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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 03-099

November 11, 2003

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: **Timekeeping Audits to Begin**

HR/Payroll Staff will begin auditing agency timekeeping records and procedures on November 19, 2003. Timekeepers will be notified of the time and location in advance of the audits. During the audits, HR/Payroll Staff will be checking for the following:

- Agency Written Time and Attendance Policies
- Agency Written Procedures, Assignments, Guidelines, or other Job Aids
- Timesheets, Leave Slips, and Overtime Approvals
- Agency ISIS Time Entry Auditing Reports
- Evidence of Leave Balance Reports Sent to Management
- Agency Prior Pay Period Adjustments and Audit Records
- Work Schedule Changes
- Proper Separation of Duties

At the time of the audits, other applicable documents and information may be requested.

When the audits have been completed, a report will be sent to each appointing authority. Please be reminded that we are required to conduct audits in order to identify any errors and omissions in our system and to take corrective action. After this audit is completed, subsequent audits will be conducted on a random basis by HR/Payroll Staff and by the Internal Auditor.

If you have any questions, please call the Human Resources Office at (225) 342-0880.