

Educational Testing Services - H0222
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.	Chimyra McKelvey, Department Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Workers	
2	Reviewing cost center verifications.	Chimyra McKelvey, Department Business Administrator	
3	Approving cost center verifications.	Chimyra McKelvey, 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.	Chimyra McKelvey, Department Business Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Chimyra McKelvey, Department Business Administrator	
3	Ensuring that goods and services are received and that timely payment is made.	Chimyra McKelvey, Department Business Administrator	
4	Ensuring correct account coding on purchases documents.	Chimyra McKelvey, Department Business Administrator	
5	Primary contact for inquiries to expenditure transactions.	Chimyra McKelvey, Department Business Administrator	
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	Chimyra McKelvey, Department Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, 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.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, Provost Business Office
4	Completing termination clearance procedures.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, Provost Business Office
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, Provost Business Office
6	Maintaining departmental Personnel files.	Chimyra McKelvey, Department Business Administrator	
7	Ensuring valid authorization of new hires.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, Provost Business Office
8	Ensuring valid authorization of changes in compensation rates.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, Provost Business Office
9	Ensuring the accurate input of changes to the HR System.	Chimyra McKelvey, Department Business Administrator	
10	Consistent and efficient responses to inquiries.	Chimyra McKelvey, Department Business Administrator	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Virginia Chandler, Financial Assistant 2	
2	Reconciling cash, checks, etc. to receipts.	Chimyra McKelvey, Department Business Administrator	
3	Preparing deposits.	Virginia Chandler, Financial Assistant 2	
4	Preparing Journal Entries.	Virginia Chandler, Financial Assistant 2	
5	Verifying deposits posted correctly in the Finance System.	Chimyra McKelvey, Department Business Administrator	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Virginia Chandler, Financial Assistant 2	
7	Secure deposits via UHDPS to Student Financial Services.	Virginia Chandler, Financial Assistant 2	
8	Ensuring deposits are made timely.	Chimyra McKelvey, Department Business Administrator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, Provost Business Office
10	Updating Cash Handling Procedures as needed.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, Provost Business Office
11	Distribution of Cash Handling Procedures to employees who handle cash.	Chimyra McKelvey, Department Business Administrator	
12	Consistent and efficient responses to inquiries.	Chimyra McKelvey, Department Business Administrator	
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.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, Provost Business Office
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Patrick Daniel, Director, Educational Testing Services	
2	Ensuring the annual inventory was completed correctly.	Patrick Daniel, Director, Educational Testing Services	Chimyra McKelvey, Department Business Administrator
3	Tagging equipment.	Patrick Daniel, Director, Educational Testing Services	
4	Approving requests for removal of equipment from campus.	Patrick Daniel, Director, Educational Testing Services	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, Provost Business Office
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, 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.	Patrick Daniel, Director, Educational Testing Services	
3	Collection.	Virginia Chandler, Financial Assistant 2	
4	Recording.	Virginia Chandler, Financial Assistant 2	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	General Accounting	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Chimyra McKelvey, Department Business Administrator	David Lee, Program Director 3, 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.	Glenn Booker, Systems Administrator 1	UH IT Help Desk
2	Ensuring that critical data back up occurs.	Glenn Booker, Systems Administrator 1	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Glenn Booker, Systems Administrator 1	UH IT Help Desk