Plant Operations Baseline Standards FY 2014

		Responsible Perso	on(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Georgeann Smith, Dir, Bus	George Rea, Dept Business
	current. Updating the Baseline Standards Form.	Services Georgeann Smith, Dir, Bus	Admin George Rea, Dept Business
2	Updating the Baseline Standards Form.	Services	Admin
FINAN	L CIAL REPORTING - COST CENTER VERIFICATIONS	Services	Admin
1	Preparing cost center verifications.		Cindy Pennington, Finance
		Inga Buyanjargal, Accountant 2	Coordinator 2
2	Reviewing cost center verifications.	Georgeann Smith, Dir, Bus	George Rea, Dept Business
3	Ammoving cost conton vonifications	Services Georgeann Smith, Dir, Bus	Admin George Rea, Dept Business
3	Approving cost center verifications.	Services	Admin
4	Ensuring all cost centers are verified/approved on a timely	Georgeann Smith, Dir, Bus	George Rea, Dept Business
	basis.	Services	Admin
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
			G G G H D: D
1	Ensuring valid authorization of purchase documents.	George Rea, Dept Business	Georgeann Smith, Dir, Bus
2	Ensuring the validity of travel and expense reimbursements.	Admin George Rea, Dept Business	Services Georgeann Smith, Dir, Bus
2	Ensuring the variatry of traver and expense remioursements.	Admin	Services
3	Ensuring that goods and services are received and that timely	George Rea, Dept Business	Georgeann Smith, Dir, Bus
	payment is made.	Admin	Services
4	Ensuring correct account coding on purchases documents.	George Rea, Dept Business	Georgeann Smith, Dir, Bus
		Admin	Services
5	Primary contact for inquiries to expenditure transactions.	George Rea, Dept Business	Georgeann Smith, Dir, Bus
DAMBO	NI / HIMAN DEGOUDEEG	Admin	Services
PAYRO	LL / HUMAN RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and	Maggie Zarazua, Payroll Coord 2	
	effort reports.		Chris Harrison, Payroll Coord 1
2	Reconciling bi-weekly leave accruals to the HR System.	Maggie Zarazua, Payroll Coord 2	
			Chris Harrison, Payroll Coord 1
3	Ensuring all bi-weekly time and effort reports are submitted to	Maggie Zarazua, Payroll Coord 2	
4	Payroll. Ensuring all monthly leave is recorded and approved in the HR	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
4	System.	Waggie Zarazua, Fayron Coord 2	Chris Harrison, Payroll Coord 1
5	Reconciling time and effort reports (bi-weekly employees) and	Maggie Zarazua, Payroll Coord 2	
	ePARs (monthly employees) to the trial and final payroll		
	verification reports.		Chris Harrison, Payroll Coord 1
6	Completing termination clearance procedures.	Maggie Zarazua, Payroll Coord 2	
7	Enguring terminated applications are no 1-2-2-14.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Payroll Coord 1
/	Ensuring terminated employees are no longer charged to departmental cost centers.	iviaggie Zarazua, Payroli Coord 2	Chris Harrison, Payroll Coord 1
8	Paycheck distribution.	Maggie Zarazua, Payroll Coord 2	Chris Harrison, Layron Coold 1
			Chris Harrison, Payroll Coord 1
9	Maintaining departmental Personnel files.	Maggie Zarazua, Payroll Coord 2	
			Chris Harrison, Payroll Coord 1
10	Ensuring valid authorization of new hires.	Georgeann Smith, Dir, Bus	
11	Ensuring valid authorization of changes in compensation rates.	Services Georgeann Smith, Dir, Bus	
11	Ensuring valid authorization of changes in compensation rates.	Services	
12	Ensuring the accurate input of changes to the HR System.	Maggie Zarazua, Payroll Coord 2	
			Chris Harrison, Payroll Coord 1
13	Propriety of leave account classification on time records.	Maggie Zarazua, Payroll Coord 2	
			Chris Harrison, Payroll Coord 1
14	Consistent and efficient responses to inquiries.	Maggie Zarazua, Payroll Coord 2	
CASILI	LANDLING		Chris Harrison, Payroll Coord 1
CASH	HANDLING		
		ļ	<u> </u>

Submitted: 1 of 3

Plant Operations Baseline Standards FY 2014

Descri	ption of Responsibility	Responsible Pe Primary (Required)	rson(s) (Name/Title) Secondary (Optional)
1	Collecting cash, checks, etc.	Cindy Pennington, Finance	* ` * ′
	Concerning cushi, checks, etc.	Coordinator 2	Inga Buyanjargal, Accountant 2
2	Reconciling cash, checks, etc. to receipts.	Cindy Pennington, Finance	inga Bayanjargan, Accountant 2
2	Reconcining cash, checks, etc. to receipts.	Coordinator 2	In an Duvianianael Assountant 2
2	D 1 1 1	Cindy Pennington, Finance	Inga Buyanjargal, Accountant 2
3	Preparing deposits.		T D : 1.4
		Coordinator 2	Inga Buyanjargal, Accountant 2
4	Preparing Journal Entries.	Cindy Pennington, Finance	
		Coordinator 2	Inga Buyanjargal, Accountant 2
5	Verifying deposits posted correctly in the Finance System.	George Rea, Dept Business	Georgeann Smith, Dir, Bus
		Admin	Services
6	Adequacy of physical safeguards.	George Rea, Dept Business	Georgeann Smith, Dir, Bus
		Admin	Services
7	Transporting deposits to Student Financial Services.		
,	Transporting deposits to Student I maneral Services.	UH Police Department	
0		George Rea, Dept Business	C
8	Ensuring deposits are made timely.	- 1	Georgeann Smith, Dir, Bus
		Admin	Services
ĺ	Ensuring all employees who handle cash have completed Cash		
ĺ	Security Procedures or Cash Deposit and Security Procedures	George Rea, Dept Business	Georgeann Smith, Dir, Bus
9	training.	Admin	Services
	Updating Cash Handling Procedures as needed.	George Rea, Dept Business	Georgeann Smith, Dir, Bus
10	Tr Cush Tantaning Troctation as needed.	Admin	Services
10	Distribution of Cash Handling Procedures to employees who	George Rea, Dept Business	Georgeann Smith, Dir, Bus
1.1		- 1	=
11	handle cash.	Admin	Services
	Consistent and efficient responses to inquiries.	George Rea, Dept Business	Georgeann Smith, Dir, Bus
12		Admin	Services
PETTY	Y CASH		
1	Preparing petty cash disbursements.		
	1 81 1	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	1111	
	Ensuring petty cash disbursements are not for more than \$100.	NI A	
		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	NA	
LONG	DISTANCE CHARGES		
	1		
1	Manager review of long distance charges for unusual activity.	NA	
2	Ensuring personal calls are reimbursed within 10 days from the	NA	
	billing date.		
CONT	RACT ADMINISTRATION		
1	Encuring departmental personnal comply with contract	George Rea, Dept Business	Georgeann Smith, Dir, Bus
1	Ensuring departmental personnel comply with contract		_
nn ~ -	administration policies/procedures.	Admin	Services
PROPI	ERTY MANAGEMENT		
1	Performing the annual inventory.		
		Rufus Kemp, FSC	Camille Porter, Dir of Admin,FM
2	Ensuring the annual inventory was completed correctly.	•	·
_	g	Rufus Kemp, FSC	Camille Porter, Dir of Admin,FM
3	Tagging equipment.	rand mp, 150	Cumine 1 Steet, Dit Of Admini,1 W
3	ragging equipment.	Dufus Vom - FGC	Comillo Destro Dia CA1 : 235
		Rufus Kemp, FSC	Camille Porter, Dir of Admin,FM
4	Approving requests for removal of equipment from campus.		
		Rufus Kemp, FSC	Camille Porter, Dir of Admin,FM
DISCI	OSURE FORMS		

Submitted: 2 of 3

Plant Operations Baseline Standards FY 2014

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the	Georgeann Smith, Dir, Bus	
	annual Related Party disclosure statement online.	Services	DBA/HR vacant
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Georgeann Smith, Dir, Bus	
	complete the Consulting disclosure statement online.	Services	DBA/HR vacant
3	Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement for	Georgeann Smith, Dir, Bus	
	the Division of Research.	Services	DBA/HR vacant
ACCC	UNTS RECEIVABLE		
1	Extending of credit.	NA	
2	Billing.	Cindy Pennington, Finance Coordinator 2	George Rea, Dept Business Admin
3	Collection.	Cindy Pennington, Finance	George Rea, Dept Business
3	Conection.	Coordinator 2	Admin
4	Recording.	Cindy Pennington, Finance	George Rea, Dept Business
_	Recording.	Coordinator 2	Admin
5	Monitoring credit extended.	NA NA	7 Kilimi
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive	Georgeann Smith, Dir, Bus	George Rea, Dept Business
	fund equity at year-end.	Services	Admin
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology	Mike Yancey, Dir. Facilities	
	resources.	Planning	
2	Ensuring that critical data back up occurs.	Mike Yancey, Dir. Facilities	
		Planning	
3	Ensuring that procedures such as password controls are	Mike Yancey, Dir. Facilities	
	followed.	Planning	
4	Reporting of suspected security violations.	Mike Yancey, Dir. Facilities	
		Planning	

Submitted: 3 of 3