

Mandatory Audit Procedures for *HR Admins/HR/Leave Keepers

Query/Report Name	Function	Description/Instructions	HIP Security Role	Prompts	Action Required	Minimum Frequency, If Mandatory.
HIP_TL_EXT_ABS_NON_EA_ABS_TAKE	Employees on approved extended absence and have a absence take during the extended absence time	HR Admin to evaluate if absence take is for extended absence	HR Admin		Specific leave takes need to be granted to employee while on extended absences. Review to ensure this.	Weekly
HIP_TL_CANCELLED_LEAVE	Displays all cancelled leave for a given date range.		HR Admin	Date Range	Ensure the accuracy of all listed cancelled absences and follow-up with the user if revisions are necessary.	Before Timesheet Deadline
HIP_TL_CANCELLED_LEAVE	Displays all cancelled leave for a given date range.		Leave Keeper	Date Range	Ensure the accuracy of all listed cancelled absences and follow-up with the user if revisions are necessary.	Before Timesheet Deadline
HIP_TL_FTE_UNDER_1_NOT_APPLIED	Active EE with FTE<1 and apply FTE not applied		HR		On Job Compensation under pay components and Conversion click Apply FTE	Before Timesheet Deadline
HIP_TL_NO_BASE_JED	Missing Base Pay Job Earns Dist for TL EE	Job Earnings Distribution without account code for base on TL enrolled EE. Run as of Current Date for all EE based on RLS.	HR		Add a UAC (Combo code) to employees Base pay earn code on Job record in Job Earnings Distribution	Before Timesheet Deadline
HIP_TL_PENDING_LEAVE	Displays all employee leave transactions and cancellations that are pending supervisory approval.	The "Approval Process" column includes a few transactions: - Absence Mngmt Cancellation: Leave request cancellation - Absence Mngmt Requests: Requests submitted through Employee Self Service - Administrator RouteTo: Requests submitted by the Leave Keeper on the Create & Maintain Absences page	Leave Keeper		Helps Leave Keepers follow-up with their department supervisors to take action on their employees' pending leave requests.	Before Timesheet Deadline
HIP_TL_VALIDATE_JOB_ERNDIST	Employees missing UAC for Base pay on Job Data		HR		Add a UAC (Combo code) to employees Base pay earn code on Job record in Job Earnings Distribution	Before Timesheet Deadline
HIP_TL_HRS_WORKED_CHECK_DT	Query to identify an EEs time worked by check date	Results will include employee hours worked, broken out by earnings begin and end date	HR	By Check Date	Review hours worked to determine if employee is eligible for FMLA	Preliminary results - after Supervisor Approval Day and during HR Lock Out days; Final Results - Timesheet Open Day
HIP_TL_CRNT_DELEGATIONS	Current delegations (Delegate and Receiver)		HR Admin		Delegation request needs to be granted to someone up the chain of command. If not, work with Supervisor to re-work request.	Monthly
HIP_TL_CRNT_DELEGATIONS	Current delegations (Delegate and Receiver)		Leave Keeper		Delegation request needs to be granted to someone up the chain of command. If not, work with Supervisor to re-work request.	Monthly
HIP_TL_FORECAST_LV_FORFEIT	Displays all employees with current period vacation balances and an estimated vacation balance at the end of the calendar year with estimated vacation forfeiture.		HR		Intended to help Leave Keepers and HR with auditing of vacation usage to provide timely notification to affected employees who may potentially forfeit vacation at the end of the year.	Monthly
HIP_TL_FORECAST_LV_FORFEIT	Displays all employees with current period vacation balances and an estimated vacation balance at the end of the calendar year with estimated vacation forfeiture.		Leave Keeper		Intended to help Leave Keepers and HR with auditing of vacation usage to provide timely notification to affected employees who may potentially forfeit vacation at the end of the year.	Monthly
HIP_TL_FTE_PCT_VS_STD_HRS	Compares the standard hours and FTE entered into HIP to detect mismatches		HR		Review relevant employment records to match sure standard hours and FTE match	Monthly
HIP_TL_GROUP_1_EE_EMP_TYPE_E	Query to identify anyone set up as Empl Type E in deployment group 1		HR		Change employee type to "S" for Salaried	Monthly
HIP_TL_MISSING_REPORTS_TO	Employee Missing a Reports to Supervisor		HR		Approvals will go to error. Update employee record with supervisor position number	Monthly
HIP_TL_REPORTS_TO_CIRCULAR_REF	Identify people who report to each other to fix "circular" Reports-To data in Job or Position		HR		Change Reports To on employee Job record	Monthly
HIP_TL_REPORTS_TO_VACANT	Employee Reporting to Vacant Position		HR		Approval will route to next in line, if employee is TA in the vacation position, update employee job record reports to	Monthly
HIP_TL_SELF_APPROVED	Proxy that has approved their own Time or Leave	Delegations must be to an individual that is higher in the organization to prevent self-approvals	HR Admin		Follow up with Delegator and Proxy; delegation must be changed to go higher up the org tree	Monthly
HIP_TL_MGR_NO_RLS_FOR_DR	Identify Report-To supervisors who have subordinates in higher or lateral department IDs		HR		Evaluate and determine if supervisor needs to request security change via ETS-304 form to see a higher-level department ID that includes their subordinates	Quarterly
HIP_TL_YE2020_VAC_ROLLOVER	Query to identify EE vacation hour forfeitures		HR Admin		Use to communicate to employees who will forfeit vacation hours due to caps	At Calendar Year End
HIP_TL_TERMED_HAS_COMP_BAL	Query to identify terminated employees with compensatory time balance		HR		Review balance and provide payroll with hours to payout and adjust balance	When processing a termination