| 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. | Use Business Managers Survival Guide, MAPP, SAM; supplemented as needed | David Lee, Program Director 3, Provost Business Office |
| 2 | Updating the Baseline Standards Form. | Yen Ngo, Department Business Administrator | |
| FINANCIAL REPORTING - COST CENTER VERIFICATIONS | | | |
| 1 | Preparing cost center verifications. | Student Workers | |
| 2 | Reviewing cost center verifications. | Yen Ngo, Department Business Administrator | |
| 3 | Approving cost center verifications. | Yen Ngo, Department Business Administrator | |
| 4 | Ensuring all cost centers are verified/approved on a timely basis. | David Lee, Program Director 3, Provost Business Office | |
| FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS | | | |
| 1 | Ensuring valid authorization of purchase documents. | Yen Ngo, Department Business Administrator | |
| 2 | Ensuring the validity of travel and expense reimbursements. | Yen Ngo, Department Business Administrator | |
| 3 | Ensuring that goods and services are received and that timely payment is made. | Yen Ngo, Department Business Administrator | |
| 4 | Ensuring correct account coding on purchases documents. | Yen Ngo, Department Business Administrator | |
| 5 | Primary contact for inquiries to expenditure transactions. | Yen Ngo, Department Business Administrator | David Lee, Program Director 3, Provost Business Office |
| 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. | Direct supervisor of employee | Yen Ngo, Department Business Administrator |
| 2 | Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll. | Yen Ngo, Department Business Administrator | |
| 3 | Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports. | Yen Ngo, Department Business Administrator | |
| 4 | Completing termination clearance procedures. | Yen Ngo, Department Business Administrator | |
| 5 | Ensuring terminated employees are no longer charged to departmental cost centers. | Yen Ngo, Department Business Administrator | |
| 6 | Maintaining departmental Personnel files. | Yen Ngo, Department Business Administrator | |
| 7 | Ensuring valid authorization of new hires. | Yen Ngo, Department Business Administrator | |
| 8 | Ensuring valid authorization of changes in compensation rates. | Yen Ngo, Department Business Administrator | |
| 9 | Ensuring the accurate input of changes to the HR System. | Yen Ngo, Department Business Administrator | |
| 10 | Consistent and efficient responses to inquiries. | Yen Ngo, Department Business Administrator | David Lee, Program Director 3, Provost Business Office |

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|---|---|---|---|
| | | **Primary (Required)** | **Secondary (Optional)** |
| CASH HANDLING | | | |
| 1 | Collecting cash, checks, etc. | N/A | |
| 2 | Reconciling cash, checks, etc. to receipts. | N/A | |
| 3 | Preparing deposits. | N/A | |
| 4 | Preparing Journal Entries. | N/A | |
| 5 | Verifying deposits posted correctly in the Finance System. | N/A | |
| 6 | Adequacy of physical safeguards of cash receipts and equivalent. | N/A | |
| 7 | Secure deposits via UHDPS to Student Financial Services. | N/A | |
| 8 | Ensuring deposits are made timely. | N/A | |
| 9 | Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. | N/A | |
| 10 | Updating Cash Handling Procedures as needed. | N/A | |
| 11 | Distribution of Cash Handling Procedures to employees who handle cash. | N/A | |
| 12 | Consistent and efficient responses to inquiries. | N/A | |
| 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. | Yen Ngo, Department Business Administrator | |
| PROPERTY MANAGEMENT | | | |
| 1 | Performing the annual inventory. | Glenn Booker, Systems Administrator 1 | |
| 2 | Ensuring the annual inventory was completed correctly. | Glenn Booker, Systems Administrator 1 | Chimyra McKelvey, Department Business Administrator |
| 3 | Tagging equipment. | Glenn Booker, Systems Administrator 1 | |
| 4 | Approving requests for removal of equipment from campus. | Glenn Booker, Systems Administrator 1 | |
| DISCLOSURE FORMS | | | |
| 1 | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. | Yen Ngo, Department Business Administrator | |
| 2 | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. | Yen Ngo, Department Business Administrator | |
| 3 | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | N/A | |

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| --- | --- | --- | --- |
| | | Primary (Required) | Secondary (Optional) |
| | ACCOUNTS 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 | |
| | NEGATIVE BALANCES | | |
| 1 | Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. | Yen Ngo, Department Business Administrator | |
| 2 | Ensuring that research expenditures are covered by funds from sponsors. | N/A | |
| | DEPARTMENTAL 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 |