

Writing Center H0432  
Baseline Standards  
FY 2021

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Vanessa Torres Executive Director, PBO	Use Business Managers Survival Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Deidra Perry, DBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Student Workers	
2	Reviewing cost center verifications.	Deidra Perry, DBA	
3	Approving cost center verifications.	Deidra Perry, DBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vanessa Torres Executive Director, PBO	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Deidra Perry, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Deidra Perry, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Holly Prevost, Assoc Dir, Writing Programs	Deidra Perry, DBA
4	Ensuring correct account coding on purchases documents.	Deidra Perry, DBA	
5	Primary contact for inquiries to expenditure transactions.	Holly Prevost, Assoc Dir, Writing Programs	Deidra Perry, DBA
<b>PAYROLL / HUMAN RESOURCES</b>			
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 employees	Deidra Perry, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Deidra Perry, DBA Vanessa Torres, Executive Director, PBO	
4	Completing termination clearance procedures.	Holly Prevost, Assoc Dir, Writing Programs	Deidra Perry, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Deidra Perry, DBA	
6	Maintaining departmental Personnel files.	Holly Prevost, Assoc Dir, Writing Programs	Deidra Perry, DBA
7	Ensuring valid authorization of new hires.	Deidra Perry, DBA	
8	Ensuring valid authorization of changes in compensation rates.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
9	Ensuring the accurate input of changes to the HR System.	Deidra Perry, DBA	
10	Consistent and efficient responses to inquiries.	Holly Prevost, Assoc Dir, Writing Programs	Deidra Perry, DBA

Writing Center H0432  
Baseline Standards  
FY 2021

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
<b>CASH HANDLING</b>		
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
<b>PETTY CASH</b>		
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
<b>CONTRACT ADMINISTRATION</b>		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Deidra Perry, DBA Vanessa Torres, Executive Director, PBO
<b>PROPERTY MANAGEMENT</b>		
1	Performing the annual inventory.	Long Nguyen, Lan Administrator Deidra Perry, DBA
2	Ensuring the annual inventory was completed correctly.	Long Nguyen, Lan Administrator Deidra Perry, DBA
3	Tagging equipment.	Long Nguyen, Lan Administrator
4	Approving requests for removal of equipment from campus.	Long Nguyen, Lan Administrator
<b>DISCLOSURE FORMS</b>		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Deidra Perry, DBA Vanessa Torres, Executive Director, PBO
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Deidra Perry, DBA Vanessa Torres, Executive Director, PBO
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A

Writing Center H0432  
Baseline Standards  
FY 2021

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
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.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
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 IT Systems	
4	Reporting of suspected security violations.	Long Nguyen, Lan Administrator	UH IT Help Desk