

Student Publications
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.	Candy Littleton/Financial Coord 2	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.	Candy Littleton/Financial Coord 2	
2	Reviewing cost center verifications.	Noel Clarke/Dir, Coll/Div Bus Ops	
3	Approving cost center verifications.	Matthew Dulin/Dir, Student Publications	
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	Candy Littleton/Financial Coord 2
2	Ensuring the validity of travel and expense reimbursements.	Noel Clarke/Dir, Coll/Div Bus Ops	Candy Littleton/Financial Coord 2
3	Ensuring that goods and services are received and that timely payment is made.	Candy Littleton/Financial Coord 2	Noel Clarke/Dir, Coll/Div Bus Ops
4	Ensuring correct account coding on purchases documents.	Candy Littleton/Financial Coord 2	Noel Clarke/Dir, Coll/Div Bus Ops
5	Primary contact for inquiries to expenditure transactions.	Candy Littleton/Financial Coord 2	Noel Clarke/Dir, Coll/Div Bus Ops
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Candy Littleton/Financial Coord 2	Vicky Henderson/Financial Coord 2
2	Reconciling bi-weekly leave accruals to the HR System.	Candy Littleton/Financial Coord 2	Vicky Henderson/Financial Coord 2
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Candy Littleton/Financial Coord 2	Vicky Henderson/Financial Coord 2
4	Ensuring all monthly leave is recorded and approved in the HR System.	Candy Littleton/Financial Coord 2	Vicky Henderson/Financial Coord 2
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Candy Littleton/Financial Coord 2	Vicky Henderson/Financial Coord 2
6	Completing termination clearance procedures.	Candy Littleton/Financial Coord 2	Noel Clarke/Dir, Coll/Div Bus Ops
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Candy Littleton/Financial Coord 2	Noel Clarke/Dir, Coll/Div Bus Ops
8	Paycheck distribution.	UH Treasury	NA
9	Maintaining departmental Personnel files.	Candy Littleton/Financial Coord 2	Vicky Henderson/Financial Coord 2
10	Ensuring valid authorization of new hires.	Candy Littleton/Financial Coord 2	Vicky Henderson/Financial Coord 2
11	Ensuring valid authorization of changes in compensation rates.	Candy Littleton/Financial Coord 2	Vicky Henderson/Financial Coord 2
12	Ensuring the accurate input of changes to the HR System.	Candy Littleton/Financial Coord 2	Vicky Henderson/Financial Coord 2
13	Propriety of leave account classification on time records.	Candy Littleton/Financial Coord 2	Vicky Henderson/Financial Coord 2
14	Consistent and efficient responses to inquiries.	Candy Littleton/Financial Coord 2	Vicky Henderson/Financial Coord 2
CASH HANDLING			

Student Publications
Baseline Standards
FY2013

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
1 Collecting cash, checks, etc.	Leona Davis/Office Asst 2	
2 Reconciling cash, checks, etc. to receipts.	Leona Davis/Office Asst 2	Candy Littleton/Financial Coord 2
3 Preparing deposits.	Leona Davis/Office Asst 2	Candy Littleton/Financial Coord 2
4 Preparing Journal Entries.	Leona Davis/Office Asst 2	Candy Littleton/Financial Coord 2
5 Verifying deposits posted correctly in the Finance System.	Candy Littleton/Financial Coord 2	Leona Davis/Office Asst 2
6 Adequacy of physical safeguards.	Leona Davis/Office Asst 2	Leona Davis/Office Asst 2
7 Transporting deposits to Student Financial Services.	UH Police Department	
8 Ensuring deposits are made timely.	Candy Littleton/Financial Coord 2	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	Leona Davis/Office Asst 2
10 Updating Cash Handling Procedures as needed.	Noel Clarke/Dir, Coll/Div Bus Ops	Noel Clarke/Dir, Coll/Div Bus Ops
11 Distribution of Cash Handling Procedures to employees who handle cash.	Candy Littleton/Financial Coord 2	Noel Clarke/Dir, Coll/Div Bus Ops
12 Consistent and efficient responses to inquiries.	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.	Candy Littleton/Financial Coord 2	Leona Davis/Office Asst 2
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Candy Littleton/Financial Coord 2	Leona Davis/Office Asst 2
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Matthew Dulin/Dir, Student Publications	Noel Clarke/Dir, Coll/Div Bus Ops
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Candy Littleton/Financial Coord 2	Noel Clarke/Dir, Coll/Div Bus Ops
2 Ensuring the annual inventory was completed correctly.	Noel Clarke/Dir, Coll/Div Bus Ops	Candy Littleton/Financial Coord 2
3 Tagging equipment.	Candy Littleton/Financial Coord 2	Noel Clarke/Dir, Coll/Div Bus Ops
4 Approving requests for removal of equipment from campus.	Matthew Dulin/Dir, Student Publications	
DISCLOSURE FORMS		

Student Publications
Baseline Standards
FY2013

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Noel Clarke/Dir, Coll/Div Bus Ops	Candy Littleton/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	Candy Littleton/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	Candy Littleton/Financial Coord 2
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Candy Littleton/Financial Coord 2	Leona Davis/Office Asst 2
3	Collection.	Leona Davis/Office Asst 2	Noel Clarke/Dir, Coll/Div Bus Ops
4	Recording.	Leona Davis/Office Asst 2	Noel Clarke/Dir, Coll/Div Bus Ops
5	Monitoring credit extended.	NA	
6	Approving write-offs.	Noel Clarke/Dir, Coll/Div Bus Ops	Pat Sayles/Exec Dir Bus Serv Linda Garza/Dir Bus Serv
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	Linda Garza/Dir Bus Serv
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
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