

AF-Central Business Services  
Team 1 3  
Baseline Standards  
FY 2025

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES /</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Zachary John Zucco Lounder, Asst Director Bus Svcs. Sirena Birkeland , Asst Director Bus Svcs.	Tiffany Taylor-Denson, Dir, Division Business Svcs
2	Updating the Baseline Standards Form.	Zachary John Zucco Lounder, Asst Director Bus Svcs.	Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH)) Vacant, Asst Business Administrator (H0663,H0505, S0014); Elizabeth Smith, Asst Business Administration (H0020, H0518, AF H0263)	Zachary John Zucco Lounder, Asst Director Bus Svcs.
2	Reviewing cost center verifications.	Zachary John Zucco Lounder, Asst Director Bus Svcs.	Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
3	Approving cost center verifications.	Designated Cost Center Manager	Cost Center Manager Delegate (if applicable)
4	Ensuring all cost centers are verified/approved on a timely basis.	Zachary John Zucco Lounder, Asst Director Bus Svcs.	Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Zachary John Zucco Lounder, Asst Director Bus Svcs.	Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
2	Ensuring the validity of travel and expense reimbursements.	Zachary John Zucco Lounder, Asst Director Bus Svcs.	Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
3	Ensuring that goods and services are received and that timely payment is made.	Designated Cost Center Manager (or designee)	Cost Center Manager Delegate (if applicable)
4	Ensuring correct account coding on purchases documents.	Zachary John Zucco Lounder, Asst Director Bus Svcs.	Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
5	Primary contact for inquiries to expenditure transactions.	Zachary John Zucco Lounder, Asst Director Bus Svcs.	Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH), H0020) Vacant , Asst Business Administrator (H0663,H0505, S0014)	Annette fleur Njopchouang, Financial Coordinator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH), H0020) Vacant , Asst Business Administrator (H0663,H0505, S0014)	Annette fleur Njopchouang, Financial Coordinator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH), H0020) Vacant , Asst Business Administrator (H0663,H0505, S0014)	Annette fleur Njopchouang, Financial Coordinator
4	Completing termination clearance procedures.	Zachary John Zucco Lounder, Asst Director Bus Svcs. / Sirena Birkeland , Asst Director Bus Svcs.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH), H0020) Vacant, Asst Business Administrator (H0663,H0505, S0014)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH), H0020) Vacant , Asst Business Administrator (H0663,H0505, S0014)	Zachary John Zucco Lounder, Asst Director Bus Svcs.

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6 Maintaining departmental Personnel files.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH), H0020) Vacant , Asst Business Administrator (H0663,H0505, S0014)	Annette fleur Njopchouang, Financial Coordinator
7 Ensuring valid authorization of new hires.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH), H0020) Vacant , Asst Business Administrator (H0663,H0505, S0014)	Annette fleur Njopchouang, Financial Coordinator 2; Zachary John Zucco Lounder, Asst Director Bus Svcs.
8 Ensuring valid authorization of changes in compensation rates.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH), H0020) Vacant , Asst Business Administrator (H0663,H0505, S0014)	Zachary John Zucco Lounder, Asst Director Bus Svcs. Sirena Birkeland , Asst Director Bus Svcs.
9 Ensuring the accurate input of changes to the HR System.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH), H0020) Vacant , Asst Business Administrator (H0663,H0505, S0014)	Annette fleur Njopchouang, Financial Coordinator 2; Zachary John Zucco Lounder, Asst Director Bus Svcs.
10 Consistent and efficient responses to inquiries.	Brittney Branson, Department Business Administrator (H0169, H0418 (PH), H0020) Vacant , Asst Business Administrator (H0663,H0505, S0014)	Annette fleur Njopchouang, Financial Coordinator 2; Zachary John Zucco Lounder, Asst Director Bus Svcs.
<b>CASH HANDLING</b>		
1 Collecting cash, checks, etc.	Department cash handlers - on record with Department (Does not include SBS or Treasury)	Zachary John Zucco Lounder, Asst Director Bus Svcs. Sirena Birkeland , Asst Director Bus Svcs.
2 Reconciling cash, checks, etc. to receipts.	Department cash handlers - on record with Department (Does not include SBS or Treasury)	Zachary John Zucco Lounder, Asst Director Bus Svcs. Sirena Birkeland , Asst Director Bus Svcs.
3 Preparing deposits.	Annette fleur Njopchouang, Financial Coordinator 2 Chris Truong, Asst. Business Administrator	Brittney Branson, Department Business Administrator
4 Preparing Journal Entries.	Annette fleur Njopchouang, Financial Coordinator 2 Chris Truong, Asst. Business Administrator	Brittney Branson, Department Business Administrator
5 Verifying deposits posted correctly in the Finance System.	Annette fleur Njopchouang, Financial Coordinator 2 Chris Truong, Asst. Business Administrator	Zachary John Zucco Lounder, Asst Director Bus Svcs. Sirena Birkeland , Asst Director Bus Svcs.
6 Adequacy of physical safeguards of cash receipts and equivalent.	Annette fleur Njopchouang, Financial Coordinator 2 Chris Truong, Asst. Business Administrator	Brittney Branson, Department Business Administrator
7 Secure deposits via UHDPS to Student Financial Services.	Annette fleur Njopchouang, Financial Coordinator 2 Chris Truong, Asst. Business Administrator	Brittney Branson, Department Business Administrator
8 Ensuring deposits are made timely.	Annette fleur Njopchouang, Financial Coordinator 2 Chris Truong, Asst. Business Administrator	Brittney Branson, Department Business Administrator
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Zachary John Zucco Lounder, Asst Director Bus Svcs.	Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
10 Updating Cash Handling Procedures as needed.	Zachary John Zucco Lounder, Asst Director Bus Svcs.	Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
11 Distribution of Cash Handling Procedures to employees who handle cash.	Zachary John Zucco Lounder, Asst Director Bus Svcs.	Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
12 Consistent and efficient responses to inquiries.	Zachary John Zucco Lounder, Asst Director Bus Svcs.	Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs

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<b>PETTY CASH</b>		
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
<b>CONTRACT ADMINISTRATION</b>		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Zachary John Zucco Lounder, Asst Director Bus Svcs. Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
<b>PROPERTY MANAGEMENT</b>		
1	Performing the annual inventory.	See page 3 Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
2	Ensuring the annual inventory was completed correctly.	See page 3 Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
3	Tagging equipment.	See page 3 Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
4	Approving requests for removal of equipment from campus.	Employee Supervisor & Property Custodian noted on page 3 Tiffany Taylor-Denson, Dir, Division Business Svcs
<b>DISCLOSURE FORMS</b>		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Zachary John Zucco Lounder, Asst Director Bus Svcs. Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Zachary John Zucco Lounder, Asst Director Bus Svcs. Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A N/A
<b>ACCOUNTS RECEIVABLE</b>		
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
<b>NEGATIVE BALANCES</b>		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Zachary John Zucco Lounder, Asst Director Bus Svcs. Sirena Birkeland , Asst Director Bus Svcs. Tiffany Taylor-Denson, Dir, Division Business Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A
<b>DEPARTMENTAL COMPUTING</b>		
1	Management of the departments' information technology resources.	See page 3 UIT
2	Ensuring that critical data back up occurs.	See page 3 UIT

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3	Ensuring that procedures such as password controls are followed.	See page 3	UIT
4	Reporting of suspected security violations.	All Staff	All Staff
<b>Dept ID</b>	<b>Department Name</b>	<b>PROPERTY MANAGEMENT</b>	<b>DEPARTMENTAL COMPUTING</b>
H0020	Equal Opportunity Services	Mandisa Oliver, Equal Opportunity Analyst	Johnny Buoy, User Service Spec 3
H0169	UH Police Department	Christine Diaz, Asst, Administrative, Exec	Richard Tappan, Campus Safety Sys. Tech
H0609	Campus Safety Administration	Nadege Jean, Asst, Administrative, Exec	Richard Tappan, Campus Safety Sys. Tech
H0612	Emergency Management	Nadege Jean, Asst, Administrative, Exec	Richard Tappan, Campus Safety Sys. Tech
H0173	ENV Health & Life Safety	Sharon Pellas, Mgr, Program 2	Richard Tappan, Campus Safety Sys. Tech
S0014	Wortham House	Jason Trippier, Dir Real Estate Services	Henry Pham, Systems Admin 1
H0505	Office of Real Estate	Jason Trippier, Dir Real Estate Services	Henry Pham, Systems Admin 1