

Audit Checklist

Required Forms

*ePAF

*pPAF

Separation Checklist

Date Received

MUST have:

- 1.) Items #1-10, Section 1 initialed by the Department Rep
- 2.) Supervisor's signature on the 2nd page

Timesheets

- 1.) **MUST** have all timesheets from date of hire to date that the employee separates from the University
- 2.) If hired prior to the 1992 university-wide audit – **MUST** have timesheets from 1992 to the date that the employee separates from the University
- 3.) All timesheets **MUST** be signed by the employee
- 4.) Annual Leave – **MUST** have the supervisor's initials of approval
- 5.) If missing large gap of timesheets – department **MUST** submit an affidavit
- 6.) If the department is "paperless" in Omni need to check for official memo from the department

***Only have to submit an ePAF or a pPAF – do not have to submit both**