The Honors College (H0407) Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)		
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)	
DEPA:	RTMENTAL POLICIES & PROCEDURES / BASELINE			
STAN	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Brenda Ramirez, Financial		
	current.	Coordinator II	Lorena Lopez, CBA	
2	Updating the Baseline Standards Form.	Lorena Lopez, CBA	Brenda Ramirez, Financial	
			Coordinator II	
FINAN	ICIAL REPORTING - COST CENTER VERIFICATIONS			
	Ta			
1	Preparing cost center verifications.	Lorena Osorio, Student Assistant		
		I I GD.	Lorena Lopez, CBA	
2	Reviewing cost center verifications.	Lorena Lopez, CBA	D Main. M D	
	A	Lorena Lopez, CBA	Dr. William Monroe, Dean	
3	Approving cost center verifications.	Lorena Lopez, CBA	D. William Manna Dan	
4	Ensuring all cost centers are verified/approved on a timely basis.	Lorene Lonez, CDA	Dr. William Monroe, Dean	
4	Ensuring an cost centers are verified/approved on a timery basis.	Согена Сорег, СВА	Dr. William Monroe, Dean	
FINAN	ICIAL REPORTING - EXPENDITURE TRANSACTIONS		Dr. William Wolloe, Dean	
IIIM	CIAL REI ORTING - LAI ENDITORE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Brenda Ramirez, Financial		
	Ensuring varia authorization of parenase accuments.	Coordinator II	Lorena Lopez, CBA	
2	Ensuring the validity of travel and expense reimbursements.	Brenda Ramirez, Financial		
		Coordinator II	Lorena Lopez, CBA	
3	Ensuring that goods and services are received and that timely	Brenda Ramirez, Financial	1	
	payment is made.	Coordinator II	Lorena Lopez, CBA	
4	Ensuring correct account coding on purchases documents.	Brenda Ramirez, Financial	•	
		Coordinator II	Lorena Lopez, CBA	
5	Primary contact for inquiries to expenditure transactions.	Brenda Ramirez, Financial		
		Coordinator II	Lorena Lopez, CBA	
PAYR	OLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved	Brenda Ramirez, Financial		
	before the deadlines set by Payroll, so that the correct hours are	Coordinator II		
	recorded and paid on each bi-weekly paycheck.		Lorena Lopez, CBA	
2		Lorena Lopez, CBA		
	deadlines set by Payroll.		Lorena Lopez, CBA	
3	Reconciling approved reported time and leave (bi-weekly	Brenda Ramirez, Financial		
	employees) and ePARs (monthly employees) to the trial and	Coordinator II		
	final payroll verification reports.	D 1 D : D' : 1	Lorena Lopez, CBA	
4	Completing termination clearance procedures.	Brenda Ramirez, Financial	Lawrence CDA	
_	Function to making to demand a supplementary and a supplementary a	Coordinator II	Lorena Lopez, CBA	
5	Ensuring terminated employees are no longer charged to	Lorena Osorio, Student Assistant	Lorene Lonez, CP A	
	departmental cost centers. Maintaining departmental Personnel files.	Lorena Lopez, CBA	Lorena Lopez, CBA	
6	mannannig ucparunchiai i cisoillici illes.	Lorena Lopez, CBA	Dr. William Monroe, Dean	
7	Ensuring valid authorization of new hires.	Lorena Lopez, CBA	Di. William Wolnoe, Dean	
_ ′	Embaring valid audiorization of new intes.	Lorena Lopez, CDA	Dr. William Monroe, Dean	
8	Ensuring valid authorization of changes in compensation rates.	Lorena Lopez, CBA		
			Dr. William Monroe, Dean	
9	Ensuring the accurate input of changes to the HR System.	Lorena Lopez, CBA		
	g and and any any and any any and any and any and any and any and any and any any and any any and any		Brenda Ramirez, Financial Coordinat	
10	Consistent and efficient responses to inquiries.	Lorena Lopez, CBA	,	
		* *	Brenda Ramirez, Financial Coordinat	

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The Honors College (H0407) Baseline Standards FY 2017

			rson(s) (Name/Title)
	otion of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	Student Services (Honors)	Student Services (Honors) Honors
1	Concerning Cash, Checks, etc.	Student Services (Honors)	Director of Development
2	Reconciling cash, checks, etc. to receipts.	Brenda Ramirez, Financial	Director of Development
2	Reconcining cash, cheeks, etc. to receipts.	Coordinator II	Lorena Lopez, CBA
3	Preparing deposits.	Brenda Ramirez, Financial	Zorona Dopoz, CDri
5	repaining deposits.	Coordinator II	Lorena Lopez, CBA
4	Preparing Journal Entries.	Brenda Ramirez, Financial	
		Coordinator II	Lorena Lopez, CBA
5	Verifying deposits posted correctly in the Finance System.	Lorena Osorio, Student Assistant	• '
			Lorena Lopez, CBA
6	Adequacy of physical safeguards of cash receipts and	Brenda Ramirez, Financial	Lorena Lopez, CBA
	equivalent.	Coordinator II	
7	Secure deposits via UHDPS to Student Financial Services.	Brenda Ramirez, Financial	Lorena Lopez, CBA
		Coordinator II	
8	Ensuring deposits are made timely.	Brenda Ramirez, Financial	
		Coordinator II	Lorena Lopez, CBA
9	Ensuring all employees who handle cash have completed Cash	Lorena Lopez, CBA	
	Security Procedures or Cash Deposit and Security Procedures		
	training.		Dr. William Monroe, Dean
10	Updating Cash Handling Procedures as needed.	Brenda Ramirez, Financial	I I CD:
1.1	Distribution of Cody II. III. D. J.	Coordinator II	Lorena Lopez, CBA
11	Distribution of Cash Handling Procedures to employees who	Brenda Ramirez, Financial	Laura Laura CD A
12	handle cash.	Coordinator II	Lorena Lopez, CBA
12	Consistent and efficient responses to inquiries.	Brenda Ramirez, Financial	Laura Laura CDA
DETTY	CASH	Coordinator II	Lorena Lopez, CBA
гСІІҮ	САЗП		
1	Preparing petty cash disbursements.	N/A	+
1	repairing petty cash disoursements.	1 1/1 1	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	17/11
-	peny can discussions are not for more tital \$100.		N/A
3	Ensuring petty cash disbursements are made for only authorized	N/A	
	purposes.		N/A
4	Approving petty cash disbursements.	N/A	
			N/A
5	Replenishing the petty cash fund timely.	N/A	
			N/A
6	Ensuring the petty cash fund is balanced after each	N/A	
	disbursement.		N/A
CONTI	RACT ADMINISTRATION		
	Territoria de la companya della companya della companya de la companya della comp		
1	Ensuring departmental personnel comply with contract	Brenda Ramirez, Financial	D 44.11. 14. 2
DDCBT	administration policies/procedures.	Coordinator II	Dr. William Monroe, Dean
PROPE	ERTY MANAGEMENT		
1	Douglamain a the annual it	Louis Louis CDA	Prondo Dominos Einas de 1
1	Performing the annual inventory.	Lorena Lopez, CBA	Brenda Ramirez, Financial
2	Ensuring the annual inventory was completed correctly.	Lorena Lopez, CBA	Coordinator II
2	Ensuring the annual inventory was completed correctly.	Еогона Еорег, СВА	Dr. William Monroe, Dean
3	Tagging equipment.	Lorena Lopez, CBA	Brenda Ramirez, Financial
J	Lugging equipment.	Lorein Lopez, CDA	Coordinator II
4	Approving requests for removal of equipment from campus.	Dr. William Monroe, Dean	Costumuo II
			Lorena Lopez, CBA
DISCL	OSURE FORMS		
~ ~ ~			
1	Ensuring all employees with purchasing influence complete the	Lorena Lopez, CBA	
-	annual Related Party disclosure statement online.	,	Dr. William Monroe, Dean
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Lorena Lopez, CBA	
	complete the Consulting disclosure statement online.	•	Dr. William Monroe, Dean
3	Ensuring that all Principal and Co-Principal Investigators	Lorena Lopez, CBA	
	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.		Dr. William Monroe, Dean

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Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Lorena Lopez, CBA	Dr. William Monroe, Dean
2	Ensuring that research expenditures are covered by funds from sponsors.	Lorena Lopez, CBA	Dr. William Monroe, Dean
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Lorena Lopez, CBA	Dr. William Monroe, Dean
2	Ensuring that critical data back up occurs.	Lorena Lopez, CBA	Dr. William Monroe, Dean
3	Ensuring that procedures such as password controls are followed.	Lorena Lopez, CBA	Dr. William Monroe, Dean
4	Reporting of suspected security violations.	Lorena Lopez, CBA	Dr. William Monroe, Dean

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