Standard Report Review at the Unit/Department Level

Minimum Suggested Guidelines

Below are recommendations regarding the periodic review of Human Resources standard reports at the unit/department level. Staff at the unit/department level whose responsibility it is to review these standard reports should consult with their division/college whether additional reports beyond those listed below should be reviewed on a regular basis.

Annually – To be reviewed on an Annual Basis:

- Current Complimentary Appts  Security level 1

Monthly – To be reviewed on a Monthly Basis:

- Blood Exposure Risk  -  Security level 1
- Merit Review Report  -  Security level 2
- P & S Status Report  -  Security level 2
- To Be Paid Report  -  Security level 2
- Negative Comp Time  -  Security level 2
- Negative Holiday Time  -  Security level 2
- Negative Sick Leave  -  Security level 2
- Negative Vacation  -  Security level 2
- Biweekly With No Recent Check  Security level 1
- Biweekly Non-Student Hours  Security level 2
- Faculty Status End Date  -  Security level 2
- Temporary SSNs  -  Security level 4 (Dean’s Office will check this routinely)

Biweekly – To be reviewed every other Week:

- Non U.S. Citizenship Status  -  Security level 2
- Unverified Credentials  -  Security level 2

Weekly – To be reviewed on a Weekly Basis:

- I-9 Edit Report  -  Security level 1