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December 10, 2014

**Ms. Marian Jones
Human Resources Manager
SC Commission on Higher Education
Columbia, South Carolina 29201**

Dear Ms. Jones:

The results of the audit of your delegated transactions from July 1, 2012 to June 30, 2014 are attached. Thank you for your assistance during the audit.

Should you have any questions regarding your agency's audit results, please feel free to contact me at 803-896-5087.

Sincerely,

**Chrissy Carraway
Human Resources Division**

Enclosure

c: Dr. Richard Sutton

HIRE ABOVE MINIMUM DELEGATION AUTHORITY
Higher Education Commission
December 10, 2014

- I. **Audit Period Covered:** July 1, 2012 – June 30, 2014
- II. **Auditors:**
- III. **Delegated Hire Above Minimum Actions:** Printouts on file with OHR
7/1/12 - 6/30/14
Number Hired Above Minimum: 3
Number of Actions Audited: 3
- IV. **Sampling Size:** 100 %
- V. **Purpose of Audit:**
1. To determine if internal procedures are established for the review and documentation of delegated hire above minimum actions.
 2. To determine if the agency maintains an approved copy of the hire above minimum delegation agreement and all other correspondence related to its hire above minimum delegation program.
 3. To determine whether hire above minimum documentation is filed for ease of retrieval and review.
 4. To determine whether proper documentation exists for each hire above minimum action, to include:
 - A completed employment application with salary history and dates of employment
 - Position title, class code and slot to include internal title, if used
 - Pay band and salary range
 - Proposed salary above minimum
 - Agency average salary, internal title average salary
 - Statewide average salary, if applicable
 - Justification statement to include not only that the applicant exceeds the minimum requirements, but also a description of why the salary is needed to hire the individual (e.g., market, recruiting/retention difficulties, most qualified and little time needed for training, etc.)
 - Hire date
 - Authorized signature and date of approval

5. To determine whether actions are approved prior to the hire date of the applicant.
6. To determine whether actions are true new hires, or whether another action code, such as promotion, demotion, or transfer is appropriate.
7. To determine whether recommendations from previous audits have been implemented.

VI. Findings:

1. The agency was able to produce its copy of the hire above minimum delegation agreement.
2. This section summarizes the documentation for each hire above minimum action. There were a total of 3 hire above minimum actions audited.
 - Completed Application Including Employment Dates -100% or 3 out of the 3 actions audited had a completed application including employment dates.
 - Title/Class (including internal title) - 100% or 3 out of the 3 actions audited had the title/class.
 - Pay Band/Salary Range -100% or 3 out of the 3 actions audited had the pay band and salary range.
 - Proposed Salary Above Minimum - 100% or 3 out of the 3 actions audited had the proposed salary and percentage above minimum.
 - Average Salary Data - 100% or 3 out of the 3 actions audited had average salary data.
 - Justification Statement of HAM - 100% or 3 out of the 3 actions audited had an adequate justification statement.
 - Approval Date on or Prior to Hire Date - 100% or 3 out of the 3 actions audited had the approval date on or prior to the hire date.
 - Authorized Signature & Approval Date - 100% or 3 out of the 3 actions audited had an authorized signature and/or approval date.
 - New hires coded appropriately - 100% or 3 out of the 3 actions audited were coded correctly as a new hires.

VII. Recommendations:

- ^ Completed Application including Employment Dates - No Recommendations.
- ^ Title/Class (including internal title) - No Recommendations.
- ^ Pay Band/Salary Range -No Recommendations.
- ^ Proposed Salary Above Minimum - No Recommendations.
- ^ Average Salary Data No Recommendations.
- ^ Justification Statement of HAM - No Recommendations.
- ^ Approval Date on or prior to Hire Date No Recommendations.

- A Authorized Signature & Approval Date - No Recommendations.
- A Did Employee Come from Other State Agency - No Recommendations.
- A Delegation Contract on File - No Recommendations.

VII. Summary:

It appears that the decisions made by the agency during this audit period regarding Hire Above Minimum actions are sound. The agency is in compliance with the Hire Above Minimum delegation agreement. Suggest that the agency utilize a consistent documentation form moving forward to further strengthen their internal process. Excellent Audit Results.