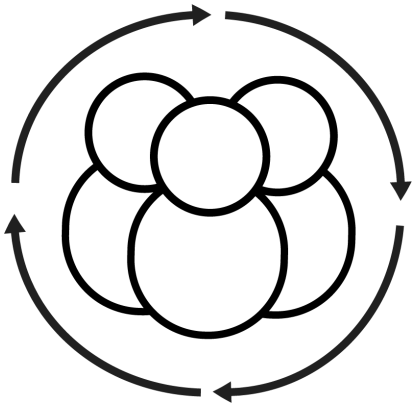


Human Resources Module

Audit Analytics Template

All Human Resources (HR) departments aim to hire the best candidate for an open position in a timely manner. When your hiring process takes too long, your organization may be losing out candidates who found opportunities with faster turnaround times. Running analytics on your HR data will identify inefficiencies and establish a standard of performance. This intelligence will help you recommend process improvements in your next audit and in turn help your organization hire exceptional employees.

Understand Risks with Audit Analytics

Enterprise Resource Planning systems capture massive amounts of data within your municipality in real time. Automating your ERP data (e.g. data analytics) will allow you to quickly identify and understand risks occurring in your organization and use it to make changes and adjustments for an optimized process and improved performance.

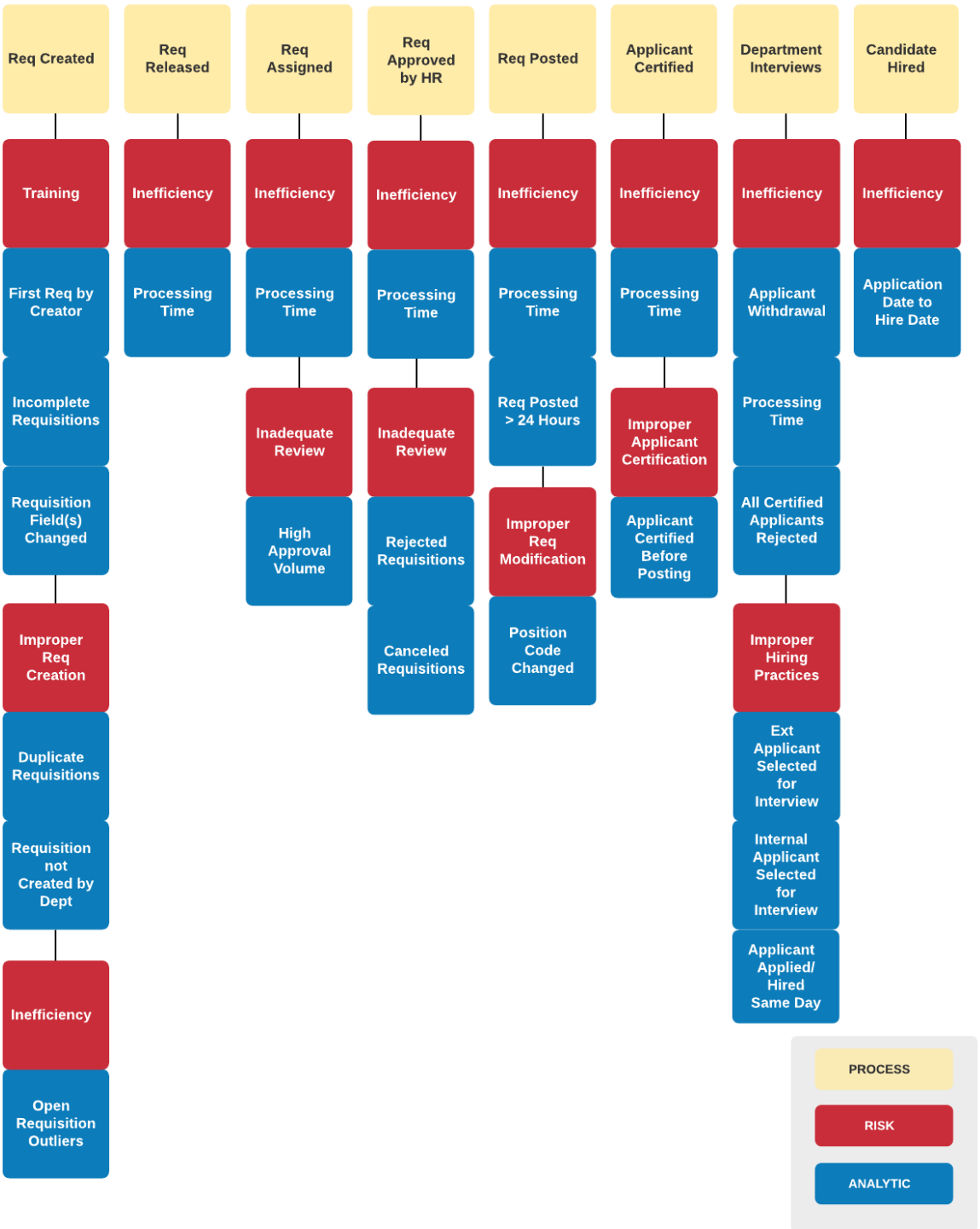
Data analytics are written to track transactions as they move through the ERP workflow. Each analytic is asking a question of transaction. If the transaction meets the criteria, the analytic will flag the transaction. A single transaction could be flagged by multiple analytics.

Get Started with This Template

We recommend these steps for incorporating analytics in your next audit:

1. Document your process with its existing controls and consider the various risks associated with steps of the process (Page 3).
2. Research existing audit analytics that detect common risks within HR and then develop those unique to your process (Page 4).
3. **Contact 9b to schedule a demo** of our built-out audit intelligence reports for HR and 10 other business risk areas (Page 5).

Sample Process, Risks, and Controls

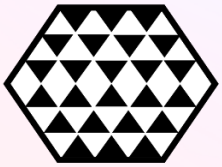


Sample Audit Analytics

Step	Analytic	Description	Use case
Requisition Created	Duplicate Requisitions	Flags if two or more requisitions have the same job and job location and were entered within 10 days of each other.	Investigate, resolve, and recommend control/ training.
Dept Interviews	Applicant Withdrawal	Flags if an applicant withdraws an application.	Monitor frequency and posit retention strategy.
Candidate Hired	Application Date to Hire Date	Calculates the median number of days of the overall process from application to hire.	Establish a bar of process performance; test changes.

Additional Resources

- ACL Essentials
  - Audit analytics documentation from Galvanize (ACL)
- Rich Lanza
  - Books, articles, videos on analytics and automation to improve the effectiveness and efficiency
- ACFE *Report to the Nations*
  - 2020 Global Study on Occupational Fraud and Abuse



About 9b

We do analytics to make organizations awesome and help communities thrive. As a benefit corporation, 9b is legally empowered to pursue positive stakeholder and community impact alongside profit. We are based in Tulsa, Oklahoma.

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