

Writing Center - H0432
Baseline Standards
FY 2024

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.	Use Business Managers Survival Guide, MAPP, SAM; supplemented as needed	Vanessa Torres, Executive Director, Provost Business Office
2	Updating the Baseline Standards Form.	Vanessa Torres, Executive Director, Provost Business Office	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Workers	
2	Reviewing cost center verifications.	Vanessa Torres, Executive Director, Provost Business Office	
3	Approving cost center verifications.	Vanessa Torres, Executive Director, Provost Business Office	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vanessa Torres, Executive Director, Provost Business Office	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Vanessa Torres, Executive Director, Provost Business Office	
2	Ensuring the validity of travel and expense reimbursements.	Vanessa Torres, Executive Director, Provost Business Office	
3	Ensuring that goods and services are received and that timely payment is made.	Sandra Marino, Financial Coordinator 2	
4	Ensuring correct account coding on purchases documents.	Vanessa Torres, Executive Director, Provost Business Office	
5	Primary contact for inquiries to expenditure transactions.	Sandra Marino, Financial Coordinator 2	Vanessa Torres, Executive Director, Provost Business Office
PAYROLL / HUMAN RESOURCES			
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.	Direct supervisor of employee	Vanessa Torres, Executive Director, Provost Business Office
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vanessa Torres, Executive Director, Provost Business Office	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vanessa Torres, Executive Director, Provost Business Office	
4	Completing termination clearance procedures.	Vanessa Torres, Executive Director, Provost Business Office	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vanessa Torres, Executive Director, Provost Business Office	
6	Maintaining departmental Personnel files.	Vanessa Torres, Executive Director, Provost Business Office	
7	Ensuring valid authorization of new hires.	Vanessa Torres, Executive Director, Provost Business Office	
8	Ensuring valid authorization of changes in compensation rates.	Vanessa Torres, Executive Director, Provost Business Office	

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9	Ensuring the accurate input of changes to the HR System.	Vanessa Torres, Executive Director, Provost Business Office	
10	Consistent and efficient responses to inquiries.	Vanessa Torres, Executive Director, Provost Business Office	

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CASH HANDLING			
1	Collecting cash, checks, etc.	N/A	
2	Reconciling cash, checks, etc. to receipts.	N/A	
3	Preparing deposits.	N/A	
4	Preparing Journal Entries.	N/A	
5	Verifying deposits posted correctly in the Finance System.	N/A	
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	
7	Secure deposits via UHDPS to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	N/A	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	N/A	
10	Updating Cash Handling Procedures as needed.	N/A	
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	
12	Consistent and efficient responses to inquiries.	N/A	
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Vanessa Torres, Executive Director, Provost Business Office	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Long Nguyen, Lan Administrator	

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2	Ensuring the annual inventory was completed correctly.	Long Nguyen, Lan Administrator	Vanessa Torres, Executive Director, Provost Business Office
3	Tagging equipment.	Long Nguyen, Lan Administrator	
4	Approving requests for removal of equipment from campus.	Long Nguyen, Lan Administrator	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Vanessa Torres, Executive Director, Provost Business Office	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Vanessa Torres, Executive Director, Provost Business Office	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	

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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.	Vanessa Torres, Executive Director, Provost Business Office	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Long Nguyen, Lan Administrator	UH IT Help Desk
2	Ensuring that critical data back up occurs.	Long Nguyen, Lan Administrator	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Long Nguyen, Lan Administrator	UH IT Help Desk