

Writing Center H0432  
Baseline Standards  
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Bill Kersten, Exec. Director, PBO	Use Business Managers Survival Guide; MAPP; supplemented as
2	Updating the Baseline Standards Form.	Vanessa Torres, CBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Vivianne Do, Director, Finance & Administration	
2	Reviewing cost center verifications.	Student Workers	
3	Approving cost center verifications.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO
4	Ensuring all cost centers are verified/approved on a timely basis.	Vivianne Do, Director, Finance & Administration	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Vanessa Torres, CBA	
2	Ensuring the validity of travel and expense reimbursements.	Vanessa Torres, CBA	
3	Ensuring that goods and services are received and that timely payment is made.	Holly Prevost, Assoc Dir, Writing Programs	Vanessa Torres, CBA
4	Ensuring correct account coding on purchases documents.	Vanessa Torres, CBA	
5	Primary contact for inquiries to expenditure transactions.	Holly Prevost, Assoc Dir, Writing Programs	
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Sabrina York, DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vanessa Torres, CBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sabrina York, DBA Vanessa Torres, CBA	
4	Completing termination clearance procedures.	Holly Prevost, Assoc Dir, Writing Programs	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vanessa Torres, CBA	
6	Maintaining departmental Personnel files.	Holly Prevost, Assoc Dir, Writing Programs	
7	Ensuring valid authorization of new hires.	Vanessa Torres, CBA	
8	Ensuring valid authorization of changes in compensation rates.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO
9	Ensuring the accurate input of changes to the HR System.	Vanessa Torres, CBA	
10	Consistent and efficient responses to inquiries.	Holly Prevost, Assoc Dir, Writing Programs	

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<b>CASH HANDLING</b>			
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	
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO
<b>PROPERTY MANAGEMENT</b>			
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	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Vanessa Torres, CBA	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.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO

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ACCOUNTS 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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Vanessa Torres, CBA	Bill Kersten, Exec. Director, PBO
2	Ensuring that research expenditures are covered by funds from sponsors.	Division of Research	Vanessa Torres, CBA
DEPARTMENTAL 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 IT Systems	
4	Reporting of suspected security violations.	Long Nguyen, Lan Administrator	UH IT Help Desk