

Dean of Students
Baseline Standards
FY2013

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.	Noel Clarke/Dir, Coll/Div Bus Ops	
2	Updating the Baseline Standards Form.	Noel Clarke/Dir, Coll/Div Bus Ops	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vicky Henderson/Financial Coord 2	
2	Reviewing cost center verifications.	Noel Clarke/Dir, Coll/Div Bus Ops	
3	Approving cost center verifications.	William Munson/Assoc VP, Stu Aff/Dean of Students	Pat Sayles/Exec Dir Bus Svcs; Linda Garza/Dir Bus Svcs
4	Ensuring all cost centers are verified/approved on a timely basis.	Noel Clarke/Dir, Coll/Div Bus Ops	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Noel Clarke/Dir, Coll/Div Bus Ops	Dee Ann Canfield/Financial Coord 1
2	Ensuring the validity of travel and expense reimbursements.	Noel Clarke/Dir, Coll/Div Bus Ops	Dee Ann Canfield/Financial Coord 1
3	Ensuring that goods and services are received and that timely payment is made.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
4	Ensuring correct account coding on purchases documents.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
5	Primary contact for inquiries to expenditure transactions.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Vicky Henderson/Financial Coord 2	Noel Clarke/Dir, Coll/Div Bus Ops
2	Reconciling bi-weekly leave accruals to the HR System.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Dee Ann Canfield/Financial Coord 1	Vicky Henderson/Financial Coord 2
4	Ensuring all monthly leave is recorded and approved in the HR System.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vicky Henderson/Financial Coord 2	Noel Clarke/Dir, Coll/Div Bus Ops
6	Completing termination clearance procedures.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
8	Paycheck distribution.	UH Treasury	
9	Maintaining departmental Personnel files.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
10	Ensuring valid authorization of new hires.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
11	Ensuring valid authorization of changes in compensation rates.	Noel Clarke/Dir, Coll/Div Bus Ops	Pat Sayles/Exec Dir Bus Svcs; Linda Garza/Dir Bus Svcs
12	Ensuring the accurate input of changes to the HR System.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
13	Propriety of leave account classification on time records.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
14	Consistent and efficient responses to inquiries.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
CASH HANDLING			

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1	Collecting cash, checks, etc.	Stella Myles/Senior Cashier	Noel Clarke/Dir, Coll/Div Bus Ops
2	Reconciling cash, checks, etc. to receipts.	Stella Myles/Senior Cashier	Noel Clarke/Dir, Coll/Div Bus Ops
3	Preparing deposits.	Stella Myles/Senior Cashier	Noel Clarke/Dir, Coll/Div Bus Ops
4	Preparing Journal Entries.	Stella Myles/Senior Cashier	Noel Clarke/Dir, Coll/Div Bus Ops
5	Verifying deposits posted correctly in the Finance System.	Vicky Henderson/Financial Coord 2	Noel Clarke/Dir, Coll/Div Bus Ops
6	Adequacy of physical safeguards.	Stella Myles/Senior Cashier	Noel Clarke/Dir, Coll/Div Bus Ops
7	Transporting deposits to Student Financial Services.	UH Police	UH Police
8	Ensuring deposits are made timely.	Stella Myles/Senior Cashier	Noel Clarke/Dir, Coll/Div Bus Ops
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Noel Clarke/Dir, Coll/Div Bus Ops	
10	Updating Cash Handling Procedures as needed.	Noel Clarke/Dir, Coll/Div Bus Ops	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Noel Clarke/Dir, Coll/Div Bus Ops	
12	Consistent and efficient responses to inquiries.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	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 disbursement.	N/A	N/A
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Noel Clarke/Dir, Coll/Div Bus Ops	Pat Sayles/Exec Dir Bus Svcs; Linda Garza/Dir Bus Svcs
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
2	Ensuring the annual inventory was completed correctly.	Noel Clarke/Dir, Coll/Div Bus Ops	
3	Tagging equipment.	Dee Ann Canfield/Financial Coord 1	Noel Clarke/Dir, Coll/Div Bus Ops
4	Approving requests for removal of equipment from campus.	William Munson/Assoc VP, Stu Aff/Dean of Students	Noel Clarke/Dir, Coll/Div Bus Ops
DISCLOSURE FORMS			

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1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Noel Clarke/Dir, Coll/Div Bus Ops	Vicky Henderson/Financial Coord 2
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Noel Clarke/Dir, Coll/Div Bus Ops	Vicky Henderson/Financial Coord 2
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Noel Clarke/Dir, Coll/Div Bus Ops	Vicky Henderson/Financial Coord 2
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
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Noel Clarke/Dir, Coll/Div Bus Ops	Pat Sayles/Exec Dir Bus Svcs; Linda Garza/Dir Bus Svcs
2 Ensuring that research expenditures are covered by funds from sponsors.	Noel Clarke/Dir, Coll/Div Bus Ops	
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	Sam Nguyen/Lan Administrator	
2 Ensuring that critical data back up occurs.	Sam Nguyen/Lan Administrator	
3 Ensuring that procedures such as password controls are followed.	Sam Nguyen/Lan Administrator	
4 Reporting of suspected security violations.	All Staff	All Staff