

ACR Audit Focus

A quarterly newsletter from the Office of Audit & Compliance Review

Nur Erenguc, Chief Audit Executive
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Follow-up on Audit Recommendations

Professional standards prescribe that our audit efforts include “follow-up” on the actions planned by clients to address the concerns we report. The follow-up process, scheduled quarterly, typically involves renewed contact with clients to evaluate whether the audit concerns have been effectively addressed. Our office also performs follow-up for audits performed by the State Auditor General.

Depending on the type of engagement, it is not unusual to have findings or comments. It is important that internal and external audit find-

ings are addressed in a timely manner. If issues are identified, decisions to forego corrective action or delay in implementation may generate additional risks to the unit and/or the university.

The results of our follow-up review are communicated to management and the Board of Trustees Audit Committee. We are pleased that the university continues to achieve timely resolution, with nearly 80% of recommendations addressed during the current fiscal year.

Electronic Personnel Action Form (ePAF)

Human Resources recently implemented ePAF to simplify data entry procedures for HR transactions in the myUFL system. Forms are short and easy to fill out. Built-in logic shortens data entry time and reduces data entry errors. The system also provides a historical record of job actions. Departments can now hire, edit existing jobs, change employment status, submit leave cash-outs and enter additional pay with more accuracy and efficiency. Please con-

tact the HR office to schedule training or find out more information.

We're on the Web at:

OACR.UFL.EDU

Hire an Employee

Step 1 of 6: Candidate Search

Search below for the person you wish to hire. If you know the UFID, enter it, and choose Search. Otherwise, enter the First Name, Last Name and SSN and click Search.

Use the arrow icon to select a row. If your search returns no results, fill out the rest of the fields, and search again. If nothing is found, the Add button will turn on. Click Add will create a new UF directory ID using your entries.

Search Fields

UFID:

First Name: Middle Name:

Last Name: Date of Birth:

Myer Social Security #:

	UF	HR	Job	Act	UFID	Emp. Name	Date of Birth	National ID
1	▶	✔	✔	✔	68311435	Myer, Jane	09/29/1986	(Not Displayed)
2	▶	✔	✔	✔	50505050	Myer, Robert O	03/27/1950	(Not Displayed)
3	▶	✔	✔	✔	50505050	Myer, Robert O	03/27/1950	(Not Displayed)

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Vehicle Logs

Departments are reminded that vehicle logs are required when driving a University vehicle. The only exceptions are some campus service vehicles, farm equipment and golf carts. All other vehicles require maintenance of a vehicle use log to document that the vehicle was used for University business.

Controllers' Memorandum dated March 30, 2000 (<http://www.admin.ufl.edu/ddd/default.asp?doc=5.9.92.922>) defines four vehicle classifications as: 1) fixed route, 2) fixed purpose, 3) assigned and 4) general purpose.

The memo also defines two different types of vehicle use records depending on the type of vehicle. The forms, FA-UF-VUR and FA-UF-MVUR can be found at <http://fa.ufl.edu/forms/>.



Information Technology Security

We recently audited critical and sensitive data at 25 university units. While most areas had excellent IT security, one area of needed improvement for the majority of areas was in data backup/recovery procedures and contingency planning. In the

event of a disaster, such as a hurricane or fire, operations could be significantly hampered. We recommend that units adhere to the Office of Information Technology policies and standards found on the web at <http://www.it.ufl.edu/policies/>.