H0223 Dean of Students Office Baseline Standards FY2014

| 2 Reviewing cost center verifications. 3 Approving cost center verifications. 4 Ensuring all cost centers are verified/approved on a timely basis. 5 Ensuring valid authorization of purchase documents. 6 Ensuring that goods and services are received and that timely payment is made. 7 Ensuring correct account coding on purchases documents. 8 Primary contact for inquiries to expenditure transactions. 1 Ensuring correct account coding on purchases documents. 5 Primary contact for inquiries to expenditure transactions. 6 Primary contact for inquiries to expenditure transactions. 7 PAYROLL / HUMAN RESOURCES 1 Reconciling approved bi-weekly leaver requests to time and effort reports. 8 Reconciling time and effort reports (bi-weekly employees) and efPARs (monthly employees) to the trial and final payroll verification reports. 6 Completing time and effort reports (bi-weekly employees) and epPaRs (monthly employees) are to the rial and final payroll verification reports. 8 Paycheck distribution. 9 Maintaining departmental Personnel files. 10 Ensuring valid authorization of new hires. 10 Ensuring all bi-weekly time and effort reports (bi-weekly employees) and epartmental cost centers. 10 Ensuring time and effort reports (bi-weekly employees) and epartmental cost centers. 11 Ensuring all monthly leave is recorded and approved in the HR Dee Ann Canfield, Financial Coordinator II 12 Ensuring time and effort reports (bi-weekly employees) and epartmental cost centers. 13 Payoreke distribution. 14 Ensuring all monthly leave is recorded and approved in the HR Dee Ann Canfield, Financial Coordinator II 15 Primary contact for inquiries to expenditure transactions. 16 Completing time and effort reports (bi-weekly employees) and epartmental cost centers. 17 Ensuring time and effort reports (bi-weekly employees) and effort reports. 18 Paycheck distribution. 19 Ensuring time and effort reports (bi-weekly employees) and provided the provided to the trial and final payroll verification reports. 10 Ensuring va | | | | rson(s) (Name/Title) |
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| Ensuring the Departmental Policy and Procedures manual is current. | | | Primary (Required) | Secondary (Optional) |
| urrent. Oberator 2 Updating the Baseline Standards Form. 2 Updating the Baseline Standards Form. Dr. Noel Clarke/Director College/Division Business Operator 1 Preparing cost center verifications. Cordinator II Preparing cost center verifications. Christopher Herrin / Financial Coordinator II Coordinator II Coordinator II Dr. Noel Clarke/Director College/Division Business Operator College/Division Business Operator Dr. Noel Clarke/Director College/Division Business Operator Linda Garza/Dir Bus Serv Dr. William Munson/Assoc VI Sudent Affairs & Dean of Stu Business Operator Dr. Noel Clarke/Director College/Division Business Operator Linda Garza/Dir Bus Serv Dr. William Munson/Assoc VI Sudent Affairs & Dean of Stu Business Operator Dr. Noel Clarke/Director College/Division Business Operator Dr. Noe | | | | |
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| College/Division Business Operator | | | | |
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| CASH HANDLING CASH HANDLING | CASH F | HANDLING | | |

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| | | | rson(s) (Name/Title) |
|----------|--|--------------------------------|---|
| Descrip | tion of Responsibility | Primary (Required) | Secondary (Optional) |
| 1 | Collecting cash, checks, etc. | Vicky Henderson, Financial | Candy Litteton / Financial |
| | | Coordinator II | Coordinator II |
| 2 | Reconciling cash, checks, etc. to receipts. | Vicky Henderson, Financial | Candy Litteton / Financial |
| | | Coordinator II | Coordinator II |
| 3 | Preparing deposits. | Vicky Henderson, Financial | Candy Litteton / Financial |
| | | Coordinator II | Coordinator II |
| 4 | Preparing Journal Entries. | Vicky Henderson, Financial | Candy Litteton / Financial |
| | | Coordinator II | Coordinator II |
| 5 | Verifying deposits posted correctly in the Finance System. | Vicky Henderson, Financial | Candy Litteton / Financial |
| | | Coordinator II | Coordinator II |
| 6 | Adequacy of physical safeguards. | Vicky Henderson, Financial | Candy Litteton / Financial |
| | | Coordinator II | Coordinator II |
| 7 | Transporting deposits to Student Financial Services. | UH Police | UH Police |
| 8 | Ensuring deposits are made timely. | Christopher Herrin / Financial | Dee Ann Canfield, Financial |
| | | Coordinator II | Coordinator I |
| | Ensuring all employees who handle cash have completed Cash | Dr. Noel Clarke/Director | Christopher Herrin / Financial |
| | Security Procedures or Cash Deposit and Security Procedures | College/Division Business | Coordinator II |
| 9 | training. | Operator | |
| | Updating Cash Handling Procedures as needed. | Dr. Noel Clarke/Director | Christopher Herrin / Financial |
| | | College/Division Business | Coordinator II |
| 10 | | Operator | |
| | Distribution of Cash Handling Procedures to employees who | Dr. Noel Clarke/Director | Christopher Herrin / Financial |
| | handle cash. | College/Division Business | Coordinator II |
| 11 | | Operator | |
| | Consistent and efficient responses to inquiries. | Dee Ann Canfield, Financial | Christopher Herrin / Financial |
| 12 | | Coordinator I | Coordinator II |
| 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 | 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 |
| LONG I | DISTANCE CHARGES | | |
| | Manager review of long distance charges for unusual activity. | Dee Ann Canfield, Financial | Christopher Herrin / Financial |
| | | Coordinator I | Coordinator II |
| 2 | Ensuring personal calls are reimbursed within 10 days from the | Dee Ann Canfield, Financial | Christopher Herrin / Financial |
| | billing date. | Coordinator I | Coordinator II |
| | ACT ADMINISTRATION | | ****** |
| | Ensuring departmental personnel comply with contract | Dr. Noel Clarke/Director | Pat Sayles/Exec Dir Bus Serv |
| | administration policies/procedures. | College/Division Business | Linda Garza/Dir Bus Serv |
| | | Operator | |
| PROPE | RTY MANAGEMENT | | |
| 1 | Performing the annual inventory. | Dee Ann Canfield, Financial | Dr. Noel Clarke/Director |
| | 9 | Coordinator I | College/Division Business Operator |
| | | | 2 and |
| 2 | Ensuring the annual inventory was completed correctly. | Dr. Noel Clarke/Director | Linda Garza/Dir Bus Serv |
| | | College/Division Business | |
| | | Operator | |
| 3 | Tagging equipment. | Dee Ann Canfield, Financial | Christopher Herrin / Financial |
| 3 | 1222 edarbureur | Coordinator I | Coordinator II |
| 4 | Approving requests for removal of equipment from campus. | Kamran Riaz/ Ast Dean of | Coordinator II |
| _ | ripproving requests for removal of equipment from campus. | Student | Dr. William Munson/Assoc VP for |
| | | Student | Student Affairs & Dean of Student |
| DISCLO | L DSURE FORMS | | Student Arians & Dean Or Student |
| | Ensuring all employees with purchasing influence complete the | Dr. Noel Clarke/Director | Vicky Henderson, Financial |
| 1 | | | Coordinator II |
| | annual Related Party disclosure statement online. | College/Division Business | Coordinator II |
| <u> </u> | | Operator | |

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| | | Responsible Person(s) (Name/Title) | |
|-------------------------------|---|------------------------------------|-------------------------------|
| Description of Responsibility | | Primary (Required) | Secondary (Optional) |
| 2 | Ensuring all full time, benefits eligible, exempt faculty and staff | Dr. Noel Clarke/Director | Vicky Henderson, Financial |
| | complete the Consulting disclosure statement online. | College/Division Business | Coordinator II |
| | | Operator | |
| 3 | Ensuring that all Principal and Co-Principal Investigators | Dr. Noel Clarke/Director | Vicky Henderson, Financial |
| | complete the annual Conflict of Interest disclosure statement for | College/Division Business | Coordinator II |
| | the Division of Research. | Operator | |
| ACCO | UNTS 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 | Dr. Noel Clarke/Director | Pat Sayles/Exec Dir Bus Serv |
| | fund equity at year-end. | College/Division Business | Linda Garza/Dir Bus Serv |
| | | Operator | |
| 2 | Ensuring that research expenditures are covered by funds from | Dr. Noel Clarke/Director | Pat Sayles/Exec Dir Bus Serv |
| | sponsors. | College/Division Business | Linda Garza/Dir Bus Serv |
| | | Operator | |
| DEPARTMENTAL COMPUTING | | | |
| 1 | Management of the departments' information technology | Sam Nguyen/Technology | |
| | resources. | Support Manager | |
| 2 | Ensuring that critical data back up occurs. | Sam Nguyen/Technology | |
| | | Support Manager | |
| 3 | Ensuring that procedures such as password controls are | Sam Nguyen/Technology | |
| | followed. | Support Manager | |
| 4 | Reporting of suspected security violations. | All Staff Members | Sam Nguyen/Technology Support |
| | | | Manager |