

H0534-Health Wellness
Baseline Standards
FY 2021

	A	B	C	D
1			Responsible Person(s) (Name/Title)	
2	Description of Responsibility		Primary (Required)	Secondary (Optional)
3	DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
4	1	Ensuring the Departmental Policy and Procedures manual is current.	Kim Barrow/Department Business Administrator	Georgeann Smith/Executive Director, Business Services
5	2	Updating the Baseline Standards Form.	Kim Barrow/Department Business Administrator	Georgeann Smith/Executive Director, Business Services
6	FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
7	1	Preparing cost center verifications.	Lanita Holmes/Accountant III	
8	2	Reviewing cost center verifications.	Kim Barrow/Department Business Administrator	Georgeann Smith/Executive Director, Business Services
9	3	Approving cost center verifications.	Designated Cost Center Managers	Kim Barrow/Department Business Administrator
10	4	Ensuring all cost centers are verified/approved on a timely basis.	Kim Barrow/Department Business Administrator	Georgeann Smith/Executive Director, Business Services
11	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
12	1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Kim Barrow/Department Business Administrator
13	2	Ensuring the validity of travel and expense reimbursements.	Shirin Richards/Financial Coordinator 2. Ashley Shem/Financial Coordinator 1	Kim Barrow/Department Business Administrator
14	3	Ensuring that goods and services are received and that timely payment is made.	Shirin Richards/Financial Coordinator 2. Ashley Shem/Financial Coordinator 1. Richard Adewola/Financial Coordinator 2	Kim Barrow/Department Business Administrator
15	4	Ensuring correct account coding on purchases documents.	Shirin Richards/Financial Coordinator 2. Ashley Shem/Financial Coordinator 1. Richard Adewola/Financial Coordinator 2	Kim Barrow/Department Business Administrator
16	5	Primary contact for inquiries to expenditure transactions.	Shirin Richards/Financial Coordinator 2. Ashley Shem/Financial Coordinator 1. Richard Adewola/Financial Coordinator 2	Kim Barrow/Department Business Administrator
17	PAYROLL / HUMAN RESOURCES			
18	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.	Marylyn Mata/HR Payroll Coordinator 2. Shirin Richards/Financial Coordinator 2	Kim Barrow/Department Business Administrator
19	2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Marylyn Mata/HR Payroll Coordinator 2. Shirin Richards/Financial Coordinator 2	Kim Barrow/Department Business Administrator
20	3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Marylyn Mata/HR Payroll Coordinator 2. Shirin Richards/Financial Coordinator 2	Kim Barrow/Department Business Administrator
21	4	Completing termination clearance procedures.	Marylyn Mata/HR Payroll Coordinator 2. Shirin Richards/Financial Coordinator 2	Kim Barrow/Department Business Administrator
22	5	Ensuring terminated employees are no longer charged to departmental cost centers.	Marylyn Mata/HR Payroll Coordinator 2. Shirin Richards/Financial Coordinator 2	Kim Barrow/Department Business Administrator
23	6	Maintaining departmental Personnel files.	Marylyn Mata/HR Payroll Coordinator 2. Shirin Richards/Financial Coordinator 2	Kim Barrow/Department Business Administrator
24	7	Ensuring valid authorization of new hires.	Marylyn Mata/HR Payroll Coordinator 2. Shirin Richards/Financial Coordinator 2	Kim Barrow/Department Business Administrator

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25	8	Ensuring valid authorization of changes in compensation rates.	Marylyn Mata/HR Payroll Coordinator 2. Shirin Richards/Financial Coordinator 2	Kim Barrow/Department Business Administrator
26	9	Ensuring the accurate input of changes to the HR System.	Marylyn Mata/HR Payroll Coordinator 2. Shirin Richards/Financial Coordinator 2	Kim Barrow/Department Business Administrator
27	10	Consistent and efficient responses to inquiries.	Marylyn Mata/HR Payroll Coordinator 2. Shirin Richards/Financial Coordinator 2	Kim Barrow/Department Business Administrator

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28	CASH HANDLING			
29	1	Collecting cash, checks, etc.	Ashely Shem/Financial Coordinator 1. Shirin Richards/Financial Coordinator 2	Richard Adewola/Financial Coordinator 2
30	2	Reconciling cash, checks, etc. to receipts.	Ashely Shem/Financial Coordinator 1. Shirin Richards/Financial Coordinator	Richard Adewola/Financial Coordinator 2
31	3	Preparing deposits.	Ashely Shem/Financial Coordinator 1. Shirin Richards/Financial Coordinator	Richard Adewola/Financial Coordinator 2
32	4	Preparing Journal Entries.	Ashely Shem/Financial Coordinator 1. Shirin Richards/Financial Coordinator	Richard Adewola/Financial Coordinator 2
33	5	Verifying deposits posted correctly in the Finance System.	Ashely Shem/Financial Coordinator 1. Shirin Richards/Financial Coordinator	Richard Adewola/Financial Coordinator 2
34	6	Adequacy of physical safeguards of cash receipts and equivalent.	Ashely Shem/Financial Coordinator 1. Shirin Richards/Financial Coordinator	Richard Adewola/Financial Coordinator 2
35	7	Secure deposits via UHDPs to Student Financial Services.	Ashely Shem/Financial Coordinator 1. Shirin Richards/Financial Coordinator	Richard Adewola/Financial Coordinator 2
36	8	Ensuring deposits are made timely.	Ashely Shem/Financial Coordinator 1. Shirin Richards/Financial Coordinator	Richard Adewola/Financial Coordinator 2
37	9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Change Fund Custodian	Kim Barrow/Department Business Administrator
38	10	Updating Cash Handling Procedures as needed.	Kim Barrow/Department Business Administrator	Change Fund Custodian
39	11	Distribution of Cash Handling Procedures to employees who handle cash.	Department Supervisors/Managers of Cash Handling	Kim Barrow/Department Business Administrator
40	12	Consistent and efficient responses to inquiries.	Ashely Shem/Financial Coordinator 1. Shirin Richards/Financial Coordinator	Richard Adewola/Financial Coordinator 2
41	PETTY CASH			
42	1	Preparing petty cash disbursements.	NA	
43	2	Ensuring petty cash disbursements are not for more than \$100.	NA	
44	3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
45	4	Approving petty cash disbursements.	NA	
46	5	Replenishing the petty cash fund timely.	NA	
47	6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
48	CONTRACT ADMINISTRATION			
49	1	Ensuring departmental personnel comply with contract administration policies/procedures.	Kim Barrow/Department Business Administrator	Georgeann Smith/Executive Director, Business Services
50	PROPERTY MANAGEMENT			
51	1	Performing the annual inventory.	Department Property Custodians	DSAES IT
52	2	Ensuring the annual inventory was completed correctly.	Department Property Custodians	DSAES IT
53	3	Tagging equipment.	Department Property Custodians	DSAES IT
54	4	Approving requests for removal of equipment from campus.	Department Supervisors	Devi Bala/Asst. VP, Business Services. Georgeann Smith/Executive Director, Business Services
55	DISCLOSURE FORMS			
56	1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kim Barrow/Department Business Administrator	Georgeann Smith/Executive Director, Business Services

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57	2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kim Barrow/Department Business Administrator	Georgeann Smith/Executive Director, Business Services
58	3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kim Barrow/Department Business Administrator	Georgeann Smith/Executive Director, Business Services

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59	ACCOUNTS RECEIVABLE			
60	1	Extending of credit.	NA	
61	2	Billing.	NA	
62	3	Collection.	NA	
63	4	Recording.	NA	
64	5	Monitoring credit extended.	NA	
65	6	Approving write-offs.	NA	
66	NEGATIVE BALANCES			
67	1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Kim Barrow/Department Business Administrator	Georgeann Smith/Executive Director, Business Services
68	2	Ensuring that research expenditures are covered by funds from sponsors.	Kim Barrow/Department Business Administrator	Georgeann Smith/Executive Director, Business Services
69	DEPARTMENTAL COMPUTING			
70	1	Management of the departments' information technology resources.	DSAES IT Department	UIT Department
71	2	Ensuring that critical data back up occurs.	DSAES IT Department	UIT Department
72	3	Ensuring that procedures such as password controls are followed.	DSAES IT Department	UIT Department
73	4	Reporting of suspected security violations.	All staff members	UIT Department

For Health & Wellness Departments Listed Below:

Dept ID	Department Name
H0004	Cougars in Recovery
H0207	Student Health Center & Pharmacy
H0216	Center for Students with Disabilities
H0220	Counseling & Psychological Services
H0225	Campus recreation
H0292	UH Wellness