

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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**Julie Annette Jones**  
**Merit Board Chair**  
**Gail Schiesser**  
**Interim Executive Director**

To: Merit Board Members  
University Presidents and Chancellors  
Affiliated Agency Directors  
Administrative Advisory Committee  
Designated Employer Representatives  
Human Resource Directors  
State Universities Civil Service Advisory Committee (EAC)

From: Gail Schiesser *GS*  
Interim Executive Director and Legal Counsel

Lucinda M. Neitzel *lmn*  
Assistant Director, Legal and Compliance Services

Date: September 23, 2021

Re: FY2022 – FY2025 Governance, Risk, and Compliance (GRC) Audit Schedule (UPDATE)

Under its statutory authority, the Merit Board has promulgated rules that delegate to the Executive Director the authority and responsibility for conducting “ongoing audit programs of all Civil Service operations at each place of employment for the purpose of assuring compliance with the Act (110 ILCS 70/36b, et seq.) and Part 250 of the Illinois Administrative Code (Code) (80 Illinois Admin. Code tit. 80, Ch. VI, Part 250) and for improving the program of personnel administration of its constituent employers” (80 Illinois Admin. Code tit. 80, Ch. VI, Part 250.140(c)).

Because of evolving priorities within our agency, as well as those at each of our constituent Employers, this letter is to inform you that we have again modified our fiscal year GRC Audit Scheduling process. Traditionally, and over the past several years, we have operated under an approximate two (2) year schedule, with ten (10) audits conducted each year. Within the last several months in particular, we have found that many of our audit activities can be easily facilitated in a remote or electronic fashion. This also allows us to attend to other agency and employer concerns.

With this in mind, effective October 1, 2021, the University System will transition to a three (3) year, audit schedule. This new scheduling plan will provide additional time for each of our Employers to prepare for and respond to each audit. We also believe that our risk-based audit approach, implemented in August 2016, has proven successful in reducing the amount of materials requested for audit review, as well as reducing the time commitment and budgetary costs required for audit visits at each campus/agency. We continue to believe that emphasizing

education, guidance, and customer service must also be our primary focus, while also continuing to maintain our compliance responsibilities.

The updated FY2022/FY2023/FY2024 Governance, Risk, and Compliance (GRC) Audit Schedule is attached for your reference. Please note that the audit timeframes have been extended to meet the three (3)-year audit rotation, and that audits already conducted during FY2022 have been slotted into their next audit cycle.

Specific audit dates consistent with this schedule will be confirmed with each employer in advance of any on-site, hybrid, or remote visit. We hope that this will assist in your resource scheduling and planning process. Additionally, our audit process and procedures, request for materials, and Final Audit Reports for each University/Agency can be found at the State Universities Civil Service System website under the Legal and Compliance Services link:

<https://www.sucss.illinois.gov/pages/report/auditreports.aspx>

As in previous years, our goal will be to engage in positive and interactive learning experiences through the audit process. Should there be any questions, comments or concerns throughout the audit process, please feel free to contact Cindy Neitzel at (217) 305-6604 or via e-mail at [cindyn@sucss.illinois.gov](mailto:cindyn@sucss.illinois.gov).

Attachment (1): FY2022/FY2023/FY2024 Governance, Risk, and Compliance Audit Schedule