

Agency Readiness: Updating Policies and Internal Controls

It is important that agencies review and update agency policies and internal controls to align with Self-Service Time and Attendance

The most important things the auditors will look for are:

- Policies and procedures are updated to reflect new practices
- If you don't have policies and procedures, create them to reflect new practices
- Specifically call out your department's policy on delegation (who can delegate to whom?)
- **Do not** simply copy HRD's job aides and call them your policies!

