

Measurement Evaluation H0335
Baseline Standards
FY 2021

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.	Vanessa Torres Executive Director, PBO	Use Business Managers Survival Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Chimyra McKelvey, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Workers	
2	Reviewing cost center verifications.	Chimyra McKelvey, DBA	
3	Approving cost center verifications.	Chimyra McKelvey, DBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vanessa Torres Executive Director, PBO	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Chimyra McKelvey, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Chimyra McKelvey, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Chimyra McKelvey, DBA	
4	Ensuring correct account coding on purchases documents.	Chimyra McKelvey, DBA	
5	Primary contact for inquiries to expenditure transactions.	Chimyra McKelvey, 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.	Direct supervisor of employee	Chimyra McKelvey, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Chimyra McKelvey, DBA	Vanessa Torres, Executive Director, PBO
3	Reconciling approved reported time and leave (bi-weekly employees) and ears (monthly employees) to the trial and final payroll verification reports.	Chimyra McKelvey, DBA Vanessa Torres, Executive Director, PBO	
4	Completing termination clearance procedures.	Chimyra McKelvey, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Chimyra McKelvey, DBA	
6	Maintaining departmental Personnel files.	Chimyra McKelvey, DBA	
7	Ensuring valid authorization of new hires.	Chimyra McKelvey, DBA	
8	Ensuring valid authorization of changes in compensation rates.	Chimyra McKelvey, DBA	Vanessa Torres, Executive Director, PBO
9	Ensuring the accurate input of changes to the HR System.	Chimyra McKelvey, DBA	
10	Consistent and efficient responses to inquiries.	Chimyra McKelvey, DBA	

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Description of Responsibility	Responsible Person(s) (Name/Title)		
	Primary (Required)	Secondary (Optional)	
CASH HANDLING			
1	Collecting cash, checks, etc.	Sacharnia Soeharto, Coord, Measurement & Eval Ctr	
2	Reconciling cash, checks, etc. to receipts.	Vanessa Torres, Executive Director, PBO	
3	Preparing deposits.	Chimyra McKelvey, DBA	
4	Preparing Journal Entries.	Chimyra McKelvey, DBA	
5	Verifying deposits posted correctly in the Finance System.	Chimyra McKelvey, DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Chimyra McKelvey, DBA	
7	Secure deposits via UHDPS to Student Financial Services.	Chimyra McKelvey, DBA	
8	Ensuring deposits are made timely.	Chimyra McKelvey, DBA	Vanessa Torres, Executive Director, PBO
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Chimyra McKelvey, DBA	Vanessa Torres, Executive Director, PBO
10	Updating Cash Handling Procedures as needed.	Chimyra McKelvey, DBA	Vanessa Torres, Executive Director, PBO
11	Distribution of Cash Handling Procedures to employees who handle cash.	Chimyra McKelvey, DBA	Vanessa Torres, Executive Director, PBO
12	Consistent and efficient responses to inquiries.	Sacharnia Soeharto, Coord, Measurement & Eval Ctr	Chimyra McKelvey, 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.	Chimyra McKelvey, DBA	Vanessa Torres, Executive Director, PBO
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Sacharnia Soeharto, Coord, Measurement & Eval Ctr	Chimyra McKelvey, DBA
2	Ensuring the annual inventory was completed correctly.	Sacharnia Soeharto, Coord, Measurement & Eval Ctr	Chimyra McKelvey, DBA
3	Tagging equipment.	Sacharnia Soeharto, Coord, Measurement & Eval Ctr	
4	Approving requests for removal of equipment from campus.	Sacharnia Soeharto, Coord, Measurement & Eval Ctr	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Chimyra McKelvey, DBA	Vanessa Torres, Executive Director, PBO
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Chimyra McKelvey, 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	

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Baseline Standards
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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.	Chimyra McKelvey, 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.	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

Learning Support Services H0221
Baseline Standards
FY 2021

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.	Vanessa Torres Executive Director, PBO	Use Business Managers Survival Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Deidra Perry, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
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	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
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
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 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

Learning Support Services H0221
Baseline Standards
FY 2021

Description of Responsibility	Responsible Person(s) (Name/Title)		
	Primary (Required)	Secondary (Optional)	
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.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
PROPERTY MANAGEMENT			
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	
DISCLOSURE FORMS			
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	

Learning Support Services H0221
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

Educational Testing Services H0222
Baseline Standards
FY 2021

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.	Vanessa Torres Executive Director, PBO	Use Business Managers Survival Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Deidra Perry, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
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	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
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
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 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

Educational Testing Services H0222
Baseline Standards
FY 2021

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
CASH HANDLING		
1 Collecting cash, checks, etc.	Virginia Chandler, Financial Assistant	
2 Reconciling cash, checks, etc. to receipts.	Sandra Marino, Financial Coordinator 2	
3 Preparing deposits.	Virginia Chandler, Financial Assistant	
4 Preparing Journal Entries.	Virginia Chandler, Financial Assistant	
5 Verifying deposits posted correctly in the Finance System.	Sandra Marino, Financial Coordinator 2	Deidra Perry, DBA
6 Adequacy of physical safeguards of cash receipts and equivalent.	Virginia Chandler, Financial Assistant	
7 Secure deposits via UHDPS to Student Financial Services.	Virginia Chandler, Financial Assistant	
8 Ensuring deposits are made timely.	Virginia Chandler, Financial Assistant	Deidra Perry, DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
10 Updating Cash Handling Procedures as needed.	Sandra Marino, Financial Coordinator 2	Deidra Perry, DBA
11 Distribution of Cash Handling Procedures to employees who handle cash.	Sandra Marino, Financial Coordinator 2	Deidra Perry, DBA
12 Consistent and efficient responses to inquiries.	Sandra Marino, Financial Coordinator 2	Deidra Perry, 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.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Patrick Daniel, Director, Educational Testing Services	Deidra Perry, DBA
2 Ensuring the annual inventory was completed correctly.	Patrick Daniel, Director, Educational Testing Services	Deidra Perry, DBA
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.	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	

Educational Testing Services H0222
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.	Patrick Daniel, Director, Educational Testing Services	Virginia Chandler, Financial Assistant
3	Collection.	Virginia Chandler, Financial Assistant	Sandra Marino, Financial Coordinator 2
4	Recording.	Virginia Chandler, Financial Assistant	
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.	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