Audit Tidbits

Internal Control Assessment (ICA) training related to Cycle 2 is scheduled for **November 17th at 2:00 p.m.** in the Human Resources training room. To sign-up, please email auditing@olemiss.edu.

**Things to think about when preparing for an Internal Control Assessment – Cycle 2**

**Human Resources**

**Employee Termination Process**

- The University’s Employee Exit Checklist must be used consistently within departments.
  - The Employee Exit Checklist **must be** completed anytime an employee terminates from the University or transfers departments within the University.
  - The checklist can be accessed through the Human Resources website.
  - Completed checklists must be forwarded to Human Resources.
  - A non-mandatory Student Exit Checklist is also available on the Human Resources website for departmental use. These should not be forwarded to Human Resources.
  - Checklists help ensure that all appropriate actions are taken in a timely manner in the event of employee turnover.

October 2010
Performance Evaluations

- Annual performance evaluations for non-faculty personnel should be performed consistently.
  - Performance evaluations should be performed annually for all non-faculty personnel.
  - Performance evaluations provide an important opportunity for communication between employees and supervisors (i.e. of expectations, as well as satisfaction).
  - Performance evaluations can be an important tool when disciplinary actions are necessary.

DID YOU KNOW…

- To request a change of Monthly Budget Statement or Daily Purchasing Report recipient, you should email Ms. Nina Jones in the Accounting Office.
- If your department receives payment for goods / services through payroll deductions or Bursar uploads:
  - Departments must process payments in a timely manner.
  - Departments must monitor accounts to ensure timely receipt of funds. Without monitoring, funds may not be received and services may continue to be provided without payment.
  - Departments must monitor for rejected charges resulting from mismatched names, incorrect id#, etc.
• Documentation must be retained within departments to fully explain the purpose of purchases processed as interdepartmental charges. For example:

  o The Inn at Ole Miss. Departments should have a copy of the G/L Account Posting Document and itemized charges for each room. Departments should note on documents the business purpose for the individual’s stay.

  o Housing & Other Space Rental. Departments should have an interdepartmental invoice or email request. A clear business purpose/explanation should be included with/attached to these documents.

  o Printing & Graphic Services. Departments should have a packing slip, quote, or email request. A clear business purpose should be included with/attached to these documents.

  o Parking Services. Departments should have a copy of the registration form and documentation of business purpose for hangtags purchased.

  o Ole Miss Express. Departments should have an email/memorandum request with a clear explanation of the business purpose.

Has someone from your department attended Cycle 2 ICA Training? If not, we strongly encourage that at least one departmental representative attend an upcoming training session (Cycle 2 training began in April 2009). If you have any questions, please feel free to contact us at 915-7017 or auditing@olemiss.edu.