## Writing Center - H0432 Baseline Standards FY 2016

Primary (Required)   Secondary (Optional)			Responsible Person(s) (Name/Title)	
STANDARDS    Firsting the Departmental Policy and Procedures manual is current.   Vanessa Torres, DBA   Vanessa Torres, DBA	Descrip	tion of Responsibility		
current.    Cuide; MAPP; supplemented as				
Preparing cost center verifications.	1		Bill Kersten, Exec. Director, PBO	
Preparing cost center verifications.  Reviewing cost center verifications.  Namessa Torres, DBA  Bill Kersten, Exec. Director, PBO  Vanessa Torres, DBA  Insuring all cost centers are verified/approved on a timely basis, Vivianne Do, Asst Dir Finance & Admin  Vanessa Torres, DBA  Insuring the validity of travel and expense retimbursements.  Vanessa Torres, DBA  Insuring the validity of travel and expense retimbursements.  Vanessa Torres, DBA  Bill Kersten, Exec. Director, PBO  Vanessa Torres, DBA  Insuring the validity of travel and expense retimbursements.  Vanessa Torres, DBA  Vanessa Torres, DBA  Bill Kersten, Exec. Director, PBO  Vanessa Torres, DBA  Insuring the validity of travel and expense retimbursements.  Vanessa Torres, DBA  Sabrina George, DBA  Vanessa Torres, DBA  Vanessa Torres, DBA  Vanessa Torres, DBA  Vanessa Torres, DBA  Sabrina George, DBA  Vanessa Torres, DBA  Sabrina George, DBA  Vanessa Torres, DBA  Bill Kersten, Exec. Director, PBO  Vanessa Torres, DBA  Vanessa Torres, DBA  Vanessa Torres, DBA  Sabrina George, DBA  Vanessa T	2	Updating the Baseline Standards Form.	Vanessa Torres, DBA	
Admin Vanessa Torres, DBA Bill Kersten, Exec. Director, PBO  Approving cost center verifications. Vanessa Torres, DBA Bill Kersten, Exec. Director, PBO  Approving cost centers are verified/approved on a timely basis. Vivianne Do, Asst Dir Finance & Admin  FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS  Bassuring valid authorization of purchase documents. Vanessa Torres, DBA  Ensuring the validity of travel and expense reimbursements. Vanessa Torres, DBA  Ensuring that goods and services are received and that timely payment is made.  Ensuring that goods and services are received and that timely payment is made.  Ensuring access and use of P-Cards and T-Cards are secure. Ensuring access and use of P-Cards and T-Cards are secure. Ensuring access and use of P-Cards and T-Cards are secure. Ensuring P-Card transactions are adequately documented and henefit the university.  Ensuring P-Card transactions are adequately documented and henefit the university. Ensuring a lb i-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.  Ensuring all TraNsh high level exceptions are corrected in a timely manner prior to Payroll deadlines.  Payroll of Time Reporters (new employees) and Ensuring all Time Reporters (new employees) and ePARs (biveekly & monthly employees) and eParks (biveekly & monthly employees) and ePARs (biveekly & monthly employees) and ePARs (biveekly & monthly employees) and eParks (biveekly & monthly employees) and eParks (biveekly & monthly employees) and ePARs (biveekly & monthly employees) and ePARs (biveekly & monthly employees) and eParks	FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
2 Reviewing cost center verifications. 3 Approving cost center verifications. 4 Ensuring all cost centers are verified/approved on a timely basis. 5 FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS 1 Ensuring valid authorization of purchase documents. 2 Ensuring the validity of travel and expense reimbursements. 3 Ensuring the validity of travel and expense reimbursements. 4 Ensuring that goods and services are received and that timely payment is made. 5 Primary contact for inquiries to expenditure transactions. 6 Ensuring access and use of P-Cards and T-Cards are secure. 7 Ensuring access and use of P-Cards and T-Cards are secure. 8 Ensuring T-Card transactions are adequately documented and henefit the university. 9 Ensuring T-Card transactions are adequately documented and henefit the university. 1 Ensuring a Di-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. 2 Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll and timely manner prior to Payroll deadlines. 4 Ensuring all Trans Reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) and ePARs (biweekly & monthly employees) and ePARs (within 24 hours of termination. 5 Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (within 24 hours of termination. 6 Completing termination ePAR's within 24 hours of termination. 7 Verifying that the -fermination reports and off-cycle payrolls 8 Ensuring terminated employees are no longer charged to departments to more than two weeks after termination. 8 Ensuring terminated employees are no longer charged to departments to more than two weeks after termination. 9 Maintaining departmental personnel files. 10 Consistent and efficient responses to inquiries. 11 Hire ePARs should be processed at least I week prior to start date. 12 Ensuring all payroll expenses to inquiries. 13 Hire ePARs should be processe	1	Preparing cost center verifications.	· · · · · · · · · · · · · · · · · · ·	
4 Ensuring all cost centers are verified/approved on a timely basis.  FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS  1 Ensuring the validity of travel and expense reimbursements.  2 Ensuring the validity of travel and expense reimbursements.  3 Ensuring the validity of travel and expense reimbursements.  4 Ensuring correct account coding on purchase documents.  5 Primary contact for inquiries to expenditure transactions.  6 Ensuring access and use of P-Cards and T-Cards are secure.  6 Ensuring access and use of P-Cards and T-Cards are secure.  7 Ensuring P-Card transactions are adequately documented and benefit the university.  8 Ensuring P-Card transactions are adequately documented and benefit the university.  8 Ensuring all T-Card transactions are adequately documented and before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paybeck.  2 Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.  3 Ensuring all TRAM high Evel exceptions are corrected in a timely manner prior to Payroll deadlines.  4 Ensuring all TRAM high Evel exceptions are corrected in a timely manner prior to Payroll deadlines.  4 Ensuring all TRAM high Evel exceptions are corrected in a timely manner prior to Payroll deadlines.  5 Reconciling approved reported time and leave (bi-weekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.  6 Completing termination cPAR's within 24 hours of termination.  8 Figure departments no more than two weeks after termination.  8 Figuring terminated employees are no longer charged to departments and more than two weeks after termination.  8 Figuring terminated employees are no longer charged to departments and once than the processed at least 1 week prior to start date.  9 Maintaining departments personnel files.  10 Consistent and efficient responses to inquiries.  11 Hire ePAR's should be processed at least 1 week prior to start date.  12 Ensurar all security access	2	Reviewing cost center verifications.		Bill Kersten, Exec. Director, PBO
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS  1 Ensuring valid authorization of purchase documents. Vanessa Torres, DBA  2 Ensuring the validity of travel and expense reimbursements. Vanessa Torres, DBA  3 Ensuring that goods and services are received and that timely payment is made. Vanessa Torres and the payment is made. Vanessa Torres, DBA  4 Ensuring correct account coding on purchases documents. Vanessa Torres, DBA  5 Primary contact for inquiries to expenditure transactions. Center Center  6 Ensuring access and use of P-Cards and T-Cards are secure. Holly Prevost, Asst. Dir. Writing Center  7 Ensuring P-Card transactions are adequately documented and benefit the university. Center  8 Ensuring T-Card transactions are adequately documented and benefit the university. Center  9 Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll. Sabrina George, DBA  1 Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines. Ensuring all TIRR Reporters (new employees and transfers) are assigned to Time Approvers in TRAM. Sabrina George, DBA  5 Reconciling approved reported time and leave (bi-weekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls  6 Completing termination ePAR's within 24 hours of termination. Pure of the payroll deadtines. Ensuring all mark payroll every in TRAM. Sabrina George, DBA  4 Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvery in TRAM. Sabrina George, DBA  5 Reconciling approved reported time and leave (bi-weekly & monthly employees) and be trial and final payroll verification reports and off-cycle payrolls  6 Completing termination ephales within 24 hours of termination. Center  7 Verifying that the cTermination Checklist is completed by all required departments on some than two weeks after termination. Center  8 Ensuring terminated employees are no longer charged to departmental optic enters. Holly Prevost, Asst. Dir. Writin	3	Approving cost center verifications.	Vanessa Torres, DBA	Bill Kersten, Exec. Director, PBO
Ensuring the validity of travel and expense reimbursements.  In Ensuring the validity of travel and expense reimbursements.  Ensuring that goods and services are received and that timely payment is made.  Ensuring correct account coding on purchases documents.  Holly Prevost, Asst. Dir. Writing Center  Vanessa Torres, DBA  Ensuring access and use of P-Cards and T-Cards are secure.  Ensuring P-Card transactions are adequately documented and benefit the university.  Ensuring T-Card transactions are adequately documented and benefit the university.  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.  Ensuring all Invent by leave is recorded accurately and approved before the deadlines set by Payroll.  Ensuring all Trank Bip level exceptions are corrected in a timely manner prior to Payroll deadlines.  Ensuring all Trank Bip level exceptions are corrected in a timely manner prior to Payroll deadlines.  Ensuring all Trank Bip level exceptions are corrected in a timely manner prior to Payroll deadlines.  Ensuring all Trank Bip level exceptions are corrected in a timely manner prior to Payroll deadlines.  Ensuring all Trank Bip level exceptions are corrected in a dimely manner prior to Payroll deadlines.  Ensuring all Trank Bip level exceptions are corrected in a dimely manner prior to Payroll deadlines.  Ensuring all Trank Bip level exceptions are corrected in a dimely manner prior to Payroll deadlines.  Center  Vanessa Torres, DBA  Vanessa Tor	4	Ensuring all cost centers are verified/approved on a timely basis.		
2 Ensuring the validity of travel and expense reimbursements. 3 Ensuring that goods and services are received and that timely payment is made. 4 Ensuring correct account coding on purchases documents. 5 Primary contact for inquiries to expenditure transactions. 6 Ensuring access and use of P-Cards and T-Cards are secure. 7 Ensuring access and use of P-Cards and T-Cards are secure. 8 Ensuring P-Card transactions are adequately documented and benefit the university. 9 Ensuring all T-Card transactions are adequately documented and benefit the university. 9 PAYROLL / HUMAN RESOURCES 1 Ensuring all T-Card transactions are adequately documented and before the deadlines set by Payroll. 3 Ensuring all T-Card transactions are acreated before the deadlines set by Payroll. 4 Ensuring all Time Reporters (new employees and transfers) are recorded and paid on each bi-weekly paycheck. 4 Ensuring all Time Reporters (new employees and transfers) are sakinged to Time Approvers in TRAM. 5 Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls 6 Completing termination ePAR's within 24 hours of termination. 7 Verifying that the eTermination Checklisi 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 Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA 6 Consistent and efficient responses to inquiries. 10 Length of the very access requests and training courses are Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA 11 Hire ePAR's should be processed at least 1 week prior to start date. 12 Essure all security access requests and training courses are	FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
3 Ensuring that goods and services are received and that timely payment is made. 4 Ensuring correct account coding on purchases documents. 5 Primary contact for inquiries to expenditure transactions. 6 Ensuring access and use of P-Cards and T-Cards are secure. 7 Ensuring P-Card transactions are adequately documented and benefit the university. 8 Ensuring T-Card transactions are adequately documented and benefit the university. 9 Ensuring T-Card transactions are adequately documented and benefit the university. 1 Ensuring T-Card transactions are adequately documented and benefit the university.  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. 2 Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll. 3 Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines. 4 Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM. 5 Reconciling approved reported time and leave (bi-weekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls 6 Completing termination ePAR's within 24 hours of termination. 7 Verifying that the cTermination 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 Maintaining departments no more than two weeks after termination. 8 Ensuring terminated employees are no longer charged to departmental cost centers.  9 Maintaining departmental personnel files.  10 Consistent and efficient responses to inquiries.  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	1	Ensuring valid authorization of purchase documents.	Vanessa Torres, DBA	
payment is made.  4 Ensuring correct account coding on purchases documents.  5 Primary contact for inquiries to expenditure transactions.  6 Ensuring access and use of P-Cards and T-Cards are secure.  6 Ensuring P-Card transactions are adequately documented and benefit the university.  7 Ensuring 1-Card transactions are adequately documented and benefit the university.  8 Ensuring 1-Card transactions are adequately documented and benefit the university.  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.  2 Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.  3 Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.  4 Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.  5 Reconciling approved reported time and leave (bi-weekly & monthly employees) and off-cycle payrolls  6 Completing termination ePAR's within 24 hours of termination.  7 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 Maintaining departmental personnel files.  10 Consistent and efficient responses to inquiries.  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	2	Ensuring the validity of travel and expense reimbursements.	Vanessa Torres, DBA	
4 Ensuring correct account coding on purchases documents. 5 Primary contact for inquiries to expenditure transactions. 6 Ensuring access and use of P-Cards and T-Cards are secure. 7 Ensuring P-Card transactions are adequately documented and benefit the university. 8 Ensuring T-Card transactions are adequately documented and benefit the university. 9 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. 2 Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll. 3 Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM. 5 Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & m	3			
Center   Holly Prevost, Asst. Dir. Writing   Center   Holly Prevost, Asst. Dir. Writing   Center   Holly Prevost, Asst. Dir. Writing   Center   Center   Holly Prevost, Asst. Dir. Writing   Center   N/A	4			
Ensuring access and use of P-Cards and T-Cards are secure.   Holly Prevost, Asst. Dir. Writing Center	5	Primary contact for inquiries to expenditure transactions.	-	Vanessa Torres, DBA
Ensuring P-Card transactions are adequately documented and benefit the university.   N/A	6	Ensuring access and use of P-Cards and T-Cards are secure.	Holly Prevost, Asst. Dir. Writing	
8 Ensuring T-Card transactions are adequately documented and benefit the university.  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.  2 Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.  3 Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.  4 Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.  5 Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls  6 Completing termination ePAR's within 24 hours of termination.  7 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 Maintaining departmental personnel files.  10 Ensure all Security access requests and training courses are  N/A  Nanessa Torres, DBA  Vanessa Torres, DBA	7		Holly Prevost, Asst. Dir. Writing	
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.  2 Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.  3 Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.  4 Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.  5 Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls  6 Completing termination ePAR's within 24 hours of termination.  7 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.  10 Holly Prevost, Asst. Dir. Writing Center  Vivianne Do, Asst Dir Finance & Vanessa Torres, DBA ddmin  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center	8	Ensuring T-Card transactions are adequately documented and		
before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.  2 Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.  3 Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.  4 Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.  5 Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls  6 Completing termination ePAR's within 24 hours of termination.  7 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 Maintaining departmental personnel files.  10 Consistent and efficient responses to inquiries.  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  13 Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA  Vanessa Torres, DBA  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA	PAYRO	•		
Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.  Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.  Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.  Econciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls  Completing termination ePAR's within 24 hours of termination.  Completing termination ePark's within 24 hours of termination.  Personance of the part of the payroll of the pay	1	before the deadlines set by Payroll, so that the correct hours are	Sabrina George, DBA	Vanessa Torres, DBA
Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.  Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.  Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and off-cycle payrolls  Memployees) to the trial and final payroll verification reports and vanesa Torres, DBA  Memployees, DBA  Mempl	2	Ensuring all monthly leave is recorded accurately and approved	Vanessa Torres, DBA	
Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.  Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls  Completing termination ePAR's within 24 hours of termination.  Completing termination ePAR's within 24 hours of termination.  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.  Maintaining departmental personnel files.  Maintaining departmental personnel files.  Consistent and efficient responses to inquiries.  Passa Torres, DBA  Center  Vivianne Do, Asst Dir Finance & Vanessa Torres, DBA  Admin  Holly Prevost, Asst. Dir. Writing  Center  Holly Prevost, Asst. Dir. Writing  Center  Holly Prevost, Asst. Dir. Writing  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing  Vanessa Torres, DBA	3	Ensuring all TRAM high level exceptions are corrected in a		Sabrina George, DBA
Sabrina George, DBA wanner DBA monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls  Holly Prevost, Asst. Dir. Writing Center  Holly Prevost, Asst. Dir. Writing Center  Holly Prevost, Asst. Dir. Writing Center  Wanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Center  Wanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Center  Wanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Center  Wivianne Do, Asst Dir Finance & Vanessa Torres, DBA  Maintaining departmental personnel files.  Holly Prevost, Asst. Dir. Writing Wanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Center  Wanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA	4	Ensuring all Time Reporters (new employees and transfers) are		
Holly Prevost, Asst. Dir. Writing   Vanessa Torres, DBA	5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and		
Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.  Becompleted by all required departments no more than two weeks after termination.  Becompleted by all required departments no more than two weeks after termination.  Becompleted by all required departments no more than two weeks after termination.  Becompleted by all center  Vivianne Do, Asst Dir Finance & Vanessa Torres, DBA  Admin  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Consistent and efficient responses to inquiries.  The ePAR's should be processed at least 1 week prior to start date.  The epartmental personnel files and training courses are with the prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Vanessa Torres, DBA  Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Vanessa Torres, DBA  Center	6	7 1 7	,	Vanessa Torres, DBA
8 Ensuring terminated employees are no longer charged to departmental cost centers.  9 Holly Prevost, Asst. Dir. Writing Maintaining departmental personnel files.  10 Consistent and efficient responses to inquiries.  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  Vivianne Do, Asst Dir Finance & Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA  Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA	7	Verifying that the eTerminatiion Checklist is completed by all	Holly Prevost, Asst. Dir. Writing	Vanessa Torres, DBA
9 Maintaining departmental personnel files. 10 Consistent and efficient responses to inquiries. 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 13 Holly Prevost, Asst. Dir. Writing Center 14 Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center 15 Holly Prevost, Asst. Dir. Writing Center 16 Vanessa Torres, DBA Center 17 Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center 18 Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA	8	Ensuring terminated employees are no longer charged to		Vanessa Torres, DBA
10 Consistent and efficient responses to inquiries.  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Hire ePAR's should be processed at least 1 week prior to start date.  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA Center  Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA	9		Holly Prevost, Asst. Dir. Writing	Vanessa Torres, DBA
Hire ePAR's should be processed at least 1 week prior to start date.  Holly Prevost, Asst. Dir. Writing Center  Ensure all security access requests and training courses are Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA	10		Holly Prevost, Asst. Dir. Writing	Vanessa Torres, DBA
12 Ensure all security access requests and training courses are Holly Prevost, Asst. Dir. Writing Vanessa Torres, DBA	11	Hire ePAR's should be processed at least 1 week prior to start	Holly Prevost, Asst. Dir. Writing	Vanessa Torres, DBA
	12			Vanessa Torres, DBA

Revised: 1 of 3

## Writing Center - H0432 Baseline Standards FY 2016

			rson(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
CASH I	HANDLING		
1	Collecting cash, checks, etc.	N/A	
2	Reconciling cash, checks, etc. to receipts.	N/A	
3	Preparing deposits.	N/A	
4	Preparing Journal Entries.	N/A	
5	Verifying deposits posted correctly in the Finance System.	N/A	
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	
7	Secure deposits via UHDPS to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	N/A	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	N/A	
10	Updating Cash Handling Procedures as needed.	N/A	
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	
12	Consistent and efficient responses to inquiries.	N/A	
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	N/A	
14	Ensuring all access and use of credit card information is secure.	N/A	
PETTY	CASH / CHANGE FUNDS		
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	
2	Preparing petty cash disbursements.	N/A	
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
5	Approving petty cash disbursements.	N/A	
6	Replenishing the petty cash fund timely.	N/A	
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Vanessa Torres, DBA	Bill Kersten, Exec. Director, PBO
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Long Nguyen, Lan Administrator	
2	Ensuring the annual inventory was completed correctly.	Long Nguyen, Lan Administrator	
3	Tagging equipment.	Long Nguyen, Lan Administrator	
4	Approving requests for removal of equipment from campus.	Long Nguyen, Lan Administrator	

Revised: 2 of 3

## Writing Center - H0432 Baseline 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.	Bill Kersten, Exec. Director, PBO	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Bill Kersten, Exec. Director, PBO	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
ACCOU	UNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGA'	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Vanessa Torres, DBA	Bill Kersten, Exec. Director, PBO
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPAR	TIMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Long Nguyen, Lan Administrator	UH IT Help Desk
2	Ensuring that critical data back up occurs.	Long Nguyen, Lan Administrator	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Long Nguyen, Lan Administrator	UH IT Help Desk

Revised: 3 of 3