Undergraduate Academic Affairs H0444 Baseline Standards FY 2021

			erson(s) (Name/Title)
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
DEPAI	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Vanessa Torres Executive	Use Business Managers Survivial
	current.	Director, PBO	Guide; MAPP; supplemented as
			needed
2	Updating the Baseline Standards Form.	Deidra Perry, DBA	
FINAN	ICIAL 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	Vanessa Torres Executive	
	basis.	Director, PBO	
FINAN	ICIAL 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	Deidra Perry, DBA	
	payment is made.		
4	Ensuring correct account coding on purchases documents.	Deidra Perry, DBA	
5	Primary contact for inquiries to expenditure transactions.	Deidra Perry, DBA	
PAYR	DLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	Direct supervisor of employees	Deidra Perry, DBA
1	before the deadlines set by Payroll, so that the correct hours are	Direct supervisor of employees	Delata i eliy, DDA
	recorded and paid on each bi-weekly paycheck.		
2	Ensuring all monthly leave is recorded and approved before the	Delder Dever DDA	Vanessa Torres, Executive Director
2	• • •	Deidra Perry, DBA	
3	deadlines set by Pavroll. Reconciling approved reported time and leave (bi-weekly	Dellas Demas DDA	PBO
3		Deidra Perry, DBA	
	employees) and ePARs (monthly employees) to the trial and	Vanessa Torres, Executive	
	final payroll verification reports.	Director, PBO	
4	Completing termination clearance procedures.	Deidra Perry, DBA	
5	Ensuring terminated employees are no longer charged to	Deidra Perry, DBA	
	departmental cost centers.		
6	Maintaining departmental Personnel files.	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
	Ensuring the accurate input of changes to the HR System.	Deidra Perry, DBA	
9	Ensuring the decidate input of changes to the fire System.	57	

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of Responsibility DLING cting cash, checks, etc. nciling cash, checks, etc. to receipts. aring deposits. aring Journal Entries. ying deposits posted correctly in the Finance System. uacy of physical safeguards of cash receipts and ralent. re deposits via UHDPS to Student Financial Services. ring deposits are made timely. ring all employees who handle cash have completed Cash rity Procedures or Cash Deposit and Security Procedures ng. ting Cash Handling Procedures as needed. ibution of Cash Handling Procedures to employees who le cash. istent and efficient responses to inquiries.	Primary (Required) N/A N/A	Secondary (Optional)
cting cash, checks, etc. nciling cash, checks, etc. to receipts. aring deposits. aring Journal Entries. ying deposits posted correctly in the Finance System. uacy of physical safeguards of cash receipts and ralent. re deposits via UHDPS to Student Financial Services. ring deposits are made timely. rring all employees who handle cash have completed Cash rity Procedures or Cash Deposit and Security Procedures ng. ting Cash Handling Procedures as needed. ibution of Cash Handling Procedures to employees who le cash.	N/A	
nciling cash, checks, etc. to receipts. aring deposits. aring Journal Entries. ying deposits posted correctly in the Finance System. uacy of physical safeguards of cash receipts and ralent. re deposits via UHDPS to Student Financial Services. ring deposits are made timely. ring all employees who handle cash have completed Cash rity Procedures or Cash Deposit and Security Procedures ng. ting Cash Handling Procedures as needed. ibution of Cash Handling Procedures to employees who le cash.	N/A	
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aring Journal Entries. ying deposits posted correctly in the Finance System. uacy of physical safeguards of cash receipts and ralent. re deposits via UHDPS to Student Financial Services. ring deposits are made timely. ring all employees who handle cash have completed Cash rity Procedures or Cash Deposit and Security Procedures ng. ting Cash Handling Procedures as needed. ibution of Cash Handling Procedures to employees who le cash.	N/A N/A N/A N/A N/A N/A N/A	
ying deposits posted correctly in the Finance System. uacy of physical safeguards of cash receipts and <u>valent.</u> re deposits via UHDPS to Student Financial Services. ring deposits are made timely. ring all employees who handle cash have completed Cash rity Procedures or Cash Deposit and Security Procedures ng. ting Cash Handling Procedures as needed. ibution of Cash Handling Procedures to employees who le cash.	N/A N/A N/A N/A N/A N/A	
uacy of physical safeguards of cash receipts and valent. re deposits via UHDPS to Student Financial Services. ring deposits are made timely. ring all employees who handle cash have completed Cash rity Procedures or Cash Deposit and Security Procedures ng. ting Cash Handling Procedures as needed. ibution of Cash Handling Procedures to employees who le cash.	N/A N/A N/A N/A N/A	
ralent. re deposits via UHDPS to Student Financial Services. ring deposits are made timely. ring all employees who handle cash have completed Cash rity Procedures or Cash Deposit and Security Procedures ng. ting Cash Handling Procedures as needed. ibution of Cash Handling Procedures to employees who le cash.	N/A N/A N/A N/A	
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ring all employees who handle cash have completed Cash rity Procedures or Cash Deposit and Security Procedures ng. ting Cash Handling Procedures as needed. ibution of Cash Handling Procedures to employees who le cash.	N/A N/A N/A	
rity Procedures or Cash Deposit and Security Procedures ng. ting Cash Handling Procedures as needed. ibution of Cash Handling Procedures to employees who le cash.	N/A N/A	
ting Cash Handling Procedures as needed. ibution of Cash Handling Procedures to employees who le cash.	N/A	
le cash.		
	N/A	
1		
ring petty cash disbursements.	N/A	
ring petty cash disbursements are not for more than \$100.	N/A	
ring petty cash disbursements are made for only authorized	N/A	
oving petty cash disbursements.	N/A	
enishing the petty cash fund timely.	N/A	
ring the petty cash fund is balanced after each	N/A	
rsement. ADMINISTRATION		
ring departmental personnel comply with contract	Deidra Perry, DBA	Vanessa Torres, Executive Director,
nistration policies/procedures. MANAGEMENT		PBO
rming the annual inventory.	Heidi Kennedy, Asst Dean	Deidra Perry, DBA
ring the annual inventory was completed correctly.	Heidi Kennedy, Asst Dean	Deidra Perry, DBA
ing equipment.	Heidi Kennedy, Asst Dean	
oving requests for removal of equipment from campus.	Heidi Kennedy, Asst Dean	
E FORMS		
	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
ring all employees with purchasing influence complete the	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
al Related Party disclosure statement online. ring all full time, benefits eligible, exempt faculty and staff	1	
iı o	ng equipment. ving requests for removal of equipment from campus. FORMS ng all employees with purchasing influence complete the <u>I Related Party disclosure statement online.</u> ng all full time, benefits eligible, exempt faculty and staff	ng equipment. Heidi Kennedy, Asst Dean ving requests for removal of equipment from campus. Heidi Kennedy, Asst Dean FORMS ng all employees with purchasing influence complete the Related Party disclosure statement online.

Undergraduate Academic Affairs H0444 Baseline Standards FY 2021

		Responsible Person(s) (Name/Title)		
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)	
	UNTS 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		
NEGA	TIVE 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		
DEPA	RTMENTAL 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	

Undergraduate Student Success H0454 Baseline Standards FY 2021

n ·			son(s) (Name/Title)
Descrij	ption of Responsibility	Primary (Required)	Secondary (Optional)
	RTMENTAL POLICIES & PROCEDURES / BASELINE		
	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Vanessa Torres Executive	Use Business Managers Survivial
	current.	Director, PBO	Guide; MAPP; supplemented as
			needed
2	Updating the Baseline Standards Form.	Deidra Perry, DBA	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Student Workers	
2	Reviewing cost center verifications.	Deidra Perry, DBA	
2	A		
3	Approving cost center verifications.	Deidra Perry, DBA	
4	Ensuring all cost centers are verified/approved on a timely	Vanessa Torres Executive	
Ŧ	basis.	Director, PBO	
FINAN	ICIAL 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	Morgan Meeks, Program Manager	Deidra Perry, DBA
	payment is made.	2	
4	Ensuring correct account coding on purchases documents.	Deidra Perry, DBA	
5	Primary contact for inquiries to expenditure transactions.	Morgan Meeks, Program Manager	Deidra Perry, DBA
		2	
PAYR	OLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	Direct supervisor of employees	Deidra Perry, DBA
	before the deadlines set by Payroll, so that the correct hours are		
	recorded and paid on each bi-weekly paycheck.		
2	Ensuring all monthly leave is recorded and approved before the	Deidra Perry, DBA	Vanessa Torres, Executive Director
-	deadlines set by Payroll.		PBO
3	Reconciling approved reported time and leave (bi-weekly	Deidra Perry, DBA	
2	employees) and ePARs (monthly employees) to the trial and	Vanessa Torres, Executive	
		Director, PBO	
4	final payroll verification reports. Completing termination clearance procedures.	Deidra Perry, DBA	
4	Completing termination clearance procedures.	Deluta retty, DBA	
5	Ensuring terminated employees are no longer charged to	Deidra Perry, DBA	
0	departmental cost centers.		
6	Maintaining departmental Personnel files.	Deidra Perry, DBA	
v			
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,
			РВО
9	Ensuring the accurate input of changes to the HR System.	Deidra Perry, DBA	
10	Consistent and efficient responses to inquiries.	Deidra Perry, DBA	
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Undergraduate Student Success H0454 Baseline Standards FY 2021

		Person(s) (Name/Title)
tion of Responsibility	Primary (Required)	Secondary (Optional)
HANDLING		
Collecting cash, checks, etc.	N/A	
Reconciling cash, checks, etc. to receipts.	N/A	
Preparing deposits.	N/A	
Preparing Journal Entries.	N/A	
Verifying deposits posted correctly in the Finance System.	N/A	
Adequacy of physical safeguards of cash receipts and	N/A	
Secure deposits via UHDPS to Student Financial Services.	N/A	
Ensuring deposits are made timely.	N/A	
Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	N/A	
Updating Cash Handling Procedures as needed.	N/A	
Distribution of Cash Handling Procedures to employees who	N/A	
handle cash. Consistent and efficient responses to inquiries.	N/A	
CASH		
Preparing petty cash disbursements.	N/A	
Ensuring petty cash disbursements are not for more than \$100.	N/A	
	N/A	
Approving petty cash disbursements.	N/A	
Replenishing the petty cash fund timely.	N/A	
Ensuring the petty cash fund is balanced after each	N/A	
RACT ADMINISTRATION		
Ensuring departmental personnel comply with contract	Deidra Perry, DBA	Vanessa Torres, Executive Director,
ladministration policies/procedures. RTY MANAGEMENT		PBO
Performing the annual inventory.	Tara Sass, Director	Deidra Perry, DBA
Ensuring the annual inventory was completed correctly.	Tara Sass, Director	Deidra Perry, DBA
Tagging equipment.	Tara Sass, Director	
Approving requests for removal of equipment from campus.	Tara Sass, Director	
DSURE FORMS		
Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
Ensuring all full time, benefits eligible, exempt faculty and staff	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for	N/A	
	HANDLING Collecting cash, checks, etc. Reconciling cash, checks, etc. to receipts. Preparing deposits. Preparing Journal Entries. Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring all employees who handle cash have completed Cash security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash. Consistent and efficient responses to inquiries. CASH Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100. Ensuring petty cash disbursements. Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. ACT ADMINISTRATION Ensuring the annual inventory. Ensuring the annual inventory. Ensuring the annual inventory. Ensuring the annual inventory. Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. SURE FORMS Ensuring all employees with purchasing influence	fion of Responsibility Primary (Required) IANDLING

Undergraduate Student Success H0454 Baseline Standards FY 2021

		Responsible Person(s) (Name/Title)	
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
ACCO	UNTS 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	
NEGA	TIVE 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	
DEPA	RTMENTAL 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 Systems	
4	Reporting of suspected security violations.	Marcus Tran, Technical Svcs	UH IT Help Desk