

H0534 - Health and Wellbeing
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.	Michelle Mendez, DBA	Gil Lizalde/Dir, Col/Div Bus Ops
2	Updating the Baseline Standards Form.	Michelle Mendez, DBA	Gil Lizalde/Dir, Col/Div Bus Ops
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lanita Holmes/Accountant II	Michelle Nguyen/Financial Coord 2
2	Reviewing cost center verifications.	Michelle Mendez, DBA	Gil Lizalde/Dir, Col/Div Bus Ops
3	Approving cost center verifications.	Designated Cost Center Managers	Lynn Smith/Asst Dir, Business Ops
4	Ensuring all cost centers are verified/approved on a timely basis.	Michelle Mendez, DBA	Gil Lizalde/Dir, Col/Div Bus Ops
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Michelle Mendez, DBA
2	Ensuring the validity of travel and expense reimbursements.	Christopher Townsend/Financial Coordinator 2	Michelle Mendez, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Christopher Townsend/Financial Coordinator 2	Michelle Mendez, DBA
4	Ensuring correct account coding on purchases documents.	Christopher Townsend/Financial Coordinator 2	Michelle Mendez, DBA
5	Primary contact for inquiries to expenditure transactions.	Christopher Townsend/Financial Coordinator 2	Michelle Mendez, DBA
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.	DeLayna Nail, Financial Coordinator 2	Michelle Mendez, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	DeLayna Nail, Financial Coordinator 2	Michelle Mendez, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	DeLayna Nail, Financial Coordinator 2	Michelle Mendez, DBA
4	Completing termination clearance procedures.	DeLayna Nail, Financial Coordinator 2	Michelle Mendez, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	DeLayna Nail, Financial Coordinator 2	Michelle Mendez, DBA
6	Maintaining departmental Personnel files.	DeLayna Nail, Financial Coordinator 2	Michelle Mendez, DBA
7	Ensuring valid authorization of new hires.	DeLayna Nail, Financial Coordinator 2	Michelle Mendez, DBA
8	Ensuring valid authorization of changes in compensation rates.	DeLayna Nail, Financial Coordinator 2	Michelle Mendez, DBA
9	Ensuring the accurate input of changes to the HR System.	DeLayna Nail, Financial Coordinator 2	Michelle Mendez, DBA
10	Consistent and efficient responses to inquiries.	DeLayna Nail, Financial Coordinator 2	Michelle Mendez, DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	Michelle Mendez, DBA	Christopher Townsend, Financial Coordinator 2

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2 Reconciling cash, checks, etc. to receipts.	Michelle Mendez, DBA	Christopher Townsend, Financial Coordinator 2
3 Preparing deposits.	Michelle Mendez, DBA	Christopher Townsend, Financial Coordinator 2
4 Preparing Journal Entries.	Michelle Mendez, DBA	Christopher Townsend, Financial Coordinator 2
5 Verifying deposits posted correctly in the Finance System.	Michelle Mendez, DBA	Christopher Townsend, Financial Coordinator 2
6 Adequacy of physical safeguards of cash receipts and equivalent.	Michelle Mendez, DBA	Christopher Townsend, Financial Coordinator 2
7 Secure deposits via UHDPS to Student Financial Services.	UH Police Department	
8 Ensuring deposits are made timely.	Michelle Mendez, DBA	Christopher Townsend, Financial Coordinator 2
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Michelle Mendez, DBA	Christopher Townsend, Financial Coordinator 2
10 Updating Cash Handling Procedures as needed.	Michelle Mendez, DBA	Christopher Townsend, Financial Coordinator 2
11 Distribution of Cash Handling Procedures to employees who handle cash.	Michelle Mendez, DBA	Christopher Townsend, Financial Coordinator 2
12 Consistent and efficient responses to inquiries.	All members of the business services team.	Michelle Mendez, DBA
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.	Michelle Mendez, DBA	Christopher Townsend, Financial Coordinator 2
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Department Property Custodian	DSAES IT
2 Ensuring the annual inventory was completed correctly.	Department Property Custodian	DSAES IT
3 Tagging equipment.	Department Property Custodian	DSAES IT
4 Approving requests for removal of equipment from campus.	Gil Lizalde/Dir, Col/Div Bus Ops	Caron Park / Exec Director Business Services
DISCLOSURE FORMS		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Michelle Mendez, DBA	Gil Lizalde/Dir, Col/Div Bus Ops
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Michelle Mendez, DBA	Gil Lizalde/Dir, Col/Div Bus Ops
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	
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.	Michelle Mendez, DBA	Gil Lizalde/Dir, Col/Div Bus Ops
2	Ensuring that research expenditures are covered by funds from sponsors.	Michelle Mendez, DBA	Gil Lizalde/Dir, Col/Div Bus Ops
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	DSA IT	UIT
2	Ensuring that critical data back up occurs.	DSA IT	UIT
3	Ensuring that procedures such as password controls are followed.	DSA IT	UIT
4	Reporting of suspected security violations.	All staff members	DAS IT
FOR DEPARTMENT LISTED BELOW:			
	H0004 - Cougars in Recovery		
	H0207 Student Health Center & Pharmacy		
	H0216 Student Accessibility Center		
	H0220 Counseling & Psychological Services		
	H0225 Campus Recreation		
	H0292 UH Wellness		