



Summary of Approval and Control Practices by Employee Group and Campus March 2005

This matrix is intended to give you a brief overview of the offices responsible for approving HRMS transactions by Employee Group and the controls in place at each campus to monitor those transactions. If a campus does not appear under a particular employee group, there are no employees on that campus in that group. **NOTE: THIS INFORMATION IS SUBJECT TO CHANGE AT ANY TIME.**

<i>Job Data Entry</i>			
Employee Group/Campus	Data Entry into HRMS	Approval	Controls
<i>Classified Staff A-Z</i>			
Boulder	Done in department	Done in HR office	Classified staff employment process/ bound by State Personnel Rules
Colorado Springs	Done in HR office	Done in HR office	Classified staff employment process, paper documentation from department. Audit of documentation against on-line info
Denver/Health Sciences Center	Done in department	Done in HR office	Classified staff employment process.
System Administration	Done in department	Done in HR office	Classified staff employment process/ bound by State Personnel Rules

Fellowship 3201-3229

Boulder	Done in department	Done in department or VC level	VC Level spot audits worklist. Responsibility for process oversight not currently assigned.
Colorado Springs	Done in HR office	Done in HR office	Paper documentation from department. Audit of documentation against on-line info
Denver/Health Sciences Center	Department or College/School	If entry at department, then approved by school. If entry by school, approved by 2 nd party in school.	Separate entry and approval. HR reviews documentation to prepare Chancellor's Delegation Report. No approval in HR without Chancellor approval on report.

Medical Resident 3101-3199

Denver/Health Sciences Center	Done in Graduate Medical Education.	Done in Graduate Medical Education.	Department maintains paper backup.
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Employee Group/Campus	Data Entry	Approval	Controls
<i>Officer/Exempt Professional 2101-2199</i>			
Boulder	Done in department	Done at Vice Chancellor level	HR involved in position creation. VC involved in search, selection, pay, and approval of job Transactions appear on Delegation Report – either Chancellor or President depending on type of appointment
Colorado Springs	Done in HR office	Done in HR office	Paper documentation from department; audit of documentation against on-line information. HR involved in selection process. Chancellor's Delegation Report
Denver/Health Sciences Center	Done in department or College/School	If entry at department, then approved by school. If entry by school, approved by 2 nd party in school.	Separate entry and approval. HR reviews documentation to prepare Chancellor's Delegation Report. No approval in HR without Chancellor approval on report.
System Administration	Done in department	Done in HR office	Separate entry and approval. Transactions appear on President's Delegation report.

Employee Group/Campus	Data Entry	Approval	Controls
<i>Other Faculty 1401-1499</i>			
Boulder	Done in department or at Dean's office	Done at Dean Level	Chancellor's Delegation Report – approval by Dean
Colorado Springs	Initial hire done in HR office; rehire/reappointment done in department.	Done in HR office	Paper documentation from department; audit of documentation against on-line information. Chancellor's Delegation Report.
Denver/Health Sciences Center	Department or College/School	If entry at department, then approved by school. If entry by school, approved by 2 nd party in school.	Separate entry and approval. HR reviews documentation to prepare Chancellor's Delegation Report. No approval in HR without Chancellor approval on report.
Regular Faculty 1100-1199 (includes Clinical Faculty 1201 –1299 for HSC)			
Boulder	Done in department or at Dean's level	Done at Dean's level	Audit – Chancellor's Delegation Report.
Colorado Springs	Done in HR office	Done in HR office	Paper documentation from department; audit of documentation against on-line information. HR involved in selection process. Chancellor's Delegation Report
Denver/Health Sciences Center	Department or College/School	If entry at department, then approved by school. If entry by school, approved by 2 nd party in school.	Separate entry and approval. HR reviews documentation to prepare Chancellor's Delegation Report. No approval in HR without Chancellor approval on report.

Employee Group/Campus	Data Entry	Approval	Controls
<i>Research Faculty 1301-1399</i>			
Boulder	Done in department	Done at VC Level	Audit – Chancellor’s delegation report
Colorado Springs	Done in HR office	Done in HR office	Paper documentation from department; audit of documentation against on-line information. HR involved in selection process. Chancellor’s Delegation Report
Denver/Health Sciences Center	Department or College/School	If entry at department, then approved by school. If entry by school, approved by 2 nd party in school.	Separate entry and approval. HR reviews documentation to prepare Chancellor’s Delegation Report. No approval in HR without Chancellor approval on report.
<i>Student Faculty 1501-1599</i>			
Boulder	Done in department	Done in department	VC Level spot audits worklist. Development of A&S Centers SIS Verification Audit
Colorado Springs	Done in HR office	Done in HR office	Paper documentation from department; audit of documentation against on-line information.
Denver/Health Sciences Center	Department or College/School	If entry at department, then approved by school. If entry by school, approved by 2 nd party in school.	Separate entry and approval. HR reviews documentation to prepare Chancellor’s Delegation Report. No approval in HR without Chancellor approval on report.

Employee Group/Campus	Data Entry	Approval	Controls
<i>Student Worker/Workstudy 4101-4499</i>			
Boulder	Done in department	Done in department	Exception post-audit by Financial Aid SIS Verification Audit
Colorado Springs	Done in student employment	Done in student employment	Student employment gets paper documentation from department; reviews SIS Interface report. HR gets paper documentation from department/student employment, audits documentation against on-line information.
Denver/Health Sciences Center	Done in department	Done in department/student employment/and HR/department	Department maintains paper backup. SIS Interface report is reviewed. Random audits of departments are performed.
System Administration	Done in department	Done in department	Exception post-audit by Financial Aid SIS Verification Audit
<i>Temporary Classified A-Z</i>			
Boulder	Done in department	Done in HR	Separation of entry and approval. Classified staff employment process/ bound by State Personnel Rules
Colorado Springs	Done in HR	Done in HR	Paper documentation from department; audit of documentation against on-line information.
Denver/Health Sciences Center	Done in department	Done in HR	Separation of entry and approval. Classified staff employment process/ bound by State Personnel Rules

<i>Time Entry</i>	Collection and Data Entry	Approval	Controls
<i>Non – Student Employees</i>			
Boulder	Done in department	Done primarily in department	Based on signed leave records.
Colorado Springs	Done in department	Done in HR	Based on signed leave report roster.
Denver/Health Sciences Center	Done in department	Done in department	Based on signed leave records.
System Administration	Done in department	Done primarily in department	Based on signed leave records.

<i>Students(hourly and work-study on-campus)</i>	Collection and Data Entry	Approval	Controls
Boulder	Done in department	Done primarily in department	Exception post-audit by Financial Aid
Colorado Springs	Done in department	Done in HR	Based on signed time report roster
Denver/Health Sciences Center	Done in department or student employment	Done in department or student employment	Procedures ensure the same person does not both enter and approve the same records.
System Administration	Done in department	Done primarily in department	Exception post-audit by Financial Aid.

<i>Students (work-study off-campus)</i>	Collection and Data Entry	Approval	Controls
Boulder	Done at employing agency	Done at employing agency	Exception post-audit by Financial Aid
Colorado Springs	Done in Student Employment	Done in Student Employment	Based on signed time sheets.
Denver/Health Sciences Center	Done in department or student employment	Done in department or student employment	Procedures ensure the same person does not both enter and approve the same records.

<i>One Time Pay</i>	Collection and Data Entry	Approval	Controls
All campuses	Done in department	Approved by VC	Signed forms used for entry.
System Administration	Done in department	Approved by HR	Signed forms used for entry.