



# Human Resources Internal Controls

## DIRECTIVE



### Sexual Harassment

New Employee Orientation  
Includes Equal Employment  
Opportunity and Sexual  
Harassment Training



### Non-Performing Employees

Require supervisors to  
document non-performance  
of employees



### Employee Rights and Responsibilities

Regularly Update Academic  
Constitution and By-laws and  
Employee Handbook

## PREVENTIVE



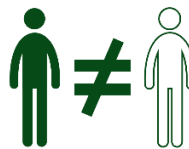
### Confidential Information Exposure

Perform Annual Access  
Reviews for Critical and  
Confidential Information



### High Performing Employees

Supervisor training that  
emphasize importance of  
non-financial awards



### Workplace Discrimination

HR reviews all disciplinary  
actions related to employee  
demotions, suspensions, or  
dismissals.

## DETECTIVE



### Benefits Are Not Competitive with Market

Perform periodic  
comparative market surveys  
for management review



### Misrepresentation on Employment Application

Verify education and  
employment of applicants



### Inaccurate Leave Balances

Supervisory Review and  
Approval of Bi-Weekly Cost  
Center Reports

## CORRECTIVE



### Job Descriptions Do Not Reflect Duties

Require employees and their  
supervisors to periodically  
update job descriptions



### Employee Training is Not Tracked

Require Employees to Input  
Internal and External  
Training into Database



### Separated Employees Retain System Access

HR sends a terminated list  
to ITS monthly