

Human Development and Consumer Sciences (H0140)
College of Technology
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.	NA - College Business Manual is maintained through the Dean's Office	
2	Updating the Baseline Standards Form.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student worker	Elizabeth Reilly, Administrative Coordinator
2	Reviewing cost center verifications.	Elizabeth Reilly, Administrative Coordinator	Eduardo Cortes Department Business Administrator
3	Approving cost center verifications.	Carole Goodson, Chair	Elizabeth Reilly, Administrative Coordinator
4	Ensuring all cost centers are verified/approved on a timely basis.	Eduardo Cortes Department Business Administrator	Elizabeth Reilly, Administrative Coordinator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Elizabeth Reilly, Administrative Coordinator	Non Ben Non Exempt Staff
2	Ensuring the validity of travel and expense reimbursements.	Elizabeth Reilly, Administrative Coordinator	Non Ben Non Exempt Staff
3	Ensuring that goods and services are received and that timely payment is made.	Elizabeth Reilly, Administrative Coordinator	Non Ben Non Exempt Staff
4	Ensuring correct account coding on purchases documents.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
5	Primary contact for inquiries to expenditure transactions.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Information Desk Assistant	Elizabeth Reilly, Administrative Coordinator
2	Reconciling bi-weekly leave accruals to the HR System.	Information Desk Assistant	Elizabeth Reilly, Administrative Coordinator
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Information Desk Assistant	Elizabeth Reilly, Administrative Coordinator
4	Ensuring all monthly leave is recorded and approved in the HR System.	Information Desk Assistant	Elizabeth Reilly, Administrative Coordinator and Luz Banda,
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Information Desk Assistant	Elizabeth Reilly, Administrative Coordinator
6	Completing termination clearance procedures.	Luz Banda, Office Coordinator	Elizabeth Reilly, Administrative Coordinator
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
8	Paycheck distribution.	Luz Banda, Office Coordinator	Non Ben Non Exempt Staff
9	Maintaining departmental Personnel files.	Luz Banda, Office Coordinator	Inas Hassan, Non Ben Non Exempt Staff
10	Ensuring valid authorization of new hires.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
11	Ensuring valid authorization of changes in compensation rates.		

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12	Ensuring the accurate input of changes to the HR System.	Non Ben Non Exempt Staff	Elizabeth Reilly, Administrative Coordinator
13	Propriety of leave account classification on time records.	Inas Hassan, Non Ben Non Exempt Staff	Elizabeth Reilly, Administrative Coordinator
14	Consistent and efficient responses to inquiries.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
CASH HANDLING			
1	Collecting cash, checks, etc.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
2	Reconciling cash, checks, etc. to receipts.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
3	Preparing deposits.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
4	Preparing Journal Entries.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
5	Verifying deposits posted correctly in the Finance System.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
6	Adequacy of physical safeguards.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
10	Updating Cash Handling Procedures as needed.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
12	Consistent and efficient responses to inquiries.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees their long distance and cell phone charge reports for verification.	Non Ben Non Exempt Staff	Elizabeth Reilly, Administrative Coordinator
2	Ensuring employees review their long distance and/or cell phone charge reports.	Non Ben Non Exempt Staff	Elizabeth Reilly, Administrative Coordinator
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator

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CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Elizabeth Reilly, Administrative Coordinator	Carole Goodson, Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	College of Technology IT Staff	Luz Banda, Office Coordinator
2	Ensuring the annual inventory was completed correctly.	Karen Tran, Fin Coord	Elizabeth Reilly, Administrative Coordinator
3	Tagging equipment.	Karen Tran, Fin Coord	
4	Approving requests for removal of equipment from campus.	Fred Lewallen, Assoc Dean	Zagui Paredes, CBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
3	Collection.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
4	Recording.	Elizabeth Reilly, Administrative Coordinator	Luz Banda, Office Coordinator
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Elizabeth Reilly, Administrative Coordinator	Carole Goodson, Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Elizabeth Reilly, Administrative Coordinator	Carole Goodson, Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	COT IT	
2	Ensuring that critical data back up occurs.	COT IT	
3	Ensuring that procedures such as password controls are followed.	COT IT	
4	Reporting of suspected security violations.	COT IT	