

AUDIT SCHEDULE

PAY PRACTICES – WORK-OUT-OF-CLASS & LEADWORK – 2008

STEP	WHO	WHAT	START DATE	PROJ. END DATE	COMMENTS
1	Audit Manager	Send notice on HR List to announce audit.	09/22/08	09/22/08	
2	AIC	Identify and validate audit sample.	09/18/08	09/25/08	
3	Auditors	Post audit plan and schedule on HR Audit webpage. Send initial letters to agency HR managers requesting documentation.	9/29/08	9/30/08	
3	Agencies	Provide documentation/information requested in initial letter.	9/30/08	10/14/08	
4	Auditors	Perform review.	10/14/08	11/7/08	
5	AIC	Notify agencies of preliminary audit findings.	11/7/08	11/14/08	
7	Agencies	Review and respond to preliminary audit findings.	11/14/08	11/28/08	
8	Auditors	Contact agencies not responding to preliminary findings letter to discuss findings and proposed corrective actions.	11/28/08	12/3/08	
9	Auditors	Review additional information received from agencies and prepare final findings letters to HR managers and agency directors.	11/28/08	12/12/08	
10	Auditors	Notify agencies of final findings, corrective actions, and follow-up procedures, if applicable.	12/12/08	12/19/08	
11	AIC	Prepare and post final report.	12/19/08	1/20/09	
12	Auditors	60 day follow-up and review of audit findings and corrective actions.	2/19/09	3/4/09	

Revised 11/6/08