

## Faculty Leave Audit Checklist

Y / N	Employed prior to 1992? (1992 balances: _____) If you do not have a copy of the DOF Audit Report from 1992, contact DOF for 1992 leave balance(s).
	Review appointment papers. If any are missing, contact your Dean's office.
	Determine leave accrual rate (depends on % FTE) for each appointment
	Determine if there are any periods of non-accrual of leave
	Determine whether the maximum leave accrual allowed has been reached
	Determine if there has been a change in the type of leave accrued
	Determine if faculty member transferred leave in when they began employment at FSU
	Determine if the faculty member has ever received any payment for their leave
	Organize pay and leave reports in chronological order
Y / N	Missing any P&L report(s)?
	If yes, reconstruct all missing P&L reports
	Review each P&L report for accuracy
	Ensure the faculty member's signature is on all P&L reports
	Audit leave records, ensuring leave recorded on each P&L report matches the official department records
	Make any necessary corrections in HRMS
	Complete certification sheet
	Obtain faculty member's signature on certification sheet
	Provide faculty member with a copy of certification sheet
	Route a copy of the signed certification sheet to the DOF's office
	Retain original certification sheet and all leave records in department
<b>Notes:</b>	