Baseline Standards Form Instructions

1. Update the Baseline Standards Form Header and Footer

(Click on View Tab, then Page Layout to enter Header and Footer)

* 1. On the Baseline Standards Form, replace “Department Name-Department Number” with the name of your department and the department number in the Header.
	2. Type the date the Baseline Standards Form was reviewed/revised in the Footer. The date will appear in the lower left corner of the form.

Listed is an example of how the Header and Footer will appear on Baseline Standards Form for your department.

**Header: Finance Department – H0156**

 **Baseline Standards**

 **FY 2018**

 **Footer: Revised: August 1, 2017 Page 1 of 3**

1. List the name and title of the person(s) primarily responsible for each tasks listed on the form in the Primary column. If a task listed is not completed by your department, list “N/A.”
2. List the name and title of the secondary person(s) responsible for each task listed on the form, if applicable, in the Secondary column. The secondary person might include individuals who act as a backup for the primary.
3. Complete Baseline Standards Form for each department in the College/Division
	1. Insert a new sheet in the Excel workbook and complete steps 1-3 for each department.
4. College/Division Administrators should email completed forms to the Manager of General Accounting, Jane Floyd, by August 14, 2017 for review.
	1. Email: jfloyd@uh.edu
	2. Reviewed forms will be submitted to Business Services for posting to Survival Guide located on the Finance website.
5. Update Baseline Standards form as changes in responsibilities occur within the College/Division
	1. When completing updates to the form, update the Footer with revised date of changes
	2. The College/Division Administrator will email updated Baseline Standards Form to the Manager of General Accounting for review and posting to the website.