

click here: lori@jlgeisler.com
click here: www.jlgeisler.com

MaxLight™

4X THE IMPRESSIONS OF SELF-INKING STAMPS



WIP Ref: .

4/1/2009
Nigel Hawk

Prepared By: Nigel Hawk

Date:

TEST DETAILS
Audit Work Program - Payroll

Internal Audit
Assignment: payroll

Area:

#

New Hires

Objectives: To ensure that all new hires for the company were legitimate properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

Select a sample of New Hires employees and perform the following:

(a) Verify the existence of the employee (by physically meeting them or by telephone list)

(b) Verify that they are on the payroll

(c) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(d) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(e) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(f) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(g) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(h) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(i) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(j) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(k) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(l) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(m) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(n) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(o) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(p) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(q) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(r) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(s) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(t) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(u) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(v) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)

(w) Verify that they are properly authorized and accurately recorded in a timely manner (JAC, ALI, CO, TI)



XL2-55

WESTSIDE ORTHOPEDICS

Text Area: 3/16" x 2-1/2"



XL2-75 S-STYLE

FRED THOMPSON INC.
642 JACKSON LANE • BELoit, WI 53523
PH: 800-555-6262 • FAX: 800.555.6263

Text Area: 9/16" x 1-11/16"



XL2-115 S-STYLE

Mr. & Mrs. John Smith
125 South Main St.
Manchester, NH 03105

Text Area: 13/16" x 2-1/16"



XL2-125 S-STYLE

PAY ONLY TO THE
ORDER OF
FIRST BANK OF COLUMBUS
FOR DEPOSIT ONLY
EASTERN DATA SYSTEMS

Text Area: 1-1/8" x 2-1/8"



XL2-145 S-STYLE

CONFIDENTIAL

**TAX DOCUMENTS
ENCLOSED**

Text Area: 5/8" x 2-7/16"



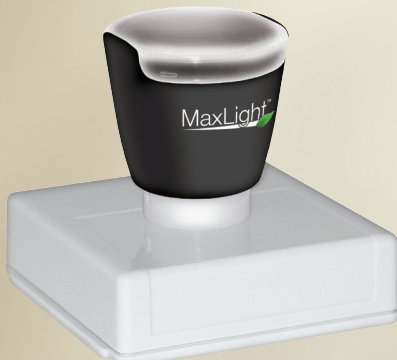
XL2-165 S-STYLE

APPROVED
MARK STEVEN'S
FINANCIAL SERVICES
Loan Department, 1st National Bank
002-334-12345

FRAGILE

**CONTENTS UNDER
PRESSURE**

Text Area: 1-5/8" x 2-5/8"



XL2-5050

**PRIORITY
ORDER**

SHIP VIA

☐

2ND DAY

☐

OVERNIGHT

**No returns
or exchanges
will be
accepted after
30 days from
purchase date.**

Text Area: 2" x 2"



XL2-185 S-STYLE



Text Area: 1-1/16" x 2-7/8"



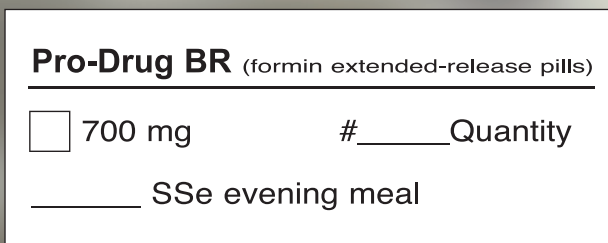
XL2-225



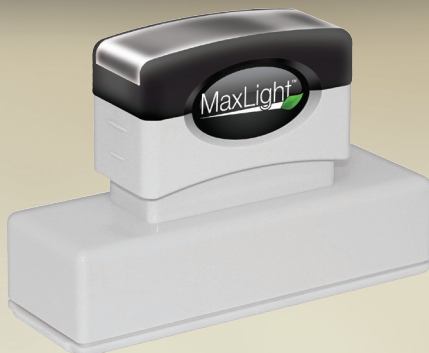
Text Area: 2-1/16" x 3"



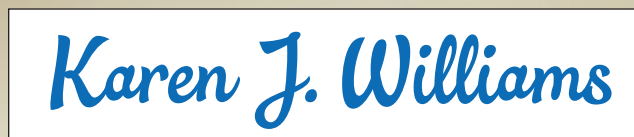
XL2-245



Text Area: 1-1/4" x 3-3/16"



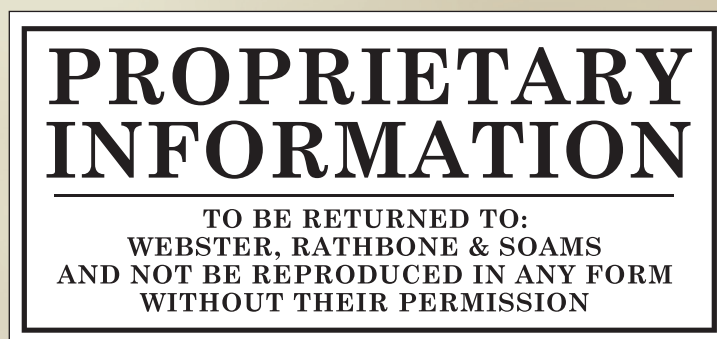
XL2-265



Text Area: 11/16" x 3-5/16"



X33



Text Area: 1-3/4" x 3-3/4"

XL2-700



ADDRESS INFORMATION CHANGE

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY: _____

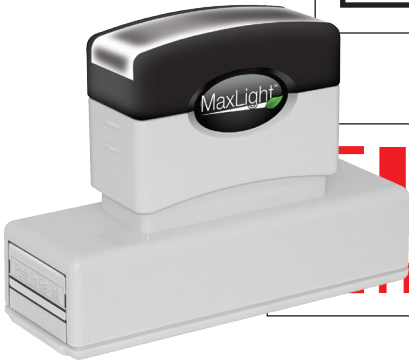
STATE: _____ ZIP: _____

NEW PHONE #: _____

NEW FAX #: _____

Text Area: 2-3/4" x 3-3/4"

XL2-720



FRAGILE
PLEASE HANDLE WITH CARE

Text Area: 1" x 4"

XL2-750



EMPLOYEE USE ONLY

Information to all department heads in
rules and regulations as written in the
Please read all information carefully.
Copy and keep the white copy for
Please return the pink copy to manage-
as possible.

Text Area: 1-1/2" x 4-3/4"

X39



RETURN POLICY

LOCKING CHARGE APPLIES TO
UN-OPENED BOXES

LOCKING CHARGE APPLIES TO
OPENED BOXES

RETURNS MUST BE ACCOMPANIED
WITH A VALID RECEIPT.

Text Area: 3-1/8" x 4-1/2"



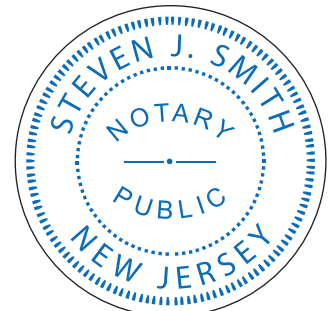
XL2-305 - \$00.00
7/16" Round



XL2-325 - \$00.00
5/8" Round



XL2-495 - \$00.00
1-3/16" Round



XL2-535 - \$00.00
1-5/8" Round



XL2-655 - \$00.00
2" Round