

Self-Assessment

PAYROLL

1. Hourly: Do employees submit their time worked on time? Do their supervisors approve their time by the due date?
2. Salary: Do monthly personnel track their paid leave? Do employees submit their paid leave taken monthly? Do their supervisors approve their time and leave by the due date?
3. Supplemental Pay: Does the department maintain supplemental pay records? Does the account sponsor approve the supplemental pay?
4. Are passwords kept confidential?
5. Does access to computer systems get cancelled for employees that transfer from your department or for employees that no longer work for the University in a timely manner?
6. Are ePAFS processed timely?

Resources:

Human Resources

<https://hr.ou.edu/>

Human Resources Policies and Reporting

<https://hr.ou.edu/Managers-HR-Payroll-Coordiators/Processes-Policies/Time-Leave-Holidays>

Human Resources, Supplemental Payments

<https://hr.ou.edu/managers-hr-payroll-coordinators/processes-policies/payroll-calendars-actions#4514386-supplemental-pay--payroll-corrections>

HR Policies and Handbooks

<https://hr.ou.edu/Policies-Handbooks>

University of Oklahoma

Internal Audit

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