Counseling and Psychological Services Baseline Standards FY 2013

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2 Red 3 En: Pay 4 En: Sys 5 Red ePA	econciling approved bi-weekly leave requests to time and	Michelle Le - Financial	
3 En: Pay 4 En: Sy: 5 Rec ePA	fort reports.	Coordinator	Kim Barrow-Dept Bus Admin
4 En:	econciling bi-weekly leave accruals to the HR System.	Michelle Le - Financial	
4 En:		Coordinator	Kim Barrow-Dept Bus Admin
4 Ens Sys 5 Rec ePa ver	nsuring all bi-weekly time and effort reports are submitted to	Michelle Le - Financial	W' D D (D A)
5 Receiver	ayroll. Insuring all monthly leave is recorded and approved in the HR	Coordinator	Kim Barrow-Dept Bus Admin
5 Rec ePa ver		Michelle Le - Financial	Vim Bamayy Dant Bug Admin
ePa ver	ystem. econciling time and effort reports (bi-weekly employees) and	Coordinator Michelle Le - Financial	Kim Barrow-Dept Bus Admin
ver	PARs (monthly employees) to the trial and final payroll	Coordinator	
	rification reports.	Coordinator	Kim Barrow-Dept Bus Admin
0 00	ompleting termination clearance procedures.	Michelle Le - Financial	Tim Barrow-Dept Bus Admilli
	omproving termination elearance procedures.	Coordinator	Kim Barrow-Dept Bus Admin
7 En:	nsuring terminated employees are no longer charged to	Michelle Le - Financial	zaro zopi bas riamini
	epartmental cost centers.	Coordinator	Kim Barrow-Dept Bus Admin
	aycheck distribution.	UH Treasury	
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9 Ma	aintaining departmental Personnel files.	Michelle Le - Financial	
		Coordinator	Dr. Norma Ngo-Director
10 En:	nsuring valid authorization of new hires.	Michelle Le - Financial	
		Coordinator	Kim Barrow-Dept Bus Admin
11 En:	nsuring valid authorization of changes in compensation rates.		
		Kim Barrow-Dept Bus Admin	Pat Sayles-Exec Dir Bus Svcs
12 En:		Michelle Le - Financial	
	nsuring the accurate input of changes to the HR System.	Coordinator	Kim Barrow-Dept Bus Admin
13 Pro		TA 4: 1 11 T T2: 1 1	
	nsuring the accurate input of changes to the HR System. ropriety of leave account classification on time records.	Michelle Le - Financial	1
14 Co	ropriety of leave account classification on time records.	Coordinator	Kim Barrow-Dept Bus Admin
<u> </u>		Coordinator Michelle Le - Financial	
CASH HAN	ropriety of leave account classification on time records. consistent and efficient responses to inquiries.	Coordinator	Kim Barrow-Dept Bus Admin Kim Barrow-Dept Bus Admin

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Counseling and Psychological Services Baseline Standards FY 2013

		Resnonsible Perso	on(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Tonya Winters - Office Coord.,	Ashley Cannon - Exc. Secretary,
-	Concerning cushi, checks, etc.	Pamlar Clarke - Office Asst.	Michelle Le - Financial Coord.
2	Reconciling cash, checks, etc. to receipts.	Michelle Le - Financial	Whenene Ec T maneiar Coord.
	Reconcining cash, cheeks, etc. to receipts.	Coordinator	Kim Barrow-Dept Bus Admin
3	Preparing deposits.	Michelle Le - Financial	Killi Barrow-Dept Bus Autiliii
3	Freparing deposits.		Vim Domeyy Dont Due Admin
	D t I I I I	Coordinator	Kim Barrow-Dept Bus Admin
4	Preparing Journal Entries.	Michelle Le - Financial	W D D D
		Coordinator	Kim Barrow-Dept Bus Admin
5	Verifying deposits posted correctly in the Finance System.	Tonya Winters - Office Coord	Kim Barrow-Dept Bus Admin
6	Adequacy of physical safeguards.	Michelle Le - Financial	
		Coordinator	Kim Barrow-Dept Bus Admin
7	Transporting deposits to Student Financial Services.	UH Police	•
8	Ensuring deposits are made timely.	Michelle Le - Financial	
		Coordinator	Kim Barrow-Dept Bus Admin
	Ensuring all employees who handle cash have completed Cash	Michelle Le - Financial	
	Security Procedures or Cash Deposit and Security Procedures	Coordinator	
0	1 *	Coordinator	Vi D D+ D A di-
9	training.		Kim Barrow-Dept Bus Admin
	Updating Cash Handling Procedures as needed.		
10		Kim Barrow-Dept Bus Admin	Michelle Le - Financial Coordinate
	Distribution of Cash Handling Procedures to employees who		
11	handle cash.	Kim Barrow-Dept Bus Admin	Michelle Le - Financial Coordinate
	Consistent and efficient responses to inquiries.		
12	1 1	Kim Barrow-Dept Bus Admin	Michelle Le - Financial Coordinate
PETTY	CASH		
ILIII	CASII		
1	D ' " 11'1	NT/A	
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	N/A	
	purposes.		
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
	Tropromissing the petty easi rand timery.	1,711	
6	Ensuring the petty cash fund is balanced after each	N/A	
U	disbursement.	IV/A	
LONG	DISTANCE CHARGES		
LONG	DISTANCE CHARGES		
1	Manager review of long distance charges for unusual activity.	Michelle Le - Financial	
		Coordinator	
2	Ensuring personal calls are reimbursed within 10 days from the	Michelle Le - Financial	
	billing date.	Coordinator	
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Kim Barrow-Dept Bus Admin	
1	administration policies/procedures.	pt 20011011111	Linda Garza-Dir Bus Svcs
PR∩DE	RTY MANAGEMENT		
LOIL			
1	Dougoussing the annual inventors	Michalla I a Eigeneit	
1	Performing the annual inventory.	Michelle Le - Financial	W D D D
		Coordinator	Kim Barrow-Dept Bus Admin
2	Ensuring the annual inventory was completed correctly.	Kim Barrow-Dept Bus Admin	
			Dr. Norma Ngo-Director
3	Tagging equipment.	Michelle Le - Financial	
		Coordinator	
4	Approving requests for removal of equipment from campus.	Dr. Norma Ngo - Director	
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DISCLO	DSURE FORMS		
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Counseling and Psychological Services Baseline Standards FY 2013

		Responsible Person(s) (Name/Title)	
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the	Kim Barrow-Dept Bus Admin	
	annual Related Party disclosure statement online.		Dr. Norma Ngo-Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Kim Barrow-Dept Bus Admin	
	complete the Consulting disclosure statement online.		Dr. Norma Ngo-Director
3	Ensuring that all Principal and Co-Principal Investigators	Kim Barrow-Dept Bus Admin	
	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.		Dr. Norma Ngo-Director
ACCOU	JNTS 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	
NEGAT	I TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Kimberly Barrow - Dept Bus	D. N. N. D.
	fund equity at year-end.	Admin	Dr. Norma Ngo-Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Kim Barrow-Dept Bus Admin	
DEPAR	TMENTAL COMPUTING		
1	Management of the departments' information technology	Lan Administrator - (Vacant - will	
	resources.	fill)	Sam Nguyen - Lan Administraor
2	Ensuring that critical data back up occurs.	Lan Administrator - (Vacant - will fill)	Sam Nguyen - Lan Administraor
3	Ensuring that procedures such as password controls are	Lan Administrator - (Vacant - will	
	followed.	fill)	Sam Nguyen - Lan Administraor
4	Reporting of suspected security violations.	All Staff	
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