

H0231-Student Housing Residential Life
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.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
2	Updating the Baseline Standards Form.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lanita Holmes/Accountant II	Devanuel Samuel/Accountant I
2	Reviewing cost center verifications.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
3	Approving cost center verifications.	Designated Cost Center Managers	Lynn Smith/Asst Dir, Business Ops
4	Ensuring all cost centers are verified/approved on a timely basis.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Lynn Smith/Asst Dir, Business Ops
2	Ensuring the validity of travel and expense reimbursements.	Alicia Whitmire/Financial Coordinator 2	Lynn Smith/Asst Dir, Business Ops
3	Ensuring that goods and services are received and that timely payment is made.	Alicia Whitmire/Financial Coordinator 2	Lynn Smith/Asst Dir, Business Ops
4	Ensuring correct account coding on purchases documents.	Alicia Whitmire/Financial Coordinator 2	Lynn Smith/Asst Dir, Business Ops
5	Primary contact for inquiries to expenditure transactions.	Alicia Whitmire/Financial Coordinator 2	Lynn Smith/Asst Dir, Business 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.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
4	Completing termination clearance procedures.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
6	Maintaining departmental Personnel files.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
7	Ensuring valid authorization of new hires.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
8	Ensuring valid authorization of changes in compensation rates.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
9	Ensuring the accurate input of changes to the HR System.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
10	Consistent and efficient responses to inquiries.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
CASH HANDLING			
1	Collecting cash, checks, etc.	Alicia Whitmire/Financial Coordinator 2	Gillian Bautista/Financial Coordinator 2
2	Reconciling cash, checks, etc. to receipts.	Alicia Whitmire/Financial Coordinator 2	Gillian Bautista/Financial Coordinator 2
3	Preparing deposits.	Alicia Whitmire/Financial Coordinator 2	Gillian Bautista/Financial Coordinator 2
4	Preparing Journal Entries.	Alicia Whitmire/Financial Coordinator 2	Gillian Bautista/Financial Coordinator 2

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5	Verifying deposits posted correctly in the Finance System.	Alicia Whitmire/Financial Coordinator 2	Lynn Smith/Asst Dir, Business Ops
6	Adequacy of physical safeguards of cash receipts and equivalent.	Alicia Whitmire/Financial Coordinator 2	Lynn Smith/Asst Dir, Business Ops
7	Secure deposits via UHDPS to Student Financial Services.	UH Police Department	
8	Ensuring deposits are made timely.	Alicia Whitmire/Financial Coordinator 2	Lynn Smith/Asst Dir, Business Ops
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Erika Lomas/HR Payroll Coordinator II	Lynn Smith/Asst Dir, Business Ops
10	Updating Cash Handling Procedures as needed.	Alicia Whitmire/Financial Coordinator 2	Lynn Smith/Asst Dir, Business Ops
11	Distribution of Cash Handling Procedures to employees who handle cash.	Alicia Whitmire/Financial Coordinator 2	Lynn Smith/Asst Dir, Business Ops
12	Consistent and efficient responses to inquiries.	All members of the business services team.	Lynn Smith/Asst Dir, Business Ops
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.	Gillian Bautista/Financial Coordinator 2	Lynn Smith/Asst Dir, Business Ops
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Department Property Custodian	DSAES IT
2	Ensuring the annual inventory was completed correctly.	Department Property Custodian	DSAES IT
3	Tagging equipment.	Department Property Custodian	DSAES IT
4	Approving requests for removal of equipment from campus.	Devi Bala / Assistant VP Business Services, Georgeann Smith / Director Business Services	Georgeann Smith / Director, Business Services
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Alicia Whitmire/Financial Coordinator 2	Gillian Bautista/Financial Coordinator 2
3	Collection.	Alicia Whitmire/Financial Coordinator 2	Gillian Bautista/Financial Coordinator 2

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4	Recording.	Alicia Whitmire/Financial Coordinator 2	Gillian Bautista/Financial Coordinator 2
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Lynn Smith/Asst Dir, Business Ops	Georgeann Smith / Director, Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Kirvin McKissic/Microsystems Analyst 2	UIT
2	Ensuring that critical data back up occurs.	Kirvin McKissic/Microsystems Analyst 2	UIT
3	Ensuring that procedures such as password controls are followed.	Kirvin McKissic/Microsystems Analyst 2	UIT
4	Reporting of suspected security violations.	All staff members	DSAES IT / UIT
FOR DEPARTMENT LISTED BELOW:			
H0231-Student Housing & Residential Life			