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SECTION E-3

TIME REPORTING

# Under Construction

## Overview

A time reporting system will be utilized to account for and accumulate the total number of hours budgeted for and charged to audit staff projects and activities. The time reporting system requires that the professional audit staff record their time daily and report their total time, by project, every month. These time sheets are summarized monthly and year-to-date for review by the Director/Assistant Director.

The Auditor-in-Charge use this timekeeping system to update the weekly project status reports and discuss at the weekly staff meeting.

Each month, employees are required to sign time and effort reports which must agree to corresponding amounts charged to projects on the time sheets maintained on the local area network. The time and effort reports are approved by the Director and maintained by the Executive Administrative Assistant.