

Annual Student Employment Audit Checklist

Audit Years 2015-2016

Valid for Fall 2015, Spring 2016 and Summer 2016

Every year the Office of Student Employment conducts an audit of on and off campus Student Employment records. These records are required by federal mandate to include the following:

- ☐ Individual personnel file for each Student Employee.
- ☐ Check –In sheet for any employee hired after January 1, 2008.
- ☐ Check-out sheet for any employee terminated after January 1, 2008.
- ☐ Class schedule for every term worked, class days and times should be listed.
- ☐ Signed student employee electronic signature statement. If it is missing or unsigned, no credit will be given for any required timesheets.
- ☐ Signed employer electronic signature statement. If it is missing or unsigned, no credit will be given for any required timesheets.
- ☐ Timesheet printouts that note the exact dates and times student employees worked each day (in date order) for pay periods ending on **8/29/2015, 9/12/2015, 9/26/2015, 10/10/2015, 11/7/2015, 11/21/2015, & 12/5/2015. No printed timesheets are required beyond these dates.**
- ☐ Signed copies of all Student Employee Position Offers for each employee (SEPO includes the job description and compensation plan). Signed copies of Termination Notices. Signed copies of Wage Change Offers.
- ☐ Evaluations. Required at least once per year, upon termination for any student who was not yet evaluated, and for any student who has received a change in status or rate of pay. Evaluations should be complete upon termination for any student not previously evaluated regardless of the amount of time worked.

During the annual audit, the Office of Student Employment needs to have access to all files for the previous academic year (fall, spring and summer). You may use this checklist in each personnel file to assure the accuracy of your records. Any questions regarding the annual Student Employment Audit may be answered at 255-3454. Thank you for your anticipated cooperation in this matter.