

Student Housing &  
Residential Life (H0231)  
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.	Adam Leal Department Business Administrator	
2	Updating the Baseline Standards Form.	Adam Leal Department Business Administrator	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Vacant Accountant 2	Adam Leal Department Business Administrator
2	Reviewing cost center verifications.	Adam Leal Department Business Administrator	
3	Approving cost center verifications.	Don Yackley Executive Director, SHRL	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vacant Accountant 2	Adam Leal Department Business Administrator
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Adam Leal Department Business Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Alicia Whitmire Financial Coordinator 1	Adam Leal Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Alicia Whitmire Financial Coordinator 1	Adam Leal Department Business Administrator
4	Ensuring correct account coding on purchases documents.	Alicia Whitmire Financial Coordinator 1	Adam Leal Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Adam Leal Department Business Administrator	Alicia Whitmire Financial Coordinator 1
<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.	Martie Brantley Financial Coordinator 1	Adam Leal Department Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Martie Brantley Financial Coordinator 1	Adam Leal Department Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Martie Brantley Financial Coordinator 1	Adam Leal Department Business Administrator
4	Completing termination clearance procedures.	Adam Leal Department Business Administrator	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Martie Brantley Financial Coordinator 1	Adam Leal Department Business Administrator
6	Maintaining departmental Personnel files.	Martie Brantley Financial Coordinator 1	Adam Leal Department Business Administrator
7	Ensuring valid authorization of new hires.	Martie Brantley Financial Coordinator 1	Adam Leal Department Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Martie Brantley Financial Coordinator 1	Adam Leal Department Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Martie Brantley Financial Coordinator 1	Adam Leal Department Business Administrator
10	Consistent and efficient responses to inquiries.	Martie Brantley Financial Coordinator 1	Adam Leal Department Business Administrator

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Alicia Whitmire Financial Coordinator 1	Andrea Griffin Financial Assistant 2
2	Reconciling cash, checks, etc. to receipts.	Alicia Whitmire Financial Coordinator 1	Adam Leal Department Business Administrator
3	Preparing deposits.	Alicia Whitmire Financial Coordinator 1	Andrea Griffin Financial Assistant 2
4	Preparing Journal Entries.	Alicia Whitmire Financial Coordinator 1	Andrea Griffin Financial Assistant 2
5	Verifying deposits posted correctly in the Finance System.	Alicia Whitmire Financial Coordinator 1	Adam Leal Department Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Alicia Whitmire Financial Coordinator 1	Adam Leal Department Business Administrator
7	Secure deposits via UHDPSS to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Alicia Whitmire Financial Coordinator 1	Adam Leal Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Adam Leal Department Business Administrator	
10	Updating Cash Handling Procedures as needed.	Adam Leal Department Business Administrator	Alicia Whitmire Financial Coordinator 1
11	Distribution of Cash Handling Procedures to employees who handle cash.	Adam Leal Department Business Administrator	Alicia Whitmire Financial Coordinator 1
12	Consistent and efficient responses to inquiries.	Alicia Whitmire Financial Coordinator 1	Adam Leal Department Business Administrator
<b>PETTY CASH</b>			
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 purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Andrea Griffin Financial Assistant 2	Adam Leal Department Business Administrator
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Adam Leal Department Business Administrator	Alicia Whitmire Financial Coordinator 1
2	Ensuring the annual inventory was completed correctly.	Adam Leal Department Business Administrator	Alicia Whitmire Financial Coordinator 1
3	Tagging equipment.	Adam Leal Department Business Administrator	Alicia Whitmire Financial Coordinator 1
4	Approving requests for removal of equipment from campus.	Adam Leal Department Business Administrator	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Don Yackley Executive Director, SHRL	Adam Leal Department Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Don Yackley Executive Director, SHRL	Adam Leal Department Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Alicia Whitmire Financial Coordinator 1	Adam Leal Department Business Administrator
3	Collection.	Alicia Whitmire Financial Coordinator 1	Adam Leal Department Business Administrator
4	Recording.	Alicia Whitmire Financial Coordinator 1	Adam Leal Department Business Administrator
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	Adam Leal Department Business Administrator	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Adam Leal Department Business Administrator	Vacant Financial Coordinator 2
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.	Kirven Mckissic Analyst, Microsystems 2	UH Information Technology
2	Ensuring that critical data back up occurs.	Kirven Mckissic Analyst, Microsystems 2	UH Information Technology
3	Ensuring that procedures such as password controls are followed.	Kirven Mckissic Analyst, Microsystems 2	UH Information Technology
4	Reporting of suspected security violations.	Kirven Mckissic Analyst, Microsystems 2	UH Information Technology