

Health Wellness  
Baseline Standards  
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Kim Barrow/DBA	Shirin Richards/Financial Coord 2
2	Updating the Baseline Standards Form.	Kim Barrow/DBA	Shirin Richards/Financial Coord 2
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Kim Barrow/DBA	
2	Reviewing cost center verifications.	Kim Barrow/DBA	
3	Approving cost center verifications.	Designated Cost Center Managers	Kim Barrow/DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Kim Barrow/DBA	Linda Garza/Director, Business Services
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
2	Ensuring the validity of travel and expense reimbursements.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
4	Ensuring correct account coding on purchases documents.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
5	Primary contact for inquiries to expenditure transactions.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
4	Completing termination clearance procedures.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
6	Maintaining departmental Personnel files.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
7	Ensuring valid authorization of new hires.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
8	Ensuring valid authorization of changes in compensation rates.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
9	Ensuring the accurate input of changes to the HR System.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA

Submitted:  
August 1, 2016

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10 Consistent and efficient responses to inquiries.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
<b>CASH HANDLING</b>		Kim Barrow/DBA
1 Collecting cash, checks, etc.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
2 Reconciling cash, checks, etc. to receipts.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
3 Preparing deposits.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
4 Preparing Journal Entries.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
5 Verifying deposits posted correctly in the Finance System.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
6 Adequacy of physical safeguards of cash receipts and equivalent.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
7 Secure deposits via UHDPS to Student Financial Services.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
8 Ensuring deposits are made timely.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
10 Updating Cash Handling Procedures as needed.		Kim Barrow/DBA
11 Distribution of Cash Handling Procedures to employees who handle cash.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
12 Consistent and efficient responses to inquiries.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
<b>PETTY CASH</b>		
1 Preparing petty cash disbursements.	NA	NA
2 Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3 Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4 Approving petty cash disbursements.	NA	NA
5 Replenishing the petty cash fund timely.	NA	NA
6 Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	DSAES IT	Designated Dept Property Custodian

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2	Ensuring the annual inventory was completed correctly.	DSAES IT	Kim Barrow/DBA
3	Tagging equipment.	DSAES IT	Kim Barrow/DBA
4	Approving requests for removal of equipment from campus.	Devi Bala/Asst. VP, Business Services	Linda Garza/Director, Business Services
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Shirin Richards/Financial Coord 2, Barbara Lenart/Program Manger	Kim Barrow/DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	Jennifer Graham/Patient Services Manager	Kim Barrow/DBA
3	Collection.	Jennifer Graham/Patient Services Manager	Kim Barrow/DBA
4	Recording.	Jennifer Graham/Patient Services Manager	Kim Barrow/DBA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	Devi Bala/Asst. VP, Business Services	Linda Garza/Director, Business Services
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Kim Barrow/DBA	Linda Garza/Director, Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	Kim Barrow/DBA	Linda Garza/Director, Business Services
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	DSAES IT	UIT
2	Ensuring that critical data back up occurs.	DSAES IT	UIT
3	Ensuring that procedures such as password controls are followed.	DSAES IT	UIT
4	Reporting of suspected security violations.	DSAES IT	UIT
For Departments listed below:			
H0206	Urban Experience Program		
H0207	UH Health Center and Pharmacy		
H0004	Cougars in Recovery		
H0215	University Career Services		
H0216	Center for Students with Disabilities		
H0220	Counseling and Psychological Services		