

S/n Requirements

- 17 Human Resource management
- ✓ a. List of employees for financial year 2020/2021
 - ✓ b. Payroll summary from Treasury for financial year 2020/2021 and Internal salary data sheet.
 - ✓ c. List of terminated or discharge staff during the year 2020/2021
 - ✓ d. Attendance register (report) for year 2020/2021
 - ✓ e. TPC Training program and Training report during financial year 2020/2021
 - ✓ f. TPC Leave roaster for year 2020/2021 and list of outstanding leave as at 30 June 2021
 - ✓ g. Performance appraisal (OPRAS) [for selected staff the sample will be shared during the audit]
 - ✓ h. List of employees under contract / contracted by the Institute
 - ✓ i. Attendance register (report) for year 2020/2021
 - ✓ j. List of employee cases and their status
 - ✓ k. Staff establishment (EKAMA)
 - ✓ l. TPC staff regulation
 - ✓ m. TPC Scheme of services

Ham
Fred & Miriam

✓ Human Resources manual, Policies & procedures

June - Sept