

Undergraduate Student Success Center H0219  
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.	Sandra Marino, Financial Coordinator 2	Deidra Perry, DBA
4	Ensuring correct account coding on purchases documents.	Deidra Perry, DBA	
5	Primary contact for inquiries to expenditure transactions.	Sandra Marino, Financial Coordinator 2	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.	Sandra Marino, Financial Coordinator 2	Deidra Perry, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Deidra Perry, DBA	
6	Maintaining departmental Personnel files.	Sandra Marino, Financial Coordinator 2	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.	Sandra Marino, Financial Coordinator 2	Deidra Perry, DBA

Undergraduate Student Success Center H0219  
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.	Marcus Tran, Technical Sves	Deidra Perry, DBA
2 Ensuring the annual inventory was completed correctly.	Marcus Tran, Technical Sves	Deidra Perry, DBA
3 Tagging equipment.	Marcus Tran, Technical Sves	
4 Approving requests for removal of equipment from campus.	Marcus Tran, Technical Sves	
<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	

Undergraduate Student Success Center H0219  
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.	Marcus Tran, Technical Svcs	UH IT Help Desk
2	Ensuring that critical data back up occurs.	Marcus Tran, Technical Svcs	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH IT Systems	
4	Reporting of suspected security violations.	Marcus Tran, Technical Svcs	UH IT Help Desk