

Dean's Office (H0136)
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.	Zagui Paredes, Director Business Operations	Monique Jones, Assistant Administrator
2	Updating the Baseline Standards Form.	Zagui Paredes, Director Business Operations	Monique Jones, Assistant Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Sandra Mejia, Finacial Coordinator	Monique Jones, Assistant Administrator
2	Reviewing cost center verifications.	Zagui Paredes, Director Business Operations	Monique Jones, Assistant Administrator
3	Approving cost center verifications.	Zagui Paredes, Director Business Operations	Fred Lewallen, Associate Dean
4	Ensuring all cost centers are verified/approved on a timely basis.	Zagui Paredes, Director Business Operations	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Zagui Paredes, Director Business Operations	Monique Jones, Assistant Administrator
2	Ensuring the validity of travel and expense reimbursements.	Zagui Paredes, Director Business Operations	Monique Jones, Assistant Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Sandra Mejia, Financial Coord; Claudia Batres, Sec 2; Karen Tran, Fin Coord; ASC Office Coord	Sandra Mejia, Financial Coord; Monique Jones, Assistant Administrator
4	Ensuring correct account coding on purchases documents.	Sandra Mejia, Financial Coord; Claudia Batres, Sec 2; Karen Tran, Fin Coord ASC Office Coord	Sandra Mejia, Financial Coord; Monique Jones, Assistant Administrator
5	Primary contact for inquiries to expenditure transactions.	Zagui Paredes, Director Business Operations	Sandra Mejia, Financial Coord; Monique Jones, Assistant Administrator
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
2	Reconciling bi-weekly leave accruals to the HR System.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
4	Ensuring all monthly leave is recorded and approved in the HR System.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
6	Completing termination clearance procedures.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
8	Paycheck distribution.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
9	Maintaining departmental Personnel files.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
10	Ensuring valid authorization of new hires.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
11	Ensuring valid authorization of changes in compensation rates.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations

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12	Ensuring the accurate input of changes to the HR System.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
13	Propriety of leave account classification on time records.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
14	Consistent and efficient responses to inquiries.	Monique Jones, Assistant Administrator	Zagui Paredes, Director Business Operations
CASH HANDLING			
1	Collecting cash, checks, etc.	Sandra Mejia, Financial Coord; Claudia Batres, Sec 2; Karen Tran, Admin Coord; ASC Office Coord	Elizabeth Wingfield, Admin Asst
2	Reconciling cash, checks, etc. to receipts.	Zagui Paredes, Director Business Operations	Claudia Rodriguez, Secretary 2
3	Preparing deposits.	Sandra Mejia, Financial Coord; Claudia Batres, Sec 2; Karen Tran, Admin Coord; ASC Office Coord	Claudia Rodriguez, Secretary 2
4	Preparing Journal Entries.	Sandra Mejia, Financial Coord; Claudia Batres, Sec 2; Karen Tran, Admin Coord; ASC Office Coord	Claudia Rodriguez, Secretary 2
5	Verifying deposits posted correctly in the Finance System.	Zagui Paredes, Director Business Operations	Monique Jones, Assistant Administrator
6	Adequacy of physical safeguards.	Zagui Paredes, Director Business Operations	Monique Jones, Assistant Administrator
7	Transporting deposits to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Sandra Mejia, Financial Coord; Claudia Batres, Sec 2; Karen Tran, Admin Coord; ASC Office Coord	Monique Jones, Assistant Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Zagui Paredes, Director Business Operations	Monique Jones, Assistant Administrator
10	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zagui Paredes, Director Business Operations	
12	Consistent and efficient responses to inquiries.	Sandra Mejia, Financia Coordinator	Zagui Paredes, Director Business Operations
PETTY CASH			
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	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees their long distance and cell phone charge reports for verification.	Monique Jones, Assistant Administrator	

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2	Ensuring employees review their long distance and/or cell phone charge reports.	Monique Jones, Assistant Administrator	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Monique Jones, Assistant Administrator	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Zagui Paredes, Director Business Operations	Fred Lewallen, Associate Dean
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Karen Tran, Fin Coord	Zagui Paredes, Director Business Operations
2	Ensuring the annual inventory was completed correctly.	Karen Tran, Fin Coord	Zagui Paredes, Director Business Operations
3	Tagging equipment.	Karen Tran, Fin Coord	CoT IT Staff
4	Approving requests for removal of equipment from campus.	Fred Lewallen, Associate Dean	Zagui Paredes, Director Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Zagui Paredes, Director Business Operations	Monique Jones, Assistant Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Zagui Paredes, Director Business Operations	Monique Jones, Assistant Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Zagui Paredes, Director Business Operations	Amy Jones, Research Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Zagui Paredes, Director Business Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	Zagui Paredes, Director Business Operations	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tom Jones, Mgr Info Systems	Fred Lewallen, Associate Dean
2	Ensuring that critical data back up occurs.	Tom Jones, Mgr Info Systems	Fred Lewallen, Associate Dean
3	Ensuring that procedures such as password controls are followed.	Tom Jones, Mgr Info Systems	Fred Lewallen, Associate Dean
4	Reporting of suspected security violations.	Tom Jones, Mgr Info Systems	Fred Lewallen, Associate Dean