

CONTROL SELF-ASSESSMENT

PERSONNEL AND PAYROLL

1. Does the unit maintain personnel files that include copies of current job descriptions and performance appraisals that were signed by the employee?
 Yes No Not Applicable

2. Are procedures in place to ensure compliance with the University's Conflict of Interest policy?
 Yes No Not Applicable

3. Have procedures been established for monitoring use of employee benefit time (e.g., sick leave, vacation) for Academic and Staff employees?
 Yes No Not Applicable

4. Are attendance records reviewed by management, and are excessive absences dealt with properly?
 Yes No Not Applicable

5. For non-exempt employees (those eligible for overtime pay), do procedures exist to ensure that overtime and other non-standard work hours are appropriate and approved in advance by the employee's supervisor?
 Yes No Not Applicable

6. Are the reports that provide the details of the payroll amounts charged to the unit's accounts (Payroll Labor Distribution Reports) reviewed and compared to Department Time Entry and Web Time Entry (and any labor redistributions) by someone who did not prepare or approve the Department and Web time entry and labor redistributions?
 Yes No Not Applicable