

Key Access Services

Key Audit Process



KAS Main Number- 832-842-0539

KAS Email Address- KAS@central.uh.edu

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UNIVERSITY of
HOUSTON

3 Parts to Completing the Key Audit

1. Process for Certifying Signatories to assign Key Auditors
2. Process for Key Auditors to complete Key Audit
3. Process for Certifying Signatories to verify Key Audit

1. Audit tab for Auditors

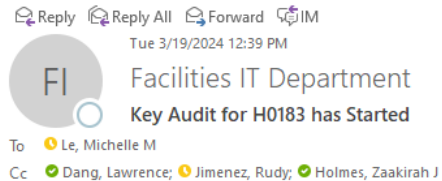
****How to Assign Key Auditors to your department(s)****

Please access Key Audit using Google Chrome



1. The first auditor will be pre-assigned and receive an email.

2. Click the “Key Audit Site” link to open Sharepoint and see your assigned departments.



Dear Key Auditor,

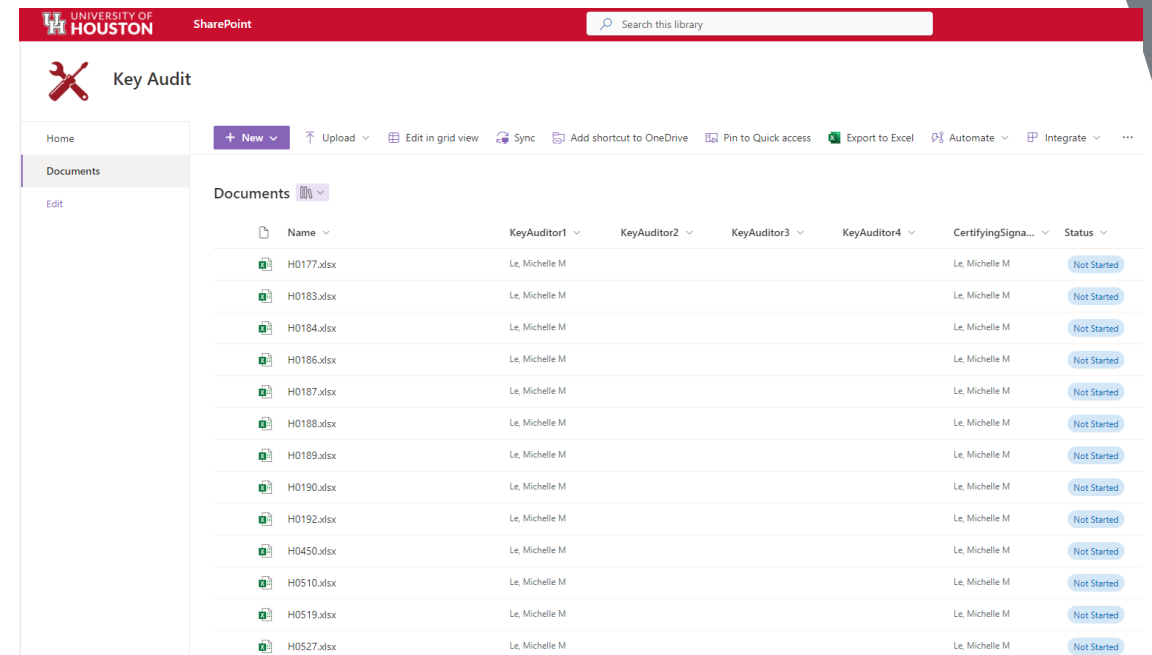
You have been assigned as a Key Auditor for department H0183.

Please complete the department Key Audit by going to

<https://uofh.sharepoint.com/sites/Facilities/keyaudit/Shared%20Documents/H0183.xlsx?d=wce91d946dc854a83866555c8dec9fa4a>
Or
[Key Audit Site](#)

For any questions and concerns, please contact KAS at kas@central.uh.edu

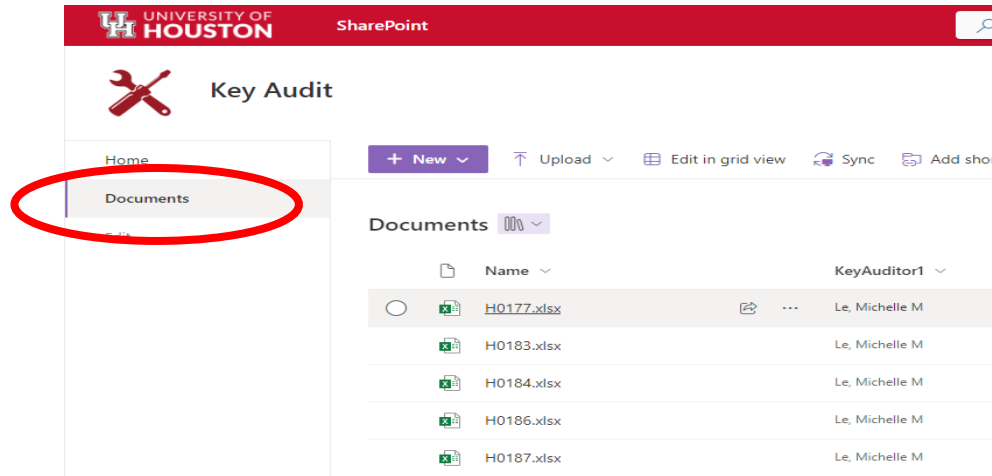
Thank you,
Key Access Services



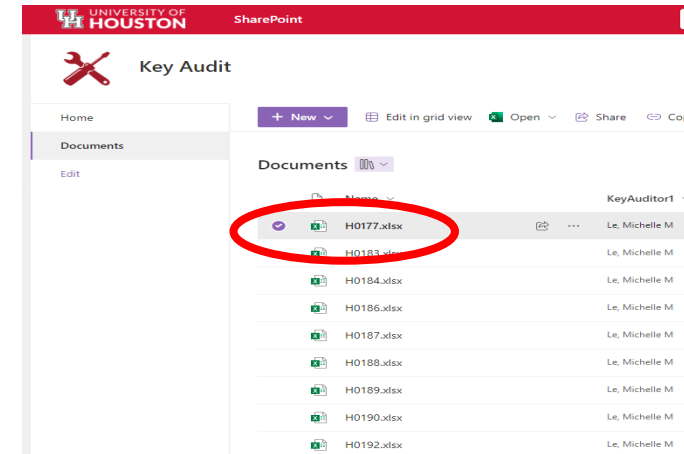
The screenshot shows the 'Key Audit' SharePoint site. The top navigation bar includes the University of Houston logo and a search bar. The left sidebar has 'Home' and 'Documents' tabs. The main content area shows a list of documents with columns for Name, KeyAuditor1, KeyAuditor2, KeyAuditor3, KeyAuditor4, CertifyingSigna..., and Status. All documents are in 'Not Started' status.

Name	KeyAuditor1	KeyAuditor2	KeyAuditor3	KeyAuditor4	CertifyingSigna...	Status
H0177.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0183.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0184.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0186.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0187.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0188.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0189.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0190.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0192.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0450.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0510.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0519.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0527.xlsx	Le, Michelle M				Le, Michelle M	Not Started

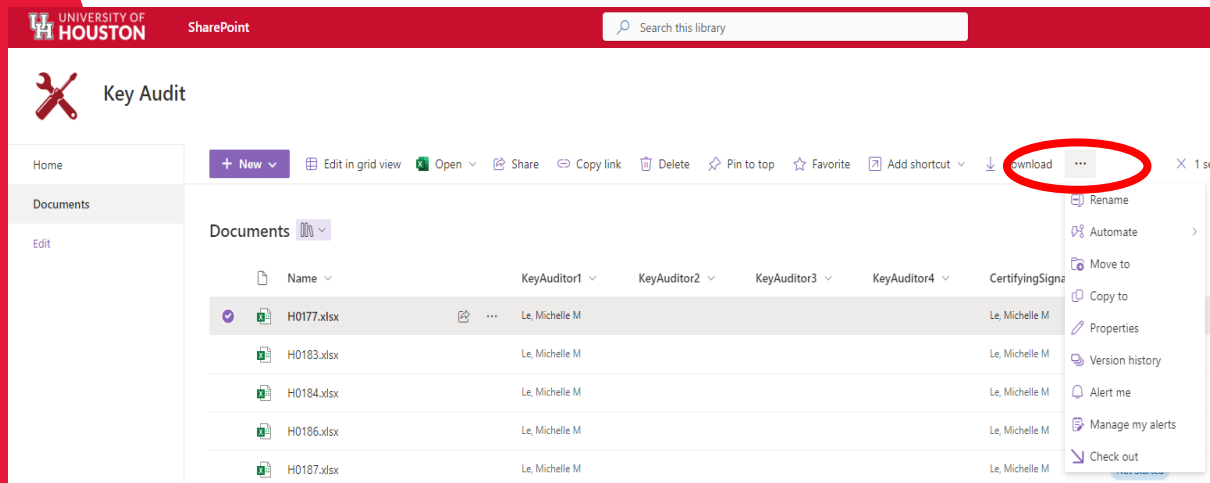
3. Select the “Documents” tab.



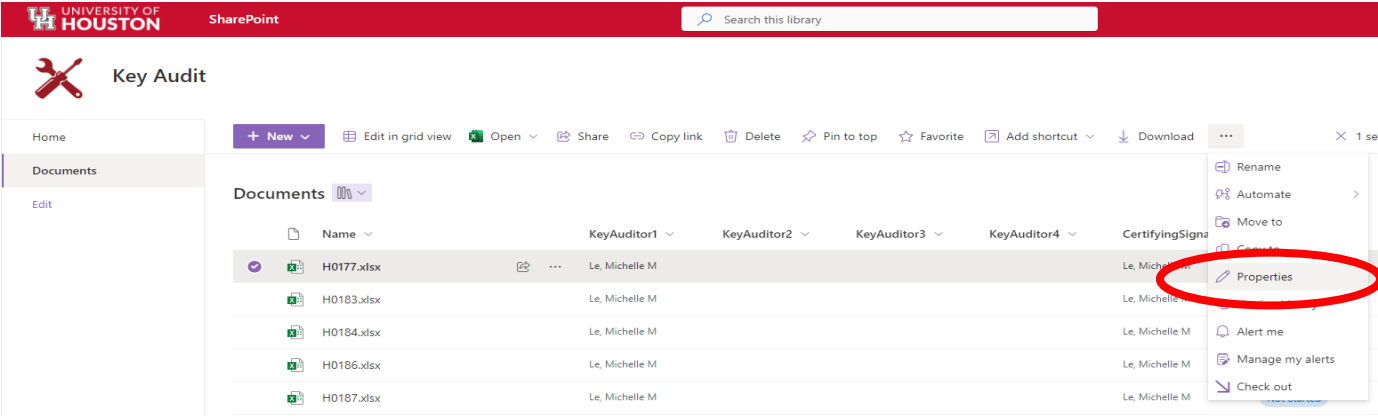
4. Select the checkbox next to the department ID number.



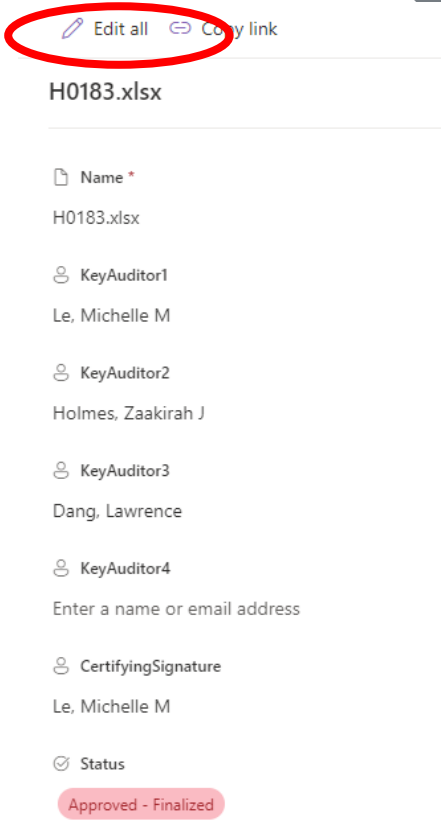
5. Click the three dots within the menu to see the following options.



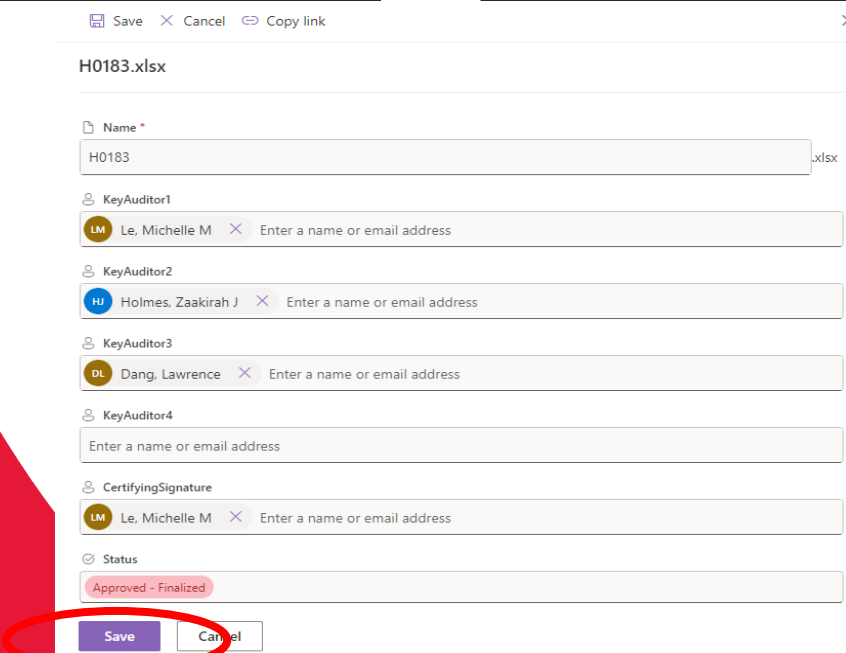
6. Select “Properties”.



7. Select “Edit All”.

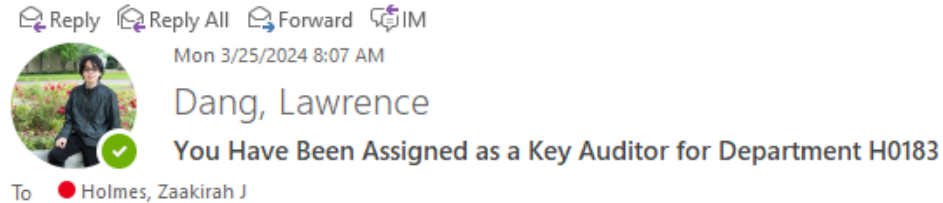


8. Type the name of desired auditor(s). There must be a minimum of two but no more than four auditors.



9. Select “Save” to save your changes.

10. The assigned Key Auditor will receive an email shortly after being assigned. Please allow a few minutes to receive this email.



Dear Key Auditor,

You have been assigned as a Key Auditor for department H0183 by your Certifying Signature.

Please complete the department Key Audit by going to
[Key Audit Site](#)

Please note that there may be a delay after your Certifying Signature has assigned you as an Key Auditor before your permissions are granted in SharePoint.

For any questions and concerns, please contact KAS at kas@central.uh.edu

Thank you,
Key Access Services

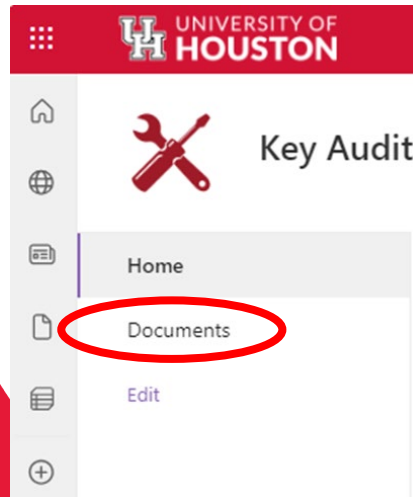
2. Audit Tab for Auditors

****How to complete a Key Audit****

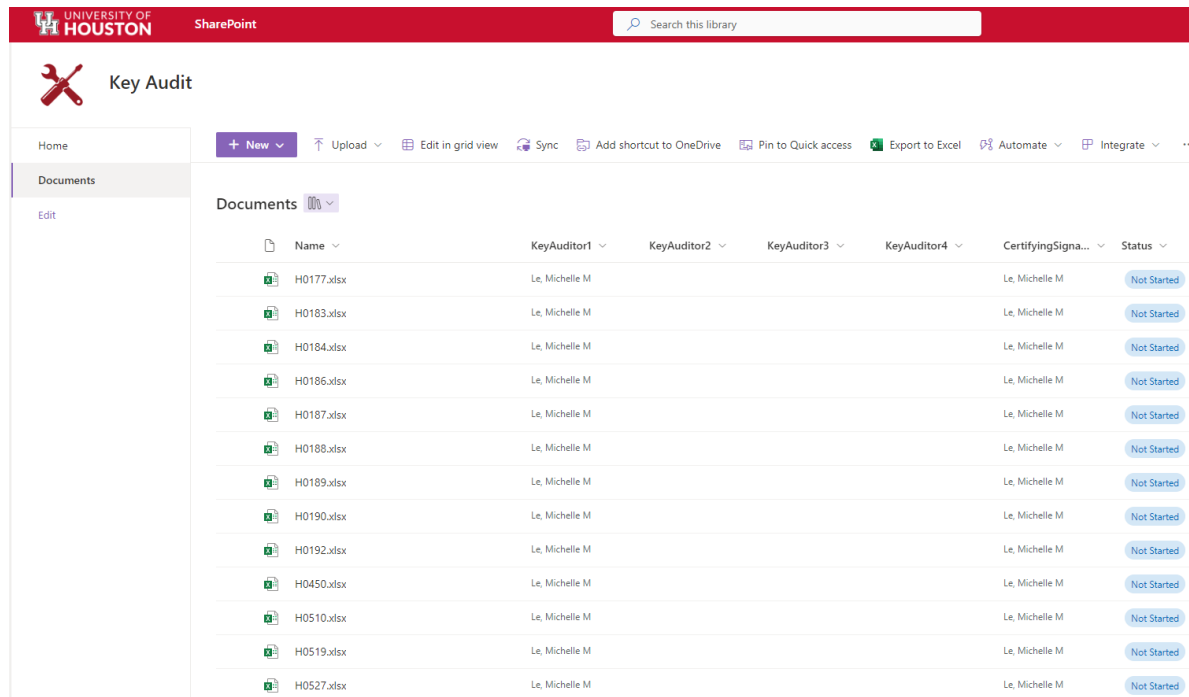
Please access Key Audit using Google Chrome



1. Click the “documents” tab to view your department. This tab will show all the department IDs that have been assigned to you as the auditor.



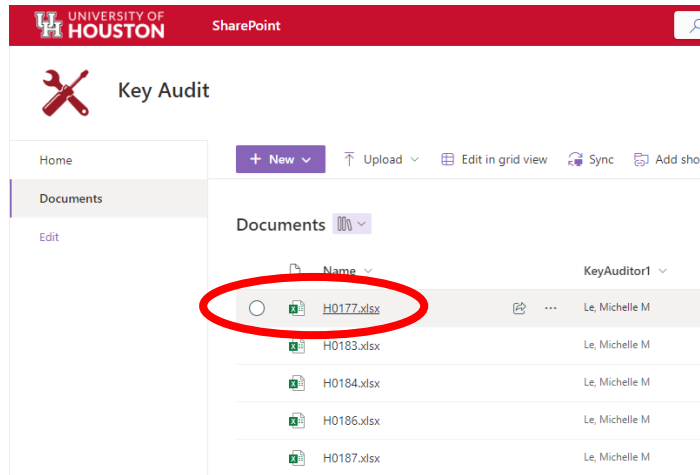
2. Select your desired department.



The screenshot shows the 'Key Audit' interface with a table of documents. The table has columns for Name, KeyAuditor1, KeyAuditor2, KeyAuditor3, KeyAuditor4, CertifyingSigna..., and Status. The Status column shows 'Not Started' for all entries.

Name	KeyAuditor1	KeyAuditor2	KeyAuditor3	KeyAuditor4	CertifyingSigna...	Status
H0177.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0183.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0184.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0186.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0187.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0188.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0189.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0190.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0192.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0450.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0510.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0519.xlsx	Le, Michelle M				Le, Michelle M	Not Started
H0527.xlsx	Le, Michelle M				Le, Michelle M	Not Started

3. Select the department by clicking the department ID number.
This will open an excel document containing all employees within
this department.



4. Click “Edit Workbook” to make
changes to the document.

	A	B	C	D	E	F	G	H	I	J	K	L
1	key_holder	requestor_name	emp_status	Division	College	Dept	key_id	copy_id	trans_no	trans_date	IN-HAND	COMMENTS
2	0088468	Martinez,Martin	Y	H0397	H0421	H0177	OC3-57	50	11124	8/1/2022		
3	0088468	Martinez,Martin	Y	H0397	H0421	H0177	MCR1	110	11374	8/1/2022		
4	0088468	Martinez,Martin	Y	H0397	H0421	H0177	MRM1	95	11554	8/1/2022		
5	0088468	Martinez,Martin	Y	H0397	H0421	H0177	3IL107	5	12217	8/1/2022		
6	0088468	Martinez,Martin	Y	H0397	H0421	H0177	4IL336	5	12528	8/1/2022		
7	0088468	Martinez,Martin	Y	H0397	H0421	H0177	3IL131	1	12836	8/1/2022		
8	0088468	Martinez,Martin	Y	H0397	H0421	H0177	HBA1	403	26611	9/22/2022		
9	0088468	Martinez,Martin	Y	H0397	H0421	H0177	E1A2	8	26630	9/22/2022		
10	0088468	Martinez,Martin	Y	H0397	H0421	H0177	BCM	13	26650	9/22/2022		
11	0088468	Martinez,Martin	Y	H0397	H0421	H0177	5988A1	3	26952	9/26/2022		
12	0088468	Martinez,Martin	Y	H0397	H0421	H0177	3FD34	24	27472	9/28/2022		
13	0088468	Martinez,Martin	Y	H0397	H0421	H0177	27J28	2	28236	10/4/2022		
14	0088468	Martinez,Martin	Y	H0397	H0421	H0177	22D9	4	28337	10/5/2022		
15	0090955	Mendoza,Esteban	Y	H0397	H0421	H0177	4IL328	4	6504	8/1/2022		
16	0090955	Mendoza,Esteban	Y	H0397	H0421	H0177	TK64	128	32327	1/18/2023		
17	0225465	Johansen,Carl	Y	H0397	H0421	H0177	BCM	1	6460	8/1/2022		
18	0225465	Johansen,Carl	Y	H0397	H0421	H0177	4IL336	2	7720	8/1/2022		
19	0225465	Johansen,Carl	Y	H0397	H0421	H0177	3IL107	1	8089	8/1/2022		
20	0225465	Johansen,Carl	Y	H0397	H0421	H0177	OC3-57	29	10060	8/1/2022		
21	0225465	Johansen,Carl	Y	H0397	H0421	H0177	MRM1	39	10746	8/1/2022		
22	0225465	Johansen,Carl	Y	H0397	H0421	H0177	MCR1	53	10851	8/1/2022		
23	0225465	Johansen,Carl	Y	H0397	H0421	H0177	HBA1	43	10933	8/1/2022		
24	0776837	Tran,Cam	Y	H0397	H0421	H0177	OC3-57	12	9624	8/1/2022		
25	0776837	Tran,Cam	Y	H0397	H0421	H0177	E1A1	11	9780	8/1/2022		
26	0776837	Tran,Cam	Y	H0397	H0421	H0177	MR824	11	9847	8/1/2022		
27	0776837	Tran,Cam	Y	H0397	H0421	H0177	TK64	14	9848	8/1/2022		
28	0776837	Tran,Cam	Y	H0397	H0421	H0177	3DA2	11	9849	8/1/2022		
29	0776837	Tran,Cam	Y	H0397	H0421	H0177	27J15	28	10475	8/1/2022		
30	0776837	Tran,Cam	Y	H0397	H0421	H0177	MRM1	24	10731	8/1/2022		
31	0776837	Tran,Cam	Y	H0397	H0421	H0177	MCR1	32	10830	8/1/2022		
32	0776837	Tran,Cam	Y	H0397	H0421	H0177	HBA1	36	10926	8/1/2022		
33	0776837	Tran,Cam	Y	H0397	H0421	H0177	27J39	84	30250	11/10/2022		
34	0776837	Tran,Cam	Y	H0397	H0421	H0177	5IL600	17	32429	1/18/2023		
35	0830699	Gonzalez,Rogelio	Y	H0397	H0421	H0177	MCR1	103	11285	8/1/2022		
36	0830699	Gonzalez,Rogelio	Y	H0397	H0421	H0177	HBA1	109	11286	8/1/2022		
37	0830699	Gonzalez,Rogelio	Y	H0397	H0421	H0177	MRM1	90	11407	8/1/2022		
38	0830699	Gonzalez,Rogelio	Y	H0397	H0421	H0177	OC3-57	70	11520	8/1/2022		

5. The report will show all the keys that are under a key holder's name. Here you will be able to mark all the keys the key holder has in-hand. You can also make any comments. EX: "Employee is no longer with the university."

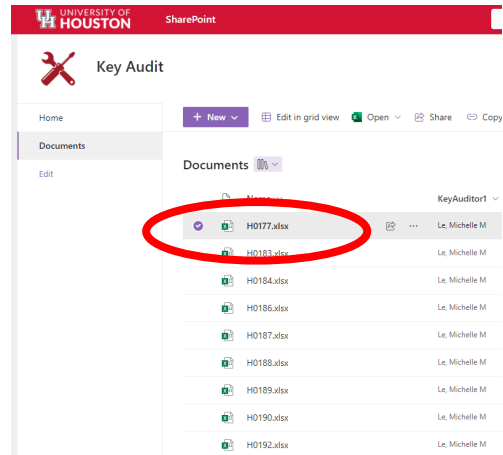
key_holder	requestor_name	emp_status	Division	College	Dept	key_id	copy_id	trans_no	trans_date	IN-HAND	COMMENTS
0088468	Martinez,Martin	Y	H0397	H0421	H0177	OC3-57	50	11124	8/1/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	MCR1	110	11374	8/1/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	MRM1	95	11554	8/1/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	3IL107	5	12217	8/1/2022		
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0088468	Martinez,Martin	Y	H0397	H0421	H0177	3IL131	1	12836	8/1/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	HBA1	403	26611	9/22/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	E1A2	8	26630	9/22/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	BCM	13	26650	9/22/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	598BA1	3	26952	9/26/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	3FD34	24	27472	9/28/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	27J28	2	28236	10/4/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	22D9	4	28337	10/5/2022		

key_holder	requestor_name	emp_status	Division	College	Dept	key_id	copy_id	trans_no	trans_date	IN-HAND	COMMENTS
0088468	Martinez,Martin	Y	H0397	H0421	H0177	OC3-57	50	11124	8/1/2022	Yes	
0088468	Martinez,Martin	Y	H0397	H0421	H0177	MCR1	110	11374	8/1/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	MRM1	95	11554	8/1/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	3IL107	5	12217	8/1/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	4IL336	5	12528	8/1/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	3IL131	1	12836	8/1/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	HBA1	403	26611	9/22/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	E1A2	8	26630	9/22/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	BCM	13	26650	9/22/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	598BA1	3	26952	9/26/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	3FD34	24	27472	9/28/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	27J28	2	28236	10/4/2022		
0088468	Martinez,Martin	Y	H0397	H0421	H0177	22D9	4	28337	10/5/2022		

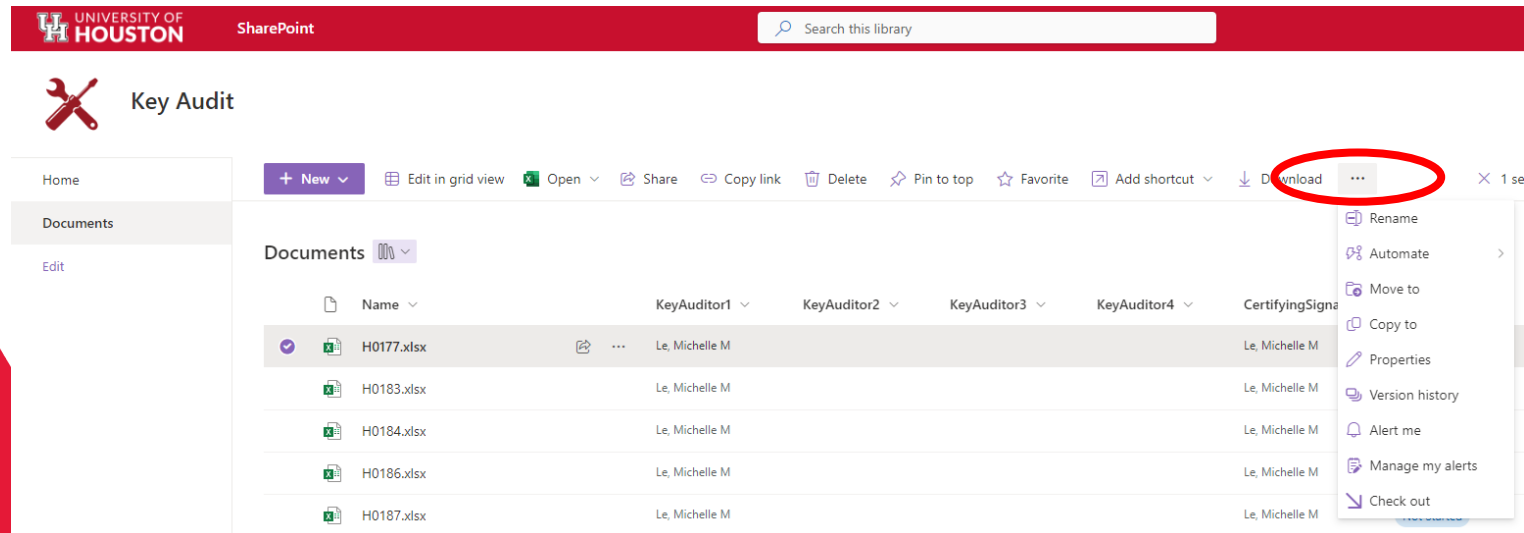
- **In-Hand:** Enter “Yes” (Y) or “No” (N) to verify that the key holder is in possession of the key. If a key holder is not in possession of a key, a Lost Key Form will need to be submitted to our office.

*** IMPORTANT*** *Lost/stolen keys:* For lost keys, a form will need to be submitted to KAS. Stolen keys will need to be reported to UHPD and KAS. Once the key holder submits the lost key form, KAS will remove the key(s), and it should no longer appear in the audit. This will also need to be done if the key holder is no longer with the university and did not return their keys to our office.

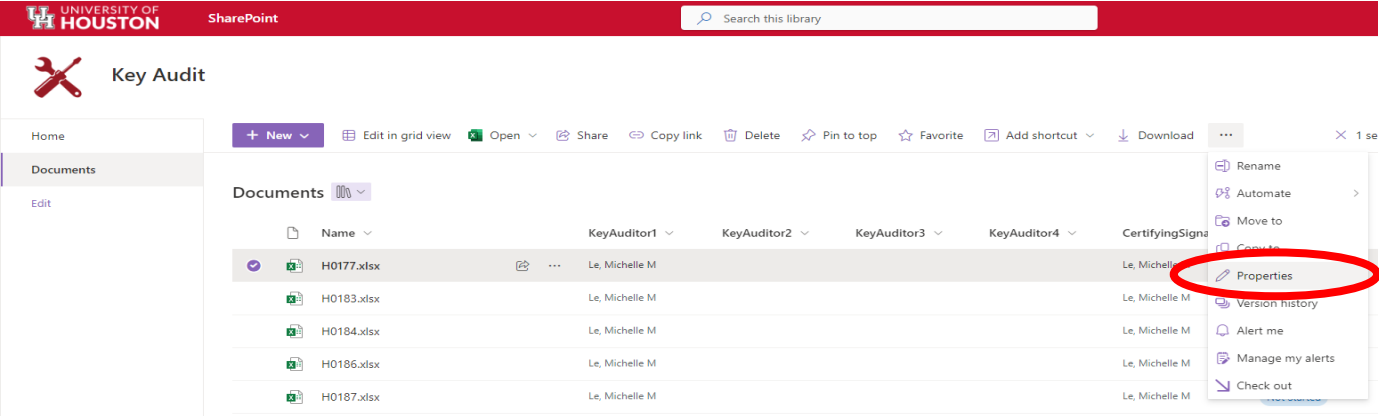
6. Return to the “Documents” tab, and select the checkbox next to the department.



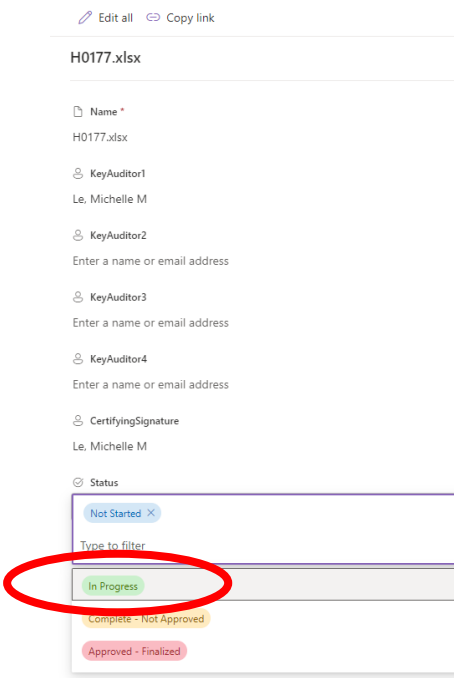
7. Click the three dots within the menu to see the following options.



8. Select “Properties”.



9. Change the status from “Not Started” to “In Progress”.



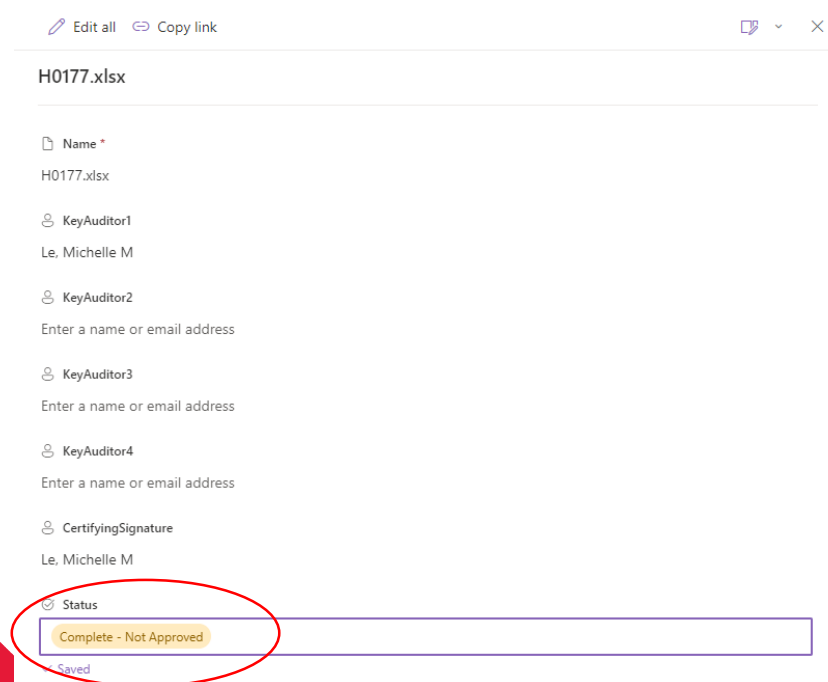
What do I do with the returned keys?

- Only KAS is authorized to remove key(s) from key record; all keys need to be returned to our office. Keys will remain on key holders record until they are returned to our office.
- Key holders are welcome to return their own keys. If the department decides to return keys for an employee, please tape the key(s) to a blank sheet of paper with the individuals name and people soft number written on the top. KAS will provide a return receipt for each key/key holder.

3. Audit Tab for Certifying Signatories

****Certifying Signatories Verification of Audit****

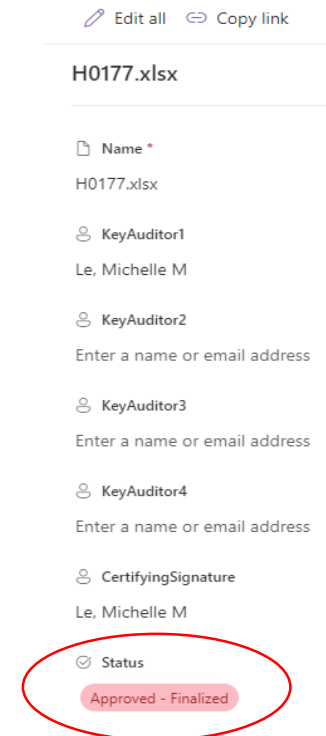
1. The department's audit will be complete once the auditor completes everyone's key audit for the selected department and the secondary auditor has audited the primary auditor's key record. Change the status to "Complete- Not Approved".



This screenshot shows a web form titled "H0177.xlsx" with fields for Name, KeyAuditor1, KeyAuditor2, KeyAuditor3, KeyAuditor4, and CertifyingSignature, all containing the name "Le, Michelle M". The Status field is highlighted with a red circle and shows a dropdown menu with the option "Complete - Not Approved" selected. A "Saved" message is visible at the bottom left.

Name *
H0177.xlsx
KeyAuditor1 Le, Michelle M
KeyAuditor2 Enter a name or email address
KeyAuditor3 Enter a name or email address
KeyAuditor4 Enter a name or email address
CertifyingSignature Le, Michelle M
Status Complete - Not Approved

2. The Certifying Signatories (CS) will receive an email notifying them of completion. The audit will need to be reviewed and acknowledge by the CS. Change the status to "Approved- Finalized" to complete the audit.



This screenshot shows the same web form as the previous one, but the Status field is highlighted with a red circle and shows a dropdown menu with the option "Approved - Finalized" selected.

Name *
H0177.xlsx
KeyAuditor1 Le, Michelle M
KeyAuditor2 Enter a name or email address
KeyAuditor3 Enter a name or email address
KeyAuditor4 Enter a name or email address
CertifyingSignature Le, Michelle M
Status Approved - Finalized

3. You will receive an email stating the Key Audit has been “Approved- Finalized”. Review the data to ensure accuracy.


 Reply  Reply All  Forward  IM

Mon 3/25/2024 8:00 AM



Dang, Lawrence

Key Audit for H0177 has been Approved - Finalized

To  Key Access Services

Please go to this link to review the data.

<https://uofh.sharepoint.com/sites/Facilities/keyaudit/Shared%20Documents/H0177.xlsx?d=wa454a7d49e4c4d07acccbce989c284ee>

4. You have successfully completed the 2024 Key Audit!