

H0534 - Health and Wellbeing  
Baseline Standards  
FY 2025

| Description of Responsibility                                      |  | Responsible Person(s) (Name/Title)   |                                      |
|--|--|--------------------------------------|--------------------------------------|
|  |  | Primary (Required)                   | Secondary (Optional)                 |
| <b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b> |  |                                      |                                      |
| 1  | Ensuring the Departmental Policy and Procedures manual is current.   | Michelle Mendez, DBA                 | Lynrd Smith/Dir, Col/Div Bus Ops     |
| 2  | Updating the Baseline Standards Form.  | Michelle Mendez, DBA                 | Lynrd Smith/Dir, Col/Div Bus Ops     |
| <b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>             |  |                                      |                                      |
| 1  | Preparing cost center verifications.   | TBA                                  | TBA                                  |
| 2  | Reviewing cost center verifications.   | Michelle Mendez, DBA                 | Lynrd Smith/Dir, Col/Div Bus Ops     |
| 3  | Approving cost center verifications.   | Designated Cost Center Managers      | Lynrd Smith/Dir, Col/Div Bus Ops     |
| 4  | Ensuring all cost centers are verified/approved on a timely basis.   | Michelle Mendez, DBA                 | Lynrd Smith/Dir, Col/Div Bus Ops     |
| <b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>              |  |                                      |                                      |
| 1  | Ensuring valid authorization of purchase documents.  | Designated Cost Center Managers      | Michelle Mendez, DBA                 |
| 2  | Ensuring the validity of travel and expense reimbursements.  | Erin Bell/Financial Coordinator 2    | Michelle Mendez, DBA                 |
| 3  | Ensuring that goods and services are received and that timely payment is made.   | Erin Bell/Financial Coordinator 2    | Michelle Mendez, DBA                 |
| 4  | Ensuring correct account coding on purchases documents.  | Erin Bell/Financial Coordinator 2    | Michelle Mendez, DBA                 |
| 5  | Primary contact for inquiries to expenditure transactions.   | Erin Bell/Financial Coordinator 2    | Michelle Mendez, DBA                 |
| <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. | Rosa Moreno/Assistant Business Admin | Michelle Mendez, DBA                 |
| 2  | Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.   | Rosa Moreno/Assistant Business Admin | Michelle Mendez, DBA                 |
| 3  | Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.                        | Rosa Moreno/Assistant Business Admin | Michelle Mendez, DBA                 |
| 4  | Completing termination clearance procedures.   | Rosa Moreno/Assistant Business Admin | Michelle Mendez, DBA                 |
| 5  | Ensuring terminated employees are no longer charged to departmental cost centers.  | Rosa Moreno/Assistant Business Admin | Michelle Mendez, DBA                 |
| 6  | Maintaining departmental Personnel files.  | Rosa Moreno/Assistant Business Admin | Michelle Mendez, DBA                 |
| 7  | Ensuring valid authorization of new hires.   | Rosa Moreno/Assistant Business Admin | Michelle Mendez, DBA                 |
| 8  | Ensuring valid authorization of changes in compensation rates.   | Rosa Moreno/Assistant Business Admin | Michelle Mendez, DBA                 |
| 9  | Ensuring the accurate input of changes to the HR System.   | Rosa Moreno/Assistant Business Admin | Michelle Mendez, DBA                 |
| 10   | Consistent and efficient responses to inquiries.   | Rosa Moreno/Assistant Business Admin | Michelle Mendez, DBA                 |
| <b>CASH HANDLING</b>   |  |                                      |                                      |
| 1  | Collecting cash, checks, etc.  | Erin Bell/Financial Coordinator 2    | Rosa Moreno/Assistant Business Admin |
| 2  | Reconciling cash, checks, etc. to receipts.  | Erin Bell/Financial Coordinator 2    | Michelle Mendez, DBA                 |
| 3  | Preparing deposits.  | Erin Bell/Financial Coordinator 2    | Rosa Moreno/Assistant Business Admin |
| 4  | Preparing Journal Entries.   | Erin Bell/Financial Coordinator 2    | Rosa Moreno/Assistant Business Admin |
| 5  | Verifying deposits posted correctly in the Finance System.   | Rosa Moreno/Assistant Business Admin | Michelle Mendez, DBA                 |
| 6  | Adequacy of physical safeguards of cash receipts and equivalent.   | Erin Bell/Financial Coordinator 2    | Michelle Mendez, DBA                 |

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| 7 Secure deposits via UHDPS to Student Financial Services.   | UH Police Department                       | Michelle Mendez, DBA                         |
| 8 Ensuring deposits are made timely.   | Erin Bell/Financial Coordinator 2          | Michelle Mendez, DBA                         |
| 9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.                       | Michelle Mendez, DBA                       | Rosa Moreno/Assistant Business Admin         |
| 10 Updating Cash Handling Procedures as needed.  | Michelle Mendez, DBA                       | Rosa Moreno/Assistant Business Admin         |
| 11 Distribution of Cash Handling Procedures to employees who handle cash.  | Michelle Mendez, DBA                       | Rosa Moreno/Assistant Business Admin         |
| 12 Consistent and efficient responses to inquiries.  | All members of the business services team. | Michelle Mendez, DBA                         |
| <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.   | Rosa Moreno/Assistant Business Admin       | Michelle Mendez, DBA                         |
| <b>PROPERTY MANAGEMENT</b>   |  |  |
| 1 Performing the annual inventory.   | Department Property Custodian              | DSA IT                                       |
| 2 Ensuring the annual inventory was completed correctly.   | Department Property Custodian              | DSA IT                                       |
| 3 Tagging equipment.   | Department Property Custodian              | DSA IT                                       |
| 4 Approving requests for removal of equipment from campus.   | Lynrd Smith/Dir, Col/Div Bus Ops           | Caron Park / Exec Director Business Services |
| <b>DISCLOSURE FORMS</b>  |  |  |
| 1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  | Michelle Mendez, DBA                       | Lynrd Smith/Dir, Col/Div Bus Ops             |
| 2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.                               | Michelle Mendez, DBA                       | Lynrd Smith/Dir, Col/Div Bus Ops             |
| 3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | NA   |  |
| <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  |  |

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| NEGATIVE BALANCES                   |   |                                    |                                  |
| 1                                   | Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. | Michelle Mendez, DBA               | Lynrd Smith/Dir, Col/Div Bus Ops |
| 2                                   | Ensuring that research expenditures are covered by funds from sponsors.               | Michelle Mendez, DBA               | Lynrd Smith/Dir, Col/Div Bus Ops |
| DEPARTMENTAL COMPUTING              |   |                                    |                                  |
| 1                                   | Management of the departments' information technology resources.                      | DSA IT                             | UIT                              |
| 2                                   | Ensuring that critical data back up occurs.   | DSA IT                             | UIT                              |
| 3                                   | Ensuring that procedures such as password controls are followed.                      | DSA IT                             | UIT                              |
| 4                                   | Reporting of suspected security violations.   | All staff members                  | DSA IT                           |
| <b>FOR DEPARTMENT LISTED BELOW:</b> |   |                                    |                                  |
|                                     |   |                                    |                                  |
| <b>H0004</b>                        | <b>Cougars in Recovery</b>  |                                    |                                  |
| <b>H0207</b>                        | <b>Student Health Center &amp; Pharmacy</b>   |                                    |                                  |
| <b>H0216</b>                        | <b>Student Accessibility Center</b>   |                                    |                                  |
| <b>H0220</b>                        | <b>Counseling &amp; Psychological Services</b>  |                                    |                                  |
| <b>H0225</b>                        | <b>Campus Recreation+B57</b>  |                                    |                                  |
| <b>H0292</b>                        | <b>UH Wellness</b>  |                                    |                                  |
| <b>H0534</b>                        | <b>Health and Well Being (College Rollup)</b>   |                                    |                                  |