Law Center
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.	Vacant, College Business Administrator	MyBao Nguyen, Executive Director College Business Operations
2	Updating the Baseline Standards Form.	Vacant, College Business Administrator	MyBao Nguyen, Executive Director College Business Operations
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Michelle Mendez, Assistant Business Administrator for Finance Marcus Graham, Department Business Administrator, Janae Fadairo, Assistant Business Administrator	N/A
2	Reviewing cost center verifications.	Kaylynn Brooks, Department Business Administrator Diana Smith, Assistant Business Administrator for HR/Payroll Chareese Isaacs, Department Business Administrator	N/A
3	Approving cost center verifications.	Department Heads & Cost Center Managers	Vacant, College Business Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Vacant, College Business Administrator	MyBao Nguyen, Executive Director College Business Operations
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Associate Deans & Department Heads	Kaylynn Brooks, Department Business Administrator Michelle Mendez, Assistant Business Administrator for Finance Chareese Isaacs, Department Business Administrator Janae Fadairo, Assistant Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Associate Deans & Department Heads	Kaylynn Brooks, Department Business Administrator Michelle Mendez, Assistant Business Administrator for Finance Chareese Isaacs, Department Business Administrator Janae Fadairo, Assistant Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Associate Deans & Department Heads	Kaylynn Brooks, Department Business Administrator Michelle Mendez, Assistant Business Administrator for Finance Chareese Isaacs, Department Business Administrator Janae Fadairo, Assistant Business Administrator
4	Ensuring correct account coding on purchases documents.	Kaylynn Brooks, Department Business Administrator Michelle Mendez, Assistant Business Administrator for Finance Chareese Isaacs, Department Business Administrator Janae Fadairo, Assistant Business Administrator	Vacant, College Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Kaylynn Brooks, Department Business Administrator Michelle Mendez, Assistant Business Administrator for Finance Chareese Isaacs, Department Business Administrator Janae Fadairo, Assistant Business Administrator	Vacant, College Business Administrator

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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.	Marcus Graham, Department Business Administrator	Diana Smith, Assistant Business Administrator for HR/Payroll
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Marcus Graham, Department Business Administrator	Diana Smith, Assistant Business Administrator for HR/Payroll
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Marcus Graham, Department Business Administrator	Diana Smith, Assistant Business Administrator for HR/Payroll
4	Completing termination clearance procedures.	Marcus Graham, Department Business Administrator	Diana Smith, Assistant Business Administrator for HR/Payroll
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Diana Smith, Assistant Business Administrator for HR/Payroll	Vacant, College Business Administrator
6	Maintaining departmental Personnel files.	Marcus Graham, Department Business Administrator	Diana Smith, Assistant Business Administrator for HR/Payroll
7	Ensuring valid authorization of new hires.	Marcus Graham, Department Business Administrator	Diana Smith, Assistant Business Administrator for HR/Payroll
8	Ensuring valid authorization of changes in compensation rates.	Marcus Graham, Department Business Administrator	Vacant, College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Marcus Graham, Department Business Administrator	Diana Smith, Assistant Business Administrator for HR/Payroll
10	Consistent and efficient responses to inquiries.	Marcus Graham, Department Business Administrator	Diana Smith, Assistant Business Administrator for HR/Payroll
CASH HANDLING			
1	Collecting cash, checks, etc.	Department Coordinators	Department Heads
2	Reconciling cash, checks, etc. to receipts.	Department Coordinators	Department Heads
3	Preparing deposits.	Department Coordinators	Kaylynn Brooks, Department Business Administrator Michelle Mendez, Assistant Business Administrator for Finance Chareese Isaacs, Department Business Administrator
4	Preparing Journal Entries.	Department Coordinators	Kaylynn Brooks, Department Business Administrator Michelle Mendez, Assistant Business Administrator for Finance Chareese Isaacs, Department Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Department Coordinators	Kaylynn Brooks, Department Business Administrator Michelle Mendez, Assistant Business Administrator for Finance Chareese Isaacs, Department Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Department Coordinators	Kaylynn Brooks, Department Business Administrator Michelle Mendez, Assistant Business Administrator for Finance Chareese Isaacs, Department Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Department	N/A
8	Ensuring deposits are made timely.	Department Coordinators	Department Heads
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Vacant, College Business Administrator	MyBao Nguyen, Executive Director College Business Operations
10	Updating Cash Handling Procedures as needed.	Vacant, College Business Administrator	MyBao Nguyen, Executive Director College Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Vacant, College Business Administrator	MyBao Nguyen, Executive Director College Business Operations
12	Consistent and efficient responses to inquiries.	Kaylynn Brooks, Department Business Administrator Michelle Mendez, Assistant Business Administrator for Finance Chareese Isaacs, Department Business Administrator	Vacant, College Business Administrator

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PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than $100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Kaylynn Brooks, Department Business Administrator Michelle Mendez, Assistant Business Administrator for Finance	Vacant, College Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Alberto Garcia, LAN Administrator	Tommy Abraham, Director College IT Support
2	Ensuring the annual inventory was completed correctly.	Alberto Garcia, LAN Administrator	Tommy Abraham, Director College IT Support
3	Tagging equipment.	Chad Kitko, Assistant Manager User Services Support	Tommy Abraham, Director College IT Support
4	Approving requests for removal of equipment from campus.	Tommy Abraham, Director College IT Support	Chad Kitko, Assistant Manager User Services Support
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Vacant, College Business Administrator	MyBao Nguyen, Executive Director College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Vacant, College Business Administrator	MyBao Nguyen, Executive Director College Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kaylynn Brooks, Department Business Administrator	Vacant, College Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Vacant, College Business Administrator	MyBao Nguyen, Executive Director College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Vacant, College Business Administrator	MyBao Nguyen, Executive Director College Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tommy Abraham, Director College IT Support	Chad Kitko, Assistant Manager User Services Support
2	Ensuring that critical data back up occurs.	Chad Kitko, Assistant Manager User Services Support	Tommy Abraham, Director College IT Support
3	Ensuring that procedures such as password controls are followed.	Alberto Garcia, LAN Administrator	Tommy Abraham, Director College IT Support
4	Reporting of suspected security violations.	Alberto Garcia, LAN Administrator	Tommy Abraham, Director College IT Support