

PERSONNEL AND PAYROLL

		Yes	No	Comments
1.	Have desk procedures been developed and are they available to the staff?			
2.	Does the department have a training program for new employees?			
3.	Is there a departmental procedure in place to compare payroll expenses to budgeted amounts?			
4.	Have any faculty/staff been paid for performing services outside of their employment at UNT? If so, has the <b>Outside Employment or Service and Dual Employment form</b> been completed and placed in the employees file?			
Employment Documents				
5.	Is an offer letter present for each employee?			
6.	Are offer letters completely filled out, including all necessary signatures?			
7.	Are the start and end dates of employment proper for the type of offer letter?			
Leave and Time Records				
8.	Are leave forms used to record and document approval of all absences, with and without pay?			
9.	Are time and leave entries approved by the individual who has supervisor responsibilities over the persons whose time and/or leave is being approved?			
10.	Have procedures been implemented to ensure that overtime and compensatory time hours worked are appropriate and approved in advance by an employee's supervisor?			
11.	Are department procedures in place to ensure that leave taken is properly approved and recorded?			
12.	Is compensatory time taken prior to the usage of annual leave?			
13.	Does the leave custodian have custody of his/her own leave records?			
Student/Hourly Timesheets				
14.	Do the timesheets record actual start and end times for work as opposed to recording just the number of hours worked during a day?			
15.	Does any student work for more than one department? If so, how do the two departments coordinate hours worked?			