**Human Resources**

1. Are all personnel/payroll records adequately secured and kept confidential?

2. Before a commitment of employment is made or an individual is allowed to work, have all procedures relating to staff employment or research/academic appointments been followed, i.e. reference checks, education verification?

3. Has payment for overtime and leave for compensatory time been made in accordance with the Fair Labor Standards Act?

4. Are electronic time records reviewed and approved by the staff member and supervisor?

5. Are annual written performance evaluations completed in accordance with the university policy?

6. Are terminated employees promptly documented and coded?

7. Upon termination is the employee promptly removed from payroll?
   - required to turn in ID badges and keys?
   - denied computer access by canceling passwords?
   - required to return university-owned resources?