

Facilities H0421
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.	Lisa Curran (Asst Dir. Facilities Business Services Ops)	Le'che Mayes (Asst Dir. Facilities Business Services Projects)
2	Updating the Baseline Standards Form.	Lisa Curran (Asst Dir. Facilities Business Services Ops)	Le'che Mayes (Asst Dir. Facilities Business Services Projects)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nhu Phan (Accountant III) Michelle Le (Accountant IV) April Simon (Accountant III)	Lisa Curran (Asst Dir. Facilities Business Services Ops) Le'che Mayes (Asst Dir. Facilities Business Services Projects)
2	Reviewing cost center verifications.	Cost Center Managers	Lisa Curran (Asst Dir. Facilities Business Services Ops) Le'che Mayes (Asst Dir. Facilities Business Services Projects)
3	Approving cost center verifications.	Cost Center Managers	Lisa Curran (Asst Dir. Facilities Business Services Ops) Le'che Mayes (Asst Dir. Facilities Business Services Projects)
4	Ensuring all cost centers are verified/approved on a timely basis.	Lisa Curran (Asst Dir. Facilities Business Services Ops)	Le'che Mayes (Asst Dir. Facilities Business Services Projects)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Cindy Victorian (DBA)	Lisa Curran (Asst Dir. Facilities Business Services Ops) Le'che Mayes (Asst Dir. Facilities Business Services Projects)
2	Ensuring the validity of travel and expense reimbursements.	Cindy Victorian (DBA)/ Le'che Mayes (Asst Dir. Facilities Business Services Projects)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
3	Ensuring that goods and services are received and that timely payment is made.	Cindy Victorian (DBA)/ Le'che Mayes (Asst Dir. Facilities Business Services Projects)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
4	Ensuring correct account coding on purchases documents.	Cindy Victorian (DBA)/ Le'che Mayes (Asst Dir. Facilities Business Services Projects)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
5	Primary contact for inquiries to expenditure transactions.	Cindy Victorian (DBA)/ Le'che Mayes (Asst Dir. Facilities Business Services Projects)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
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.	Cynthia King (Asst. DBA) Sandra KitManYen (Asst. DBA) Tammy Talley (Asst. DBA)	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Cynthia King (Asst. DBA) Sandra KitManYen (Asst. DBA) Tammy Talley (Asst. DBA)	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Cynthia King (Asst. DBA) Sandra KitManYen (Asst. DBA) Tammy Talley (Asst. DBA)	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)
4	Completing termination clearance procedures.	Cynthia King (Asst. DBA) Sandra KitManYen (Asst. DBA) Tammy Talley (Asst. DBA)	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
6	Maintaining departmental Personnel files.	Cynthia King (Asst. DBA) Sandra KitManYen (Asst. DBA) Tammy Talley (Asst. DBA)	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)
7	Ensuring valid authorization of new hires.	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
8	Ensuring valid authorization of changes in compensation rates.	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
9	Ensuring the accurate input of changes to the HR System.	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
10	Consistent and efficient responses to inquiries.	Cynthia King (Asst. DBA) Sandra KitManYen (Asst. DBA) Tammy Talley (Asst. DBA)	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)

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CASH HANDLING			
1	Collecting cash, checks, etc.	Cindy Victorian (DBA)	Le'che Mayes (Asst Dir. Facilities Business Services Projects)
2	Reconciling cash, checks, etc. to receipts.	Cindy Victorian (DBA)	Fairen Brock (Financial Coordinator 1)
3	Preparing deposits.	Fairen Brock (Financial Coordinator 1)	Yessica Galindo (ABA)
4	Preparing Journal Entries.	Fairen Brock (Financial Coordinator 1)	Yessica Galindo (ABA) Sharon House (Accountant III)
5	Verifying deposits posted correctly in the Finance System.	Nhu Phan (Accountant III)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Cindy Victorian (DBA)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Department	NA
8	Ensuring deposits are made timely.	Cindy Victorian (DBA)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Cindy Victorian (DBA)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
10	Updating Cash Handling Procedures as needed.	Cindy Victorian (DBA)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Cindy Victorian (DBA)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
12	Consistent and efficient responses to inquiries.	Cindy Victorian (DBA)	Lisa Curran (Asst Dir. Facilities Business Services Ops)
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Guicela Salazar (Asst Director, Facilities Business Operations & Compliance)	Le'che Mayes (Asst Dir. Facilities Business Services Projects)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Rufus Kemp (Mgr, Program 2 Facilities Management)	Darron Johnson (Financial Coordinator 1)
2	Ensuring the annual inventory was completed correctly.	Rufus Kemp (Mgr, Program 2 Facilities Management)	Darron Johnson (Financial Coordinator 1)
3	Tagging equipment.	Rufus Kemp (Mgr, Program 2 Facilities Management)	Darron Johnson (Financial Coordinator 1)
4	Approving requests for removal of equipment from campus.	Rufus Kemp (Mgr, Program 2 Facilities Management)	Darron Johnson (Financial Coordinator 1)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lisa Curran (Asst Dir. Facilities Business Services Ops)	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lisa Curran (Asst Dir. Facilities Business Services Ops)	Victor Kalani (Asst Dir. Facilities Business Services HR/Payroll)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	NA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	Yessica Galindo (ABA)	Cindy Victorian (DBA)
3	Collection.	Fairen Brock (Financial Coordinator 1)	Cindy Victorian (DBA)
4	Recording.	Yessica Galindo (Financial Coordinator 2)	Cindy Victorian (DBA)
5	Monitoring credit extended.	NA	
6	Approving write-offs.	Lisa Curran (Asst Dir. Facilities Business Services Ops)	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Lisa Curran (Asst Dir. Facilities Business Services Ops)	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Chad Thome (Asst Dir, Technology Plant Ops, Facilities Management)	
2	Ensuring that critical data back up occurs.	Chad Thome (Asst Dir, Technology Plant Ops, Facilities Management)	
3	Ensuring that procedures such as password controls are followed.	Chad Thome (Asst Dir, Technology Plant Ops, Facilities Management)	
4	Reporting of suspected security violations.	Chad Thome (Asst Dir, Technology Plant Ops, Facilities Management)	