

H0516 Office of Administration H0154/H0419  
Baseline Standards  
FY 2019

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Linda M Garza/Dir Bus Svcs	Juanita Samuels/DBA
2	Updating the Baseline Standards Form.	Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Janae Fadairo/Fin Coord 2 Rosa Garcia/Fin Coord 2/Yolanda Buffalo Accountant 2	Martha Noriega Fin Coord 1
2	Reviewing cost center verifications.	Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
3	Approving cost center verifications.	Designated Cost Center Managers	Delegated cost center managers, if applicable.
4	Ensuring all cost centers are verified/approved on a timely basis.	Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	Adrian Robinson/Fin Asst 2 Mamadou Diouf/Fin Coord 1 Rosa	Juanita Samuels/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Same as # 2	Juanita Samuels/DBA &/or Linda Garza Dir Bus Svcs
4	Ensuring correct account coding on purchases documents.	All listed in #2 & Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
5	Primary contact for inquiries to expenditure transactions.	Same as # 2	Juanita Samuels/DBA
<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.	Valneshia Hines, Asst Business Services 1 (H0679, H0505, H0518); Diane Sylvester Asst. DBA (All others listed below)	Valneshia Hines, Asst Business Services 1; Diane Sylvester Asst. DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Valneshia Hines, Asst Business Services 1 (H0679, H0505, H0518); Diane Sylvester Asst. DBA (All others listed below)	Valneshia Hines, Asst Business Services 1; Diane Sylvester Asst. DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Valneshia Hines, Asst Business Services 1 (H0679, H0505, H0518); Diane Sylvester Asst. DBA (All others listed below)	Valneshia Hines, Asst Business Services 1; Diane Sylvester Asst. DBA
4	Completing termination clearance procedures.	Valneshia Hines, Asst Business Services 1 (H0679, H0505, H0518); Diane Sylvester Asst. DBA (All others listed below)	Valneshia Hines, Asst Business Services 1; Diane Sylvester Asst. DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Valneshia Hines, Asst Business Services 1 (H0679, H0505, H0518); Diane Sylvester Asst. DBA (All others listed below)	Valneshia Hines, Asst Business Services 1; Diane Sylvester Asst. DBA
6	Maintaining departmental Personnel files.	Valneshia Hines, Asst Business Services 1 (H0679, H0505, H0518); Diane Sylvester Asst. DBA (All others listed below)	Valneshia Hines, Asst Business Services 1; Diane Sylvester Asst. DBA
7	Ensuring valid authorization of new hires.	Valneshia Hines, Asst Business Services 1 (H0679, H0505, H0518); Diane Sylvester Asst. DBA (All others listed below)	Valneshia Hines, Asst Business Services 1; Diane Sylvester Asst. DBA

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8	Ensuring valid authorization of changes in compensation rates.	Valneshia Hines, Asst Business Services 1 (H0679, H0505, H0518); Diane Sylvester Asst. DBA (All others listed below)	Valneshia Hines, Asst Business Services 1; Diane Sylvester Asst. DBA
9	Ensuring the accurate input of changes to the HR System.	Valneshia Hines, Asst Business Services 1 (H0679, H0505, H0518); Diane Sylvester Asst. DBA (All others listed below)	Valneshia Hines, Asst Business Services 1; Diane Sylvester Asst. DBA
10	Consistent and efficient responses to inquiries.	Valneshia Hines, Asst Business Services 1 (H0679, H0505, H0518); Diane Sylvester Asst. DBA (All others listed below)	Valneshia Hines, Asst Business Services 1; Diane Sylvester Asst. DBA
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Departments respective Cashiers - on record with Department ; Adrian Robinson/Fin Asst 2	Juanita Samuels/DBA
2	Reconciling cash, checks, etc. to receipts.	see # 1	Juanita Samuels/DBA
3	Preparing deposits.	see # 1	Juanita Samuels/DBA
4	Preparing Journal Entries.	Adrian Robinson/Fin Asst 2 Mamadou Diouf/Fin Coord 1	Juanita Samuels/DBA
5	Verifying deposits posted correctly in the Finance System.	Janae Fadairo/Fin Coord 2 Rosa Garcia/Fin Coord 2	Juanita Samuels/DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	see # 1	Juanita Samuels/DBA
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Dept (UH DPS)	N/A
8	Ensuring deposits are made timely.	see # 1	Juanita Samuels/DBA & Linda Garza Dir Bus Svcs
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	Department Head & Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
10	Updating Cash Handling Procedures as needed.	Department Head & Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
11	Distribution of Cash Handling Procedures to employees who handle cash.	Department Head & Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
12	Consistent and efficient responses to inquiries.	see # 1	Juanita Samuels/DBA
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
2	Ensuring petty cash disbursements are not for more than \$100.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
3	Ensuring petty cash disbursements are made for only authorized purposes.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
4	Approving petty cash disbursements.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
5	Replenishing the petty cash fund timely.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
6	Ensuring the petty cash fund is balanced after each disbursement.	Janae Fadairo/Fin Coord 2	Juanita Samuels/DBA
<b>CONTRACT ADMINISTRATION</b>			

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1	Ensuring departmental personnel comply with contract administration policies/procedures.	Department Contract Contacts & Sylvia Morales Salinas/Contrct Analyst	Alice Tsai/Financial Manager & Juanita Samuels, DBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	see last page	Linda M Garza/ Dir, Bus Svcs
2	Ensuring the annual inventory was completed correctly.	see last page	Linda M Garza/ Dir, Bus Svcs
3	Tagging equipment.	see last page	Juanita Samuels/DBA
4	Approving requests for removal of equipment from campus.	Employee Supervisor & Property Custodian noted below.	Linda M Garza/Dir Bus Svcs
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Diane Sylvester Asst. DBA	Juanita Samuels/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Diane Sylvester Asst. DBA	Juanita Samuels/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the	NA	
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	NA	NA
2	Billing.	Rosa Garcia/ Fin Coord 2 Martha Noriega Fin Coord 1 Janae Fadairo Fin Coor 2 Mamadou	Juanita Samuels/DBA
3	Collection.	Rosa Garcia/ Fin Coord 2 Martha Noriega Fin Coord 1 Janae Fadairo Fin Coor 2 Mamadou	Juanita Samuels/DBA
4	Recording.	Rosa Garcia/ Fin Coord 2 Martha Noriega Fin Coord 1 Janae Fadairo Fin Coor 2 Mamadou	Juanita Samuels/DBA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	Devi Bala/ASST VP Bus Svcs, with approval from General Accounting	Linda M Garza/Dir Bus Svcs
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Juanita Samuels/DBA	Linda M Garza/Dir Bus Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	see last page	UIT
2	Ensuring that critical data back up occurs.	see last page	UIT
3	Ensuring that procedures such as password controls are followed.	see last page	UIT
4	Reporting of suspected security violations.	ALL	ALL
<b>For Departments Listed Below</b>			
<b>DeptID</b>	<b>Department Name</b>	<b>Property Custodian</b>	<b>Departmental Computing</b>

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H0154	Administration & Finance		UIT - USS3 - H0154 A&F Support Branda Lumpkin, Patrick McNeal, Brian Thomas
H0171	Auxiliary Services	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
H0174	Cougar Card	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
H0179	Postal Services	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
H0180	Printing Services	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
H0178	Parking & Trans Operation	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
H0294	UH Sports & Entertainment SVC	NA	
H0505	Real Estate Services	Genille A. Rampersad	Henry Pham/ Analyst, Microsystems 2
H0518	Univ Prop Serv Operations	Genille A. Rampersad	Henry Pham/ Analyst, Microsystems 2
H0614	Assoc VP for Administration	NA	UIT - USS3 - H0154 A&F Support Tea
H0679	Risk Management	Christopher Durham/Functinal Analyst 4	Christopher Durham/Functinal Analyst 4
H0170	A&F Marketing and Communication	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 4
H0276	Office of Sustainability	Dan Olivarez/ User Services Spec 3	Dan Olivarez/ User Services Spec 3
S0009	Administration & Finance	NA	UIT - USS3 - H0154 A&F Support Tea
S0069	Univ Prop Serv Operations	NA	Henry Pham/ Analyst, Microsystems 2