

## **Audit Scoring Guide**

- **Job Description -**
  - 15 points if it is included with the SEPO, 0 points if it is not included with the SEPO
- **Compensation Plan –**
  - 15 points if it is included with the SEPO, 0 points if it is not included with the SEPO
- **SEPO –**
  - 15 points if it is in the file and all 3 signatures (employee, supervisor, AND department head) are there. Deduct 5 points for each missing signature. 0 points if all the signatures are missing.
- **Electronic Employee Signature Statement –**
  - 6 points if it is signed and in the file. 0 points if it is in the file but missing the appropriate signature. If it is missing or unsigned, no credit will be given for any timesheets.
- **Electronic Supervisor Signature Statement –**
  - 6 points if it is signed and in the file. 0 points if it is in the file but missing the appropriate signature. If it is missing or unsigned, no credit will be given for any timesheets.
- **Evaluation –**
  - 10 points if it is in the file with all 3 signatures (employee, supervisor, AND department head). Deduct 2 points for each missing signature. If all 3 signatures are missing but the evaluation is in the file, give 4 points. If the evaluation is missing altogether, 0 points are given.
  - Departments should evaluate every student employee in April no matter how long they have been working.
    - If the audit is sometime after April, there should be an evaluation in the file. If it is missing because the student has not worked the whole year, automatic points will be given but the department must be notified that we would expect to see it in there for the next audit year.
  - If the student employee has worked at least a whole year by the time the file is audited, there should be an evaluation in the file.
  - Evaluations are required upon termination if the employee has not been evaluated already during the year. If the employee was terminated before the end of the year and the evaluation was never completed, 0 points will be given.
    - Ex. If a student started in Fall 2015 but was terminated in December 2015 there should be an evaluation in the file even though the evaluation period has not passed

- **Check-In Procedures –**
  - 5 points if it is completed in the file with both the supervisor and employee signature. Deduct 2 points for each missing signature. Deduct 1 point if any of the steps were not marked as completed.
- **Check-Out Procedures –**
  - 5 points if it is completed in the file with both the supervisor and employee signatures. Deduct 2 points for each missing signature. Deduct 1 point if any of the steps were not marked as completed.
- **Termination Notice –**
  - 8 points if it is documented in the file properly. No points will be given if it is missing.
- **Class Schedules –**
  - 5 points for each class schedule. 0 points if the schedule is missing.
  - Automatic points are given for any semesters the student did not work in or were not enrolled in.
  - Each class schedule must be system generated (CU-SIS) and include the student's name and student ID number.