LAUNCH - H0221
Baseline Standards
FY 2025

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**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	David Lee, Program Director 3, Provost Business Office
2	Updating the Baseline Standards Form.	Yen Ngo, Department Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Workers	
2	Reviewing cost center verifications.	Yen Ngo, Department Business Administrator	
3	Approving cost center verifications.	Yen Ngo, Department Business Administrator	
4	Ensuring all cost centers are verified/approved on a timely basis.	David Lee, Program Director 3, Provost Business Office	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Yen Ngo, Department Business Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Yen Ngo, Department Business Administrator	
3	Ensuring that goods and services are received and that timely payment is made.	Yen Ngo, Department Business Administrator	
4	Ensuring correct account coding on purchases documents.	Yen Ngo, Department Business Administrator	
5	Primary contact for inquiries to expenditure transactions.	Yen Ngo, Department Business Administrator	David Lee, Program Director 3, 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	Yen Ngo, Department Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Yen Ngo, Department Business Administrator	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Yen Ngo, Department Business Administrator	
4	Completing termination clearance procedures.	Yen Ngo, Department Business Administrator	David Lee, Program Director 3, Provost Business Office
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Yen Ngo, Department Business Administrator	
6	Maintaining departmental Personnel files.	Yen Ngo, Department Business Administrator	
7	Ensuring valid authorization of new hires.	Yen Ngo, Department Business Administrator	
8	Ensuring valid authorization of changes in compensation rates.	Yen Ngo, Department Business Administrator	
9	Ensuring the accurate input of changes to the HR System.	Yen Ngo, Department Business Administrator	
10	Consistent and efficient responses to inquiries.	Yen Ngo, Department Business Administrator	David Lee, Program Director 3, Provost Business Office

		Responsible Person(s) (Name/Title)	
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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.	Yen Ngo, Department Business Administrator	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Glenn Booker, Systems Administrator 1	
2	Ensuring the annual inventory was completed correctly.	Glenn Booker, Systems Administrator 1	Chimyra McKelvey, Department Business Administrator
3	Tagging equipment.	Glenn Booker, Systems Administrator 1	
4	Approving requests for removal of equipment from campus.	Glenn Booker, Systems Administrator 1	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Yen Ngo, Department Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Yen Ngo, Department Business Administrator	
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.	Yen Ngo, Department Business Administrator	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	UH IT Executive Support	UH IT Help Desk
2	Ensuring that critical data back up occurs.	UH IT Executive Support	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	UH IT Executive Support	UH IT Help Desk