10 Gail Turner - Dept. Business Administrator  10 Gail Turner - Dept. Business Administrator  11 Hire ePAR's should be processed at least 1 week prior to start date.  12 Ensure all security access requests and training courses are  Administrator  Carolyn Martinez - Program Director Carolyn Martinez -	7			Carolyn Martinez - Program Director
8 Ensuring terminated employees are no longer charged to departmental cost centers.  9 Maintaining departmental personnel files.  10 Gail Turner - Dept. Business Administrator  Gail Turner - Dept. Business Administrator  Gail Turner - Dept. Business Administrator  Gail Turner - Dept. Business Carolyn Martinez - Program Director Administrator  Gail Turner - Dept. Business Administrator  Consistent and efficient responses to inquiries.  Hire ePAR's should be processed at least 1 week prior to start date.  Gail Turner - Dept. Business Administrator  Gail Turner - Dept. Business Carolyn Martinez - Program Director Administrator  Carolyn Martinez - Program Director Carolyn M		Verifying that the eTerminatiion Checklist is completed by all	Administrator	
departmental cost centers.  Administrator  Gail Turner - Dept. Business Administrator  Maintaining departmental personnel files.  Consistent and efficient responses to inquiries.  Hire ePAR's should be processed at least 1 week prior to start date.  Carolyn Martinez - Program Director  Gail Turner - Dept. Business Administrator  Gail Turner - Dept. Business Administrator  Gail Turner - Dept. Business Administrator  Carolyn Martinez - Program Director  Carolyn Martinez - Program Director  Administrator  Carolyn Martinez - Program Director  Gail Turner - Dept. Business Administrator  Gail Turner - Dept. Business				
9 Maintaining departmental personnel files. Administrator 10 Consistent and efficient responses to inquiries. Administrator 11 Hire ePAR's should be processed at least 1 week prior to start date. Carolyn Martinez - Program Director Administrator 12 Ensure all security access requests and training courses are Carolyn Martinez - Program Director Carolyn	8	Ensuring terminated employees are no longer charged to	Gail Turner - Dept. Business	Carolyn Martinez - Program Director
Maintaining departmental personnel files.  Administrator  Gail Turner - Dept. Business Consistent and efficient responses to inquiries.  Administrator  Hire ePAR's should be processed at least 1 week prior to start date.  Gail Turner - Dept. Business Administrator  Gail Turner - Dept. Business Administrator  Carolyn Martinez - Program Director Carolyn Martinez - Dept. Business		departmental cost centers.		
Consistent and efficient responses to inquiries.   Gail Turner - Dept. Business   Carolyn Martinez - Program Director	9		Gail Turner - Dept. Business	Carolyn Martinez - Program Director
Consistent and efficient responses to inquiries.  Administrator  Hire ePAR's should be processed at least 1 week prior to start date.  Carolyn Martinez - Program Director Administrator  Ensure all security access requests and training courses are  Carolyn Martinez - Program  Gail Turner - Dept. Business  Gail Turner - Dept. Business		Maintaining departmental personnel files.		
Hire ePAR's should be processed at least 1 week prior to start date.  Gail Turner - Dept. Business Administrator  Ensure all security access requests and training courses are Carolyn Martinez - Program Gail Turner - Dept. Business	10		Gail Turner - Dept. Business	Carolyn Martinez - Program Director
date. Administrator  12 Ensure all security access requests and training courses are Carolyn Martinez - Program Gail Turner - Dept. Business				
12 Ensure all security access requests and training courses are Carolyn Martinez - Program Gail Turner - Dept. Business	11		Gail Turner - Dept. Business	Carolyn Martinez - Program Director
completed 48 hours prior to necessary access changes. Director Administrator	12	• •	Carolyn Martinez - Program	
		completed 48 hours prior to necessary access changes.	Director	Administrator

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## UH Sugar Land - H0695 H0696 Base Line Standards FY 2016

		•	Person(s) (Name/Title)
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	Chamal Reyes - Program	Gail Turner - Dept. Business
		Manager	Administrator
2	Reconciling cash, checks, etc. to receipts.	Sylvia Hartley - Office	Gail Turner - Dept. Business
	·	Coordinator	Administrator
3	Preparing deposits.	Sylvia Hartley - Office	Gail Turner - Dept. Business
		Coordinator	Administrator
4	Preparing Journal Entries.	Sylvia Hartley - Office	Gail Turner - Dept. Business
		Coordinator	Administrator
5	Verifying deposits posted correctly in the Finance System.	Gail Turner - Dept. Business	
		Administrator	Carolyn Martinez - Program Directo
6	Adequacy of physical safeguards of cash receipts and	Carolyn Martinez - Program	Susan Reynolds - Director of
7	equivalent. Secure deposits via Dunbar or Bank	Director Sylvia Hartley - Office	Operations Gail Turner - Dept. Business
/	Secure deposits via Dunbar of Bank	Coordinator	Administrator
8	Ensuring deposits are made timely.	Gail Turner - Dept. Business	Administrator
O	Ensuring deposits are made timery.	Administrator	Sylvia Hartley - Office Coordinator
9	Ensuring all employees who handle cash have completed Cash	Carolyn Martinez - Program	Sylvia Harticy - Office Coordinator
	Security Procedures or Cash Deposit and Security Procedures	Director	Susan Reynolds - Director of
	training.	Bricetor	Operations
10	Updating Cash Handling Procedures as needed.	Carolyn Martinez - Program	Susan Reynolds - Director of
10	opating cush randing rioccatics as needed.	Director	Operations
11	Distribution of Cash Handling Procedures to employees who	Carolyn Martinez - Program	Gail Turner - Dept. Business
	handle cash.	Director	Administrator
12	Consistent and efficient responses to inquiries.	Carolyn Martinez - Program	Gail Turner - Dept. Business
	1 · · · · · · · · · · · · · · · · · · ·	Director	Administrator
13	Ensuring all employees who complete or approve credit card	Carolyn Martinez - Program	
	journals have completed the Credit Card Accounting training.	Director	Susan Reynolds - Director of
			Operations
14	Ensuring all access and use of credit card information is secure.	Gail Turner - Dept. Business	
		Administrator	Carolyn Martinez - Program Directo
ETTY	CASH / CHANGE FUNDS		
	<u> </u>		
1	Submitting Annual Reauthorization for Petty Cash/Change	NA	NA
	Funds.	N/A	N/A
2	Preparing petty cash disbursements.	NA	NA
3	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petry cash disbursements are not for more than \$100.	INA	NA
4	Ensuring petty cash disbursements are made for only authorized	NA	NA
7	purposes.	1771	1771
5	Approving petty cash disbursements.	NA	NA
	representation discussions.		1.11
6	Replenishing the petty cash fund timely.	NA	NA
	and the same and t		
7	Ensuring the petty cash fund is balanced after each	NA	NA
	disbursement.		
8	Ensuring the change fund is balanced daily, weekly or monthly.	NA	NA
ONTE	RACT ADMINISTRATION		
JONT	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Carolyn Martinez - Program	Susan Reynolds - Director of
	administration policies/procedures.	Director	Operations
ROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	John McKee - Technincal	Albert Fang - User Services
		Services Manager	Specialist III
2	Ensuring the annual inventory was completed correctly.	John McKee - Technincal	Albert Fang - User Services
		Services Manager	Specialist III
3	Tagging equipment.	John McKee - Technincal	
		Services Manager	IT Department Susan Reynolds - Director of
		Hohn Makaa Taahninaal	ISucan Paynolds Director of
4	Approving requests for removal of equipment from campus.	John McKee - Technincal Services Manager	Operations

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## UH Sugar Land - H0695 H0696 Base Line Standards FY 2016

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Susan Reynolds - Director of Operations	Carolyn Martinez - Program Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Susan Reynolds - Director of Operations	Carolyn Martinez - Program Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	NA
ACCO	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
NEGA'	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Gail Turner - Dept. Business Administrator	Carolyn Martinez - Program Director
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPA	THENTAL COMPUTING		
1	Management of the departments' information technology resources.	John McKee - Technincal Services Manager	Susan Reynolds - Director of Operations
2	Ensuring that critical data back up occurs.	Mark Roskey - System Analyst II	Sadiq Sachwani - System Analyst
3	Ensuring that procedures such as password controls are followed.	Mark Roskey - System Analyst II	Amit Patel - User Services Specialist III
4	Reporting of suspected security violations.	Mark Roskey - System Analyst II	Sadiq Sachwani - System Analyst

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