**Pre-ETS Time Tracking Audit**

Date of Audit Auditor 

Employee  Pay date

Total amount of Pre-ETS time reported in I-Time 

1. All time reported by employee in I-Time equal to all time reported in Orion?

Yes

No

1. There is additional back up documentation for all reported time (as required):

Yes

No

Audit Findings (all time in hours) Project Codes: R=REQ / A=AUTH / C=COOR

|  |  |  |  |
| --- | --- | --- | --- |
| Date | I-Time | Orion | Comment |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Employee Feedback and Training

Yes

No

Comment: