

# North Country Workforce Investment Board On-Site Records Audit

Business \_\_\_\_\_ Contract # \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Trainee \_\_\_\_\_ **YES** **NO**

1. Does the employee have a W-4 on file? \_\_\_\_\_

2. Does the employer have adequate documentation of hours worked?  
(i.e., timesheets, payroll cards/payroll book, etc.) \_\_\_\_\_

3. Does the employer have a current workers' compensation policy? \_\_\_\_\_  
If Yes, view policy: Policy Dates: \_\_\_\_\_

4. The hourly rate of pay in the contract is: \$ \_\_\_\_\_  
Is the rate of pay the same or greater? \$ \_\_\_\_\_ (current pay)

5. Review a sampling of cancelled check (originals, not copies)  
Does the signature on the check match the one on the W-4 and the reimbursement sheets sent to CDC? \_\_\_\_\_  
Does the amount of the check agree with the amount on the CDC timesheet? \_\_\_\_\_

6. Does the employee receive time and a half pay for wages over 40 hours?  
(\$ \_\_\_\_\_ hourly x 1.5 - \$ \_\_\_\_\_)

7. Are federal and state withholdings being deducted from payroll? \_\_\_\_\_  
Are any other deductions (i.e., meals, uniforms, etc.) within legal limits? (support) \_\_\_\_\_  
Are trainees informed prior? \_\_\_\_\_

8. Is the first day the participant appears on the payroll the same day enrolled or later?  
If NO, is this an upgrade OJT? \_\_\_\_\_

9. Do sampling of OJT vouchers submitted for payment.  
Period used: \_\_\_\_\_ to \_\_\_\_\_  
Number of hour reimbursed \_\_\_\_\_

10. Review payroll books to see if information matches contract information  
Do the hours paid agree with the hours on CDC timesheet? \_\_\_\_\_  
Does the check number agree with number of the cancelled check? \_\_\_\_\_  
Does the check amount agree wit the net pay amount? \_\_\_\_\_

If the answer to any of the above is NO, please explain: \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_