HRIS Audits and Schedules

Weekly Audits:

"Audit Trail", Source: ADP Scheduled (**Finds all changes, and correct mistakes made**)

"New Hire_HRIS Audit, Source: ADP" Manual.

"Termination, Source: ADP". Manual

"Accelerators, Source: ADP". Scheduled.

"Bonus_Audit_Custom Fields, Source: ADP". Scheduled.

"Employee Deferral Report", Source Fidelity". Scheduled.

"Employee Loan Report", Source: Fidelity". Scheduled.

Monthly Audits:

"Ilobby Roster", Source: ADP". Scheduled.

"Dependent Age out", Source: ADP". Scheduled.

"France Updates", Source: SharePoint. Automated.

"India Updates", Source: SharePoint. Automated.

"ACA Audit", Source: ADP-ACA Compliance Dashboard. Manual

Quarterly Audits:

Date specific: Compliance.

"EEO Report, Source: ADP". Once a year.

"OE Reports, Source: ADP". Once a year.

"Workers comp codes_Final, Source: ADP". Once a year.