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EMPLOYEE SERVICES

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Running Personnel Actions Audit Report

The Personnel Action Audit Report tracks compensation change information in Job Data.

For example, the Personnel Action Audit Report would show hires or pay rate changes, but not changes in appointment end date. The report tracks only compensation changes.

This report is intended primarily for use as a compensating control mechanism for users who have incompatible access to the Human Resources Management System (HRMS). The report provides a tool to allow designated reviewers to audit HRMS transactions that have been entered and approved by the same user. Normally, the designated user reviews these reports on a monthly basis.

These reports also provide a tool for supervisors and managers to audit quality control of transactions that have been entered and/or approved by any user, regardless of whether or not that user has incompatible access to the HRMS.

See a [complete list of reports and reviews available in PeopleSoft 8.9](#) [1].

Note: The screen shots used in this guide may not be representative of your access.

Files:

 [Personnel-Actions-Audit-Report.pdf](#)[2]

Source URL: <http://www.cu.edu/employee-services/policies/running-personnel-actions-audit-report>

Links:

[1] <http://www.cu.edu/employee-services/policies/hrms-reports-and-reviews-resource-guide>

[2] http://www.cu.edu/sites/default/files/policies/docs/Personnel-Actions-Audit-Report_0.pdf