

AUDIT PROCESS

AUDITOR TIMEKEEPING

The Office of University Audits maintains records of usage of benefit time in accordance with University policy. The Office also records time spent by audit or project in AutoAudit to assist in reporting audit coverage of University risks, planning of future audits and projects, and evaluating audit staff. Also, at the end of each week, all staff are required to enter time into the AutoAudit time reporting system.

AVSL Time Reporting

All audit staff are required to report the use of benefit time monthly in the University Administration Human Resource tool AVSL. Recording of benefit time by the staff is performed monthly, by the 15th of every month. The reporting requirements for the various leave categories are available at <https://nessie.uhr.uillinois.edu/cf/leave/index.cfm>.

See the red tab (Issues, QA & Info, Reference, Time Reporting, Auditor Timekeeping) in AutoAudit for detailed information on auditor time reporting.