		Baseline Standards FY24	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Devianee Vasanjee- CBA	Yesenia Umana - Department Business Administrator
2	Updating the Baseline Standards Form.	Devianee Vasanjee- CBA	Yesenia Umana - Department Business Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Yesenia Umana - Department Business Administrator	N/A
2	Reviewing cost center verifications.	Devianee Vasanjee- CBA	N/A
3	Approving cost center verifications.	Devianee Vasanjee- CBA	N/A
4	Ensuring all cost centers are verified/approved on a timely basis.	Devianee Vasanjee- CBA	N/A
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Beryl Sang-Financial Coordinator 2	Devianee Vasanjee- CBA
2	Ensuring the validity of travel and expense reimbursements.	Jamie Duke - Department Business Administrator, Beryl Sang - Financial Coordinator 2	Devianee Vasanjee- CBA
3	Ensuring that goods and services are received and that timely payment is made.	Beryl Sang-Financial Coordinator 2	Devianee Vasanjee- CBA
4	Ensuring correct account coding on purchases documents.	Beryl Sang-Financial Coordinator 2	Devianee Vasanjee- CBA
5	Primary contact for inquiries to expenditure transactions.	Beryl Sang -Financial Coordinator 2	Devianee Vasanjee- CBA

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Description of Responsibility		Baseline Standards FY24	
		Primary (Required)	Secondary (Optional)
	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.	Jamie Duke - Department Business Administrator	Christina Gola - Associate Dean Devianee Vasanjee- CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Jamie Duke - Department Business Administrator	Christina Gola - Associate Dean Devianee Vasanjee- CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jamie Duke - Department Business Administrator	Christina Gola - Associate Dean Devianee Vasanjee- CBA
4	Completing termination clearance procedures.	Jamie Duke - Department Business Administrator	Christina Gola - Associate Dean Devianee Vasanjee- CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Jamie Duke - Department Business Administrator	Christina Gola - Associate Dean Devianee Vasanjee- CBA
6	Maintaining departmental Personnel files.	Jamie Duke - Department Business Administrator	Christina Gola - Associate Dean Devianee Vasanjee- CBA
7	Ensuring valid authorization of new hires.	Jamie Duke - Department Business Administrator	Christina Gola - Associate Dean Devianee Vasanjee- CBA
8	Ensuring valid authorization of changes in compensation rates.	Jamie Duke - Department Business Administrator	Christina Gola - Associate Dean Devianee Vasanjee- CBA
9	Ensuring the accurate input of changes to the HR System.	Jamie Duke - Department Business Administrator	Christina Gola - Associate Dean Devianee Vasanjee- CBA
10	Consistent and efficient responses to inquiries.	Jamie Duke - Department Business Administrator	Christina Gola - Associate Dean Devianee Vasanjee- CBA

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	Description of Responsibility	Baseline Standards FY24	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Devianee Vasanjee- CBA	Melinda Colmenero-Development Coordinator 2,Susan Ryan - Library
2	Reconciling cash, checks, etc. to receipts.	Susan Ryan-Library Manager,Devianee Vasanjee-	Yesenia Umana - Department Business Administrator
3	Preparing deposits.	Susan Ryan - Library Manager, Devianee Vasanjee- CBA	Yesenia Umana - Department Business Administrator
4	Preparing Journal Entries.	Susan Ryan-Library Manager,Devianee Vasanjee-	Beryl Sang -Financial Coordinator 2, Yesenia Umana - Department
5	Verifying deposits posted correctly in the Finance System.	Devianee Vasanjee- CBA	Yesenia Umana - Department Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Devianee Vasanjee- CBA	Yesenia Umana - Department Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Susan Ryan - Library Manager, Devianee Vasanjee- CBA	Yesenia Umana - Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Devianee Vasanjee- CBA	
10	Updating Cash Handling Procedures as needed.	Devianee Vasanjee- CBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Devianee Vasanjee- CBA	
12	Consistent and efficient responses to inquiries.	Susan Ryan - Library Manager, Devianee Vasanjee- CBA	Yesenia Umana - Department Business Administrator
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than $100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Devianee Vasanjee- CBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Susan Houston - Building Administration Manager,	Christina Gola - Associate Dean

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	Description of Responsibility	Baseline Standards FY24	
		Primary (Required)	Secondary (Optional)
2	Ensuring the annual inventory was completed correctly.	Susan Houston - Building Maintenace Manager, Christina	Devianee Vasanjee- CBA
3	Tagging equipment.	Susan Houston - Building Administration Manager	Christina Gola - Associate Dean
4	Approving requests for removal of equipment from campus.	Devianee Vasanjee- CBA, Susan Houston - Building Administration	Christina Gola - Associate Dean
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Yesenia Umana - Department Business Administrator	Devianee Vasanjee- CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jamie Duke - Department Business Administrator	Devianee Vasanjee- CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Devianee Vasanjee- CBA	Santi Thompson - Associate Dean, Research and Student Engagement

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		Baseline Standards FY24	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Devianee Vasanjee- CBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Devianee Vasanjee- CBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Marcus Elizondo - Systems Administrator 3	Christina Gola - Associate Dean
2	Ensuring that critical data back up occurs.	Marcus Elizondo - Systems Administrator 3	Christina Gola - Associate Dean
3	Ensuring that procedures such as password controls are followed.	Marcus Elizondo - Systems Administrator 3	Christina Gola - Associate Dean
4	Reporting of suspected security violations.	Marcus Elizondo - Systems Administrator 3	Christina Gola - Associate Dean

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