

Plant Operations
Baseline Standards
FY 2013

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.	Georgeann Smith, Dir, Bus Services	
2	Updating the Baseline Standards Form.	Georgeann Smith, Dir, Bus Services	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Martha Brady, Financial Coordinator 2	Cindy Pennington, Finance Coordinator 2
2	Reviewing cost center verifications.	Georgeann Smith, Dir, Bus Services	
3	Approving cost center verifications.	Georgeann Smith, Dir, Bus Services	
4	Ensuring all cost centers are verified/approved on a timely basis.	Georgeann Smith, Dir, Bus Services	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Georgeann Smith, Dir, Bus Services	George Rea, Dept Business Admin
2	Ensuring the validity of travel and expense reimbursements.	Georgeann Smith, Dir, Bus Services	George Rea, Dept Business Admin
3	Ensuring that goods and services are received and that timely payment is made.	Georgeann Smith, Dir, Bus Services	George Rea, Dept Business Admin
4	Ensuring correct account coding on purchases documents.	Georgeann Smith, Dir, Bus Services	George Rea, Dept Business Admin
5	Primary contact for inquiries to expenditure transactions.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
2	Reconciling bi-weekly leave accruals to the HR System.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
4	Ensuring all monthly leave is recorded and approved in the HR System.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
6	Completing termination clearance procedures.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
8	Paycheck distribution.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
9	Maintaining departmental Personnel files.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
10	Ensuring valid authorization of new hires.	Georgeann Smith, Dir, Bus Services	
11	Ensuring valid authorization of changes in compensation rates.	Georgeann Smith, Dir, Bus Services	
12	Ensuring the accurate input of changes to the HR System.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
13	Propriety of leave account classification on time records.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
14	Consistent and efficient responses to inquiries.	Claudia Rincon, Payroll Coord 2	Chris Harrison, Payroll Coord 1
CASH HANDLING			

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1 Collecting cash, checks, etc.	Cindy Pennington, Finance Coordinator 2	Judy Turner, Contract Coord
2 Reconciling cash, checks, etc. to receipts.	Cindy Pennington, Finance Coordinator 2	Judy Turner, Contract Coord
3 Preparing deposits.	Cindy Pennington, Finance Coordinator 2	Judy Turner, Contract Coord
4 Preparing Journal Entries.	Cindy Pennington, Finance Coordinator 2	Judy Turner, Contract Coord
5 Verifying deposits posted correctly in the Finance System.	Lisa Castro, Dept Business Admin	Georgeann Smith, Dir, Bus Services
6 Adequacy of physical safeguards.	Lisa Castro, Dept Business Admin	Georgeann Smith, Dir, Bus Services
7 Transporting deposits to Student Financial Services.	UH Police Department	
8 Ensuring deposits are made timely.	Georgeann Smith, Dir, Bus Services	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Claudia Rincon, Dept HR/Payroll Coord 2	Georgeann Smith, Dir, Bus Services
10 Updating Cash Handling Procedures as needed.	Lisa Castro, Dept Business Admin	Georgeann Smith, Dir, Bus Services
11 Distribution of Cash Handling Procedures to employees who handle cash.	Lisa Castro, Dept Business Admin	Georgeann Smith, Dir, Bus Services
12 Consistent and efficient responses to inquiries.	Lisa Castro, Dept Business Admin	Georgeann Smith, Dir, Bus Services
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 CHARGES		
1 Manager review of long distance charges for unusual activity.	Lisa Bourque, Office Administrator	Georgeann Smith, Dir, Bus Services
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Lisa Bourque, Office Administrator	Georgeann Smith, Dir, Bus Services
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	George Rea, Dept Business Admin	Georgeann Smith, Dir, Bus Services
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Cynthia Ramos, Exec Admin Asst	
2 Ensuring the annual inventory was completed correctly.	Cynthia Ramos, Exec Admin Asst	
3 Tagging equipment.	Cynthia Ramos, Exec Admin Asst	
4 Approving requests for removal of equipment from campus.	Cynthia Ramos, Exec Admin Asst	
DISCLOSURE FORMS		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Georgeann Smith, Dir, Bus Services	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Georgeann Smith, Dir, Bus Services	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	na	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	na	
2	Billing.	Lisa Castro, Dept Business Admin	Georgeann Smith, Dir, Bus Services
3	Collection.	Lisa Castro, Dept Business Admin	Georgeann Smith, Dir, Bus Services
4	Recording.	Lisa Castro, Dept Business Admin	Georgeann Smith, Dir, Bus Services
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.	Lisa Castro, Dept Business Admin	Georgeann Smith, Dir, Bus Services
2	Ensuring that research expenditures are covered by funds from sponsors.	na	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Lillian Wanjagi, Dir Facilities Information	
2	Ensuring that critical data back up occurs.	Lillian Wanjagi, Dir Facilities Information	
3	Ensuring that procedures such as password controls are followed.	Lillian Wanjagi, Dir Facilities Information	
4	Reporting of suspected security violations.	Lillian Wanjagi, Dir Facilities Information	