

SECTION E-4

ADMINISTRATIVE REPORTS

Four weekly reports assist with departmental oversight: the Job Status Report, the Staff Schedule Report, the “RSTAT”, and the Project Status Report.

The Job Status Report (example at <I:\JOBSTATUS\JOBSTATUS.xls>) and the Staff Schedule Report (example at <I:\Staff Schedule\Staff Schedule.xls>), are cumulative reports that all Audit Supervisors update each week. The Job Status Report provides an estimated date for reporting to the Board of Regents and a simple description of the project status such as “fieldwork in progress” or “report in progress”. The Staff Schedule Report provides planned staff assignments for the upcoming six weeks, including leave time.

The RSTAT report [Section [E-4.1](#)] is an annual report that all Audit Supervisors update each week. The RSTAT tracks project milestones, including entrance and exit conferences, completion of fieldwork, report distribution dates, quality assurance, and filing. The RSTAT for the current fiscal year can be located at: I:\REPORTS\FY 200X\RSTAT200X.

The Project Status Report [Section [E-4.2](#)] is an individual report prepared on a weekly basis by each Audit Supervisor for their projects in progress. This report provides detail of each open project, including hours to date, remaining time budget, and brief descriptions of work performed for each week. This report is submitted to the Director, Assistant Director, and Assistant to the Director via email. Project Status Reports are maintained in the folder: I:\JOBSTATUS\PROJSTAT – *Supervisor*.