

Administrative Professional Time and Leave Report Audit Checklist

NOTE: If the employee also held a civil service appointment(s), refer to the Civil Service Time and Leave Report Audit Checklist for those time/leave reports.

- Place time/leave reports in order from oldest to newest and verify all reports are accounted for.
- Verify time/leave reports are for the same employee
- Verify time/leave reports were signed and dated by all appropriate parties.
- Verify if employee is overtime eligible or if overtime eligibility changed during employment. Confirm correct report was completed.
- Pro-rate annual and sick leave accruals based upon actual days worked in the month if hired or separated after the 1st of the month.
- Pro-rate annual and sick leave accruals for leave without pay (LWOP) based upon actual work days in the month. Contact HRS for guidance on pro-rating a partial day of LWOP.
- Pro-rate accruals in accordance with FTE.
- Verify leave without pay (LWOP) was reported to Payroll.
- Verify hours worked were reported and paid correctly. For overtime eligible employees:
 - Prior to July 1, 2005: all paid leave counted toward the 40 hours in the workweek for overtime purposes.
 - After July 1, 2005: overtime is paid only for hours worked in excess of 40 hours in the work week. Only actual hours worked and holidays (including personal holiday) count as hours worked for overtime purposes.
- Verify compensatory time accurately accounted for overtime eligible employees.
- Verify employee used 1 personal holiday per fiscal year.
- Verify university holidays were recorded.
- Verify employee never exceeded 352 hours of annual leave.
- Verify leave balances were carried forward correctly.
- Review "Comments" box for documentation such as FML, Emergency Leave, Civil Leave, Military Leave, etc.
- If overtime eligible, note schedule in comment sections, i.e. working 4, 10 hour days.