



Facilities/Construction Management  
Division of Administration  
& Finance

Key Audit 2024

# Key Access Services: Key Audit Process

KAS Main Number 832-842-0539

KAS Main Email [KAS@central.uh.edu](mailto:KAS@central.uh.edu)

Zaakirah Holmes | Lindsay Ware

*Building Futures, Maintaining Excellence*



# **3 Parts to Completing the Key Audit**

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

# 1. Audit tab for Auditors

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

*NOTE: Please access the Key Audit using Google Chrome*



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

Reply Reply All Forward IM  
Tue 3/19/2024 12:39 PM

**FI** Facilities IT Department  
Key Audit for H0183 has Started

To Le, Michelle M  
Cc Dang, Lawrence; Jimenez, Rudy; Holmes, Zaakirah J

Dear Key Auditor,

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

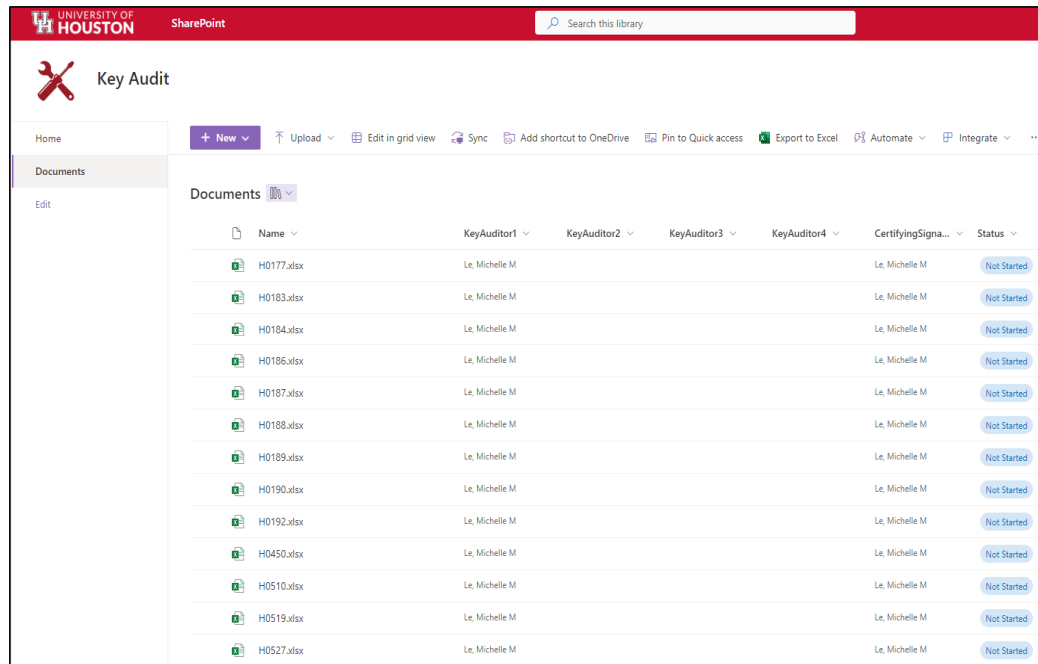
Please complete the department Key Audit by going to

<https://uofh.sharepoint.com/sites/Facilities/keyaudit/Shared%20Documents/H0183.xlsx?d=wce91d946dc854a8386655c8dec9fa4a>  
Or  
[Key Audit Site](#)

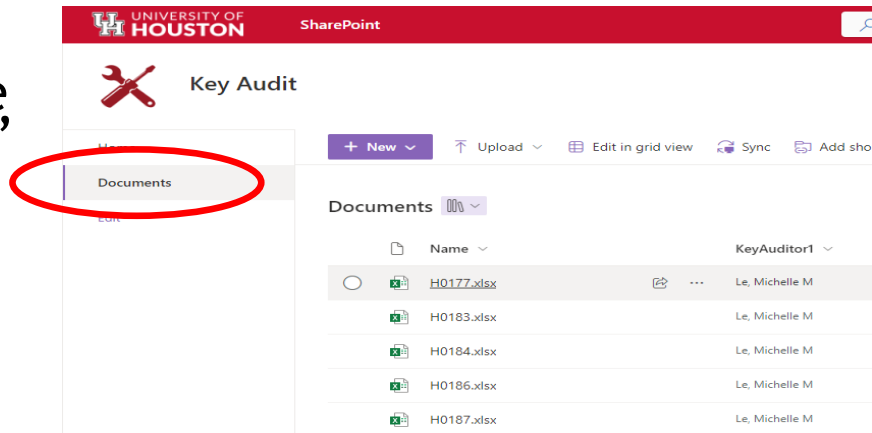
For any questions and concerns, please contact KAS at [kas@central.uh.edu](mailto:kas@central.uh.edu)

Thank you,  
Key Access Services

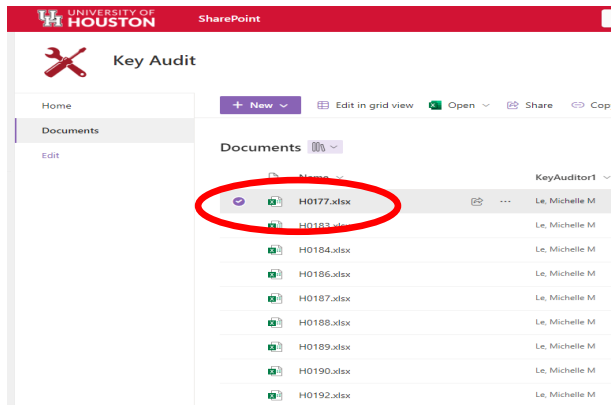
2. Click the “Key Audit Site” link from the email to open SharePoint and see your assigned departments.



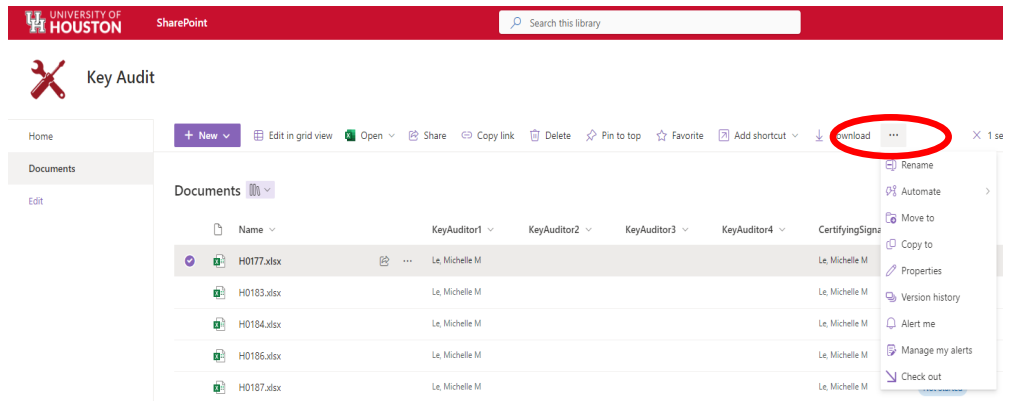
3. Select the “Documents” tab.



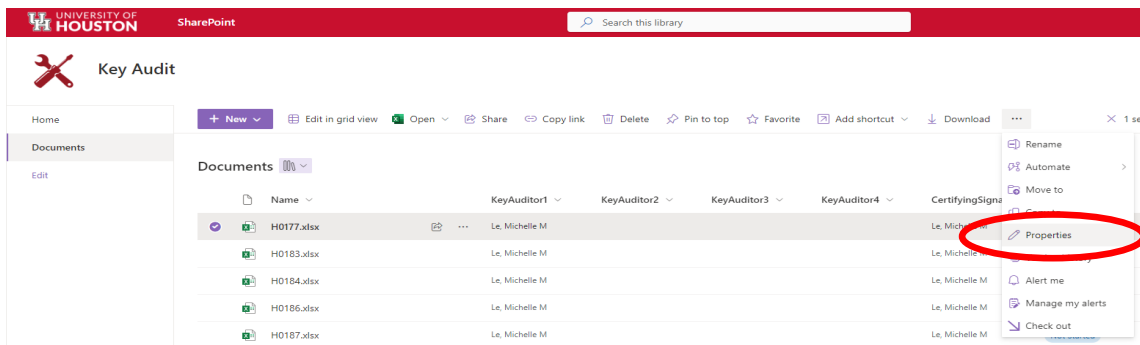
4. Select the checkbox next to the department ID number.



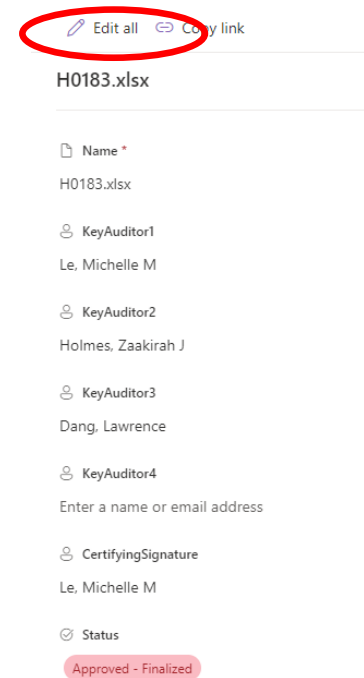
5. Click the three dots within the menu to see the following options.



## 6. Select “Properties”.



## 7. Select “Edit All”.

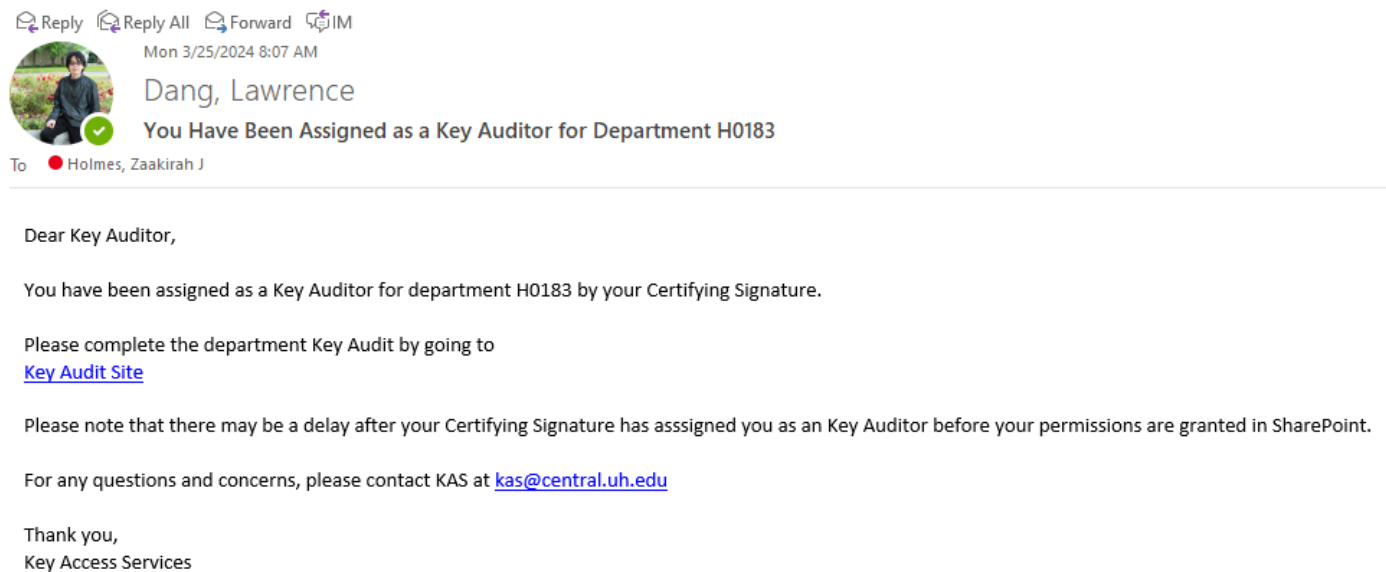


8. Type the name of desired auditor(s). There must be a minimum of two but no more than four auditors.

The screenshot shows a dialog box titled "H0183.xlsx" with a close button (X) in the top right corner. At the top, there are three buttons: "Save", "Cancel", and "Copy link". Below the title, there is a "Name" field containing "H0183.xlsx". Underneath, there are four "KeyAuditor" fields. The first three are populated with names and initials: "KeyAuditor1" with "Le, Michelle M", "KeyAuditor2" with "Holmes, Zaakirah J", and "KeyAuditor3" with "Dang, Lawrence". The fourth field, "KeyAuditor4", is empty and contains the placeholder text "Enter a name or email address". Below the auditors, there is a "CertifyingSignature" field with "Le, Michelle M" and a "Status" field with "Approved - Finalized". At the bottom, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red.

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.

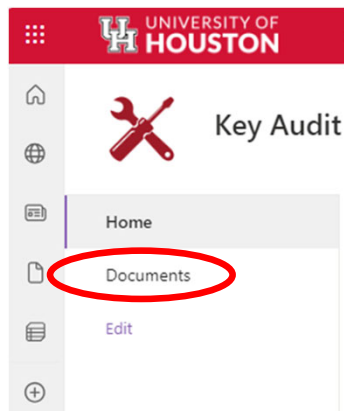




# 2. Audit Tab for Auditors

## How to Complete a Key Audit

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.



*NOTE: Please access the Key Audit using Google Chrome*

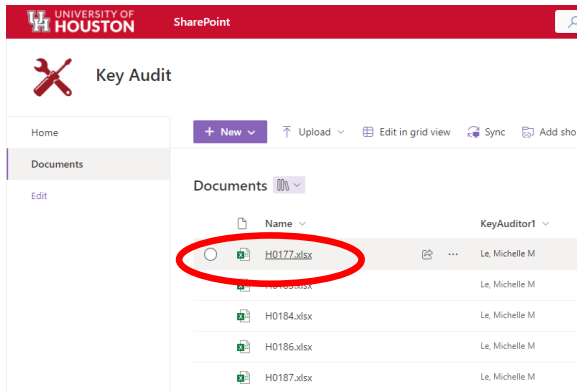


2. Select your desired department.

 A screenshot of the University of Houston Key Audit interface showing a list of documents. The top navigation bar is red with the University of Houston logo and the text 'UNIVERSITY OF HOUSTON'. Below it, there's a 'Key Audit' section with a wrench and screwdriver icon. The main content area shows a table of documents with columns for Name, Key Auditor, and Status. The 'Documents' tab is selected in the left sidebar.
 

Name	Key Auditor1	Key Auditor2	Key Auditor3	Key Auditor4	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.

The screenshot shows an Excel spreadsheet with the following data:

	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	11224	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	ELA2	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	598BA1	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	27I28	2	28236	10/4/2022		
14	0088468	Martinez,Martin	Y	H0397	H0421	H0177	22D9	4	28337	10/9/2022		
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	ELA1	11	9780	8/1/2022		
26	0776837	Tran,Cam	Y	H0397	H0421	H0177	MRB24	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	27I15	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	27I39	84	30250	11/10/2022		
34	0776837	Tran,Cam	Y	H0397	H0421	H0177	SIL600	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		
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		

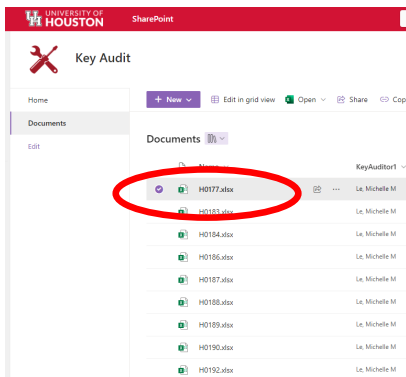
- **In-Hand:** Enter “Yes” (Y) or “No” (N) to verify that the key holder is in possession of the key. If a key holder is not in possession of a key, a Lost Key Form will need to be submitted to our office.
- Only KAS can audit the keys of key auditors and keys must be physically audited by KAS.

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		

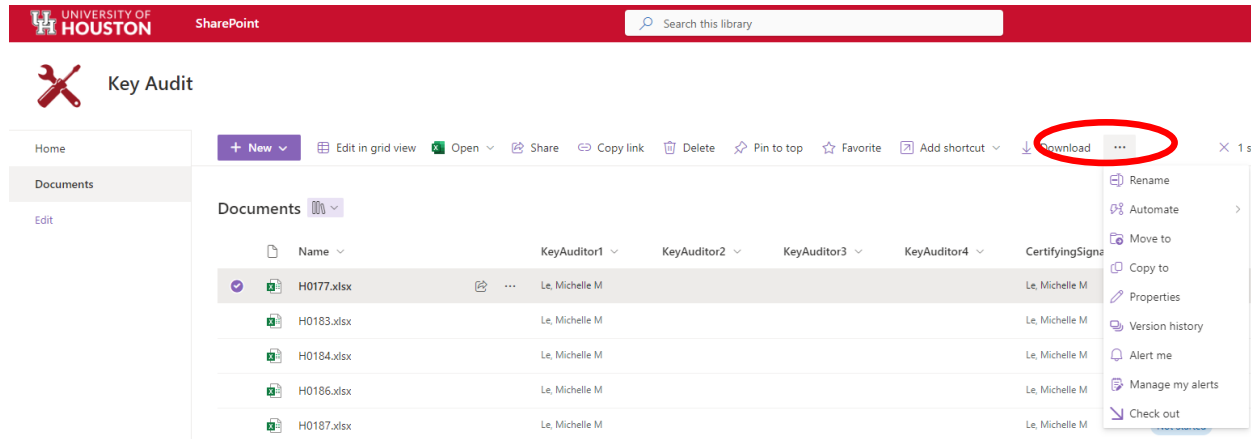
### IMPORTANT INFORMATION

*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 the KAS office.

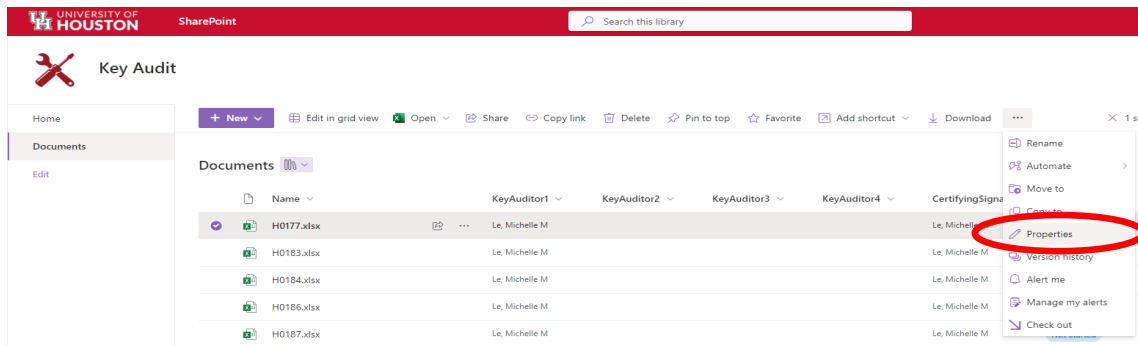
6. Return to the “Documents” tab, and select the checkbox next to the department.



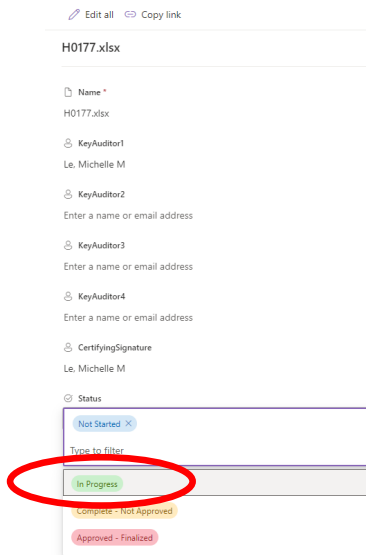
7. Click the three dots within the menu to see the following options.



## 8. Select “Properties”.



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



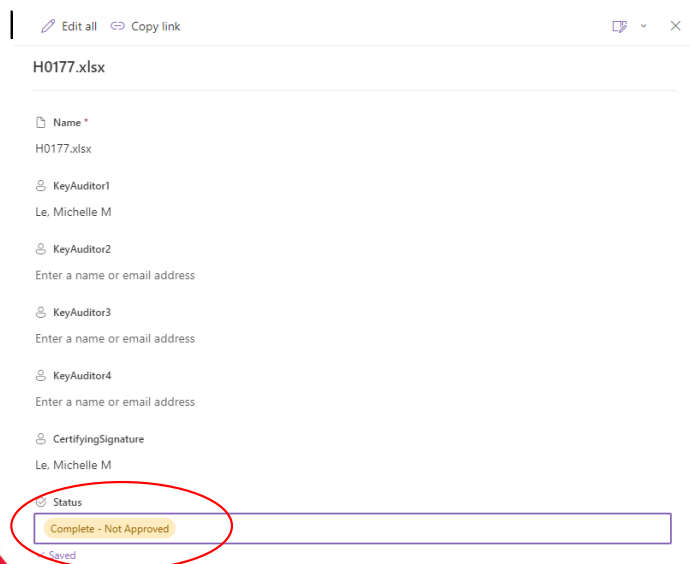
# What do I do with the returned keys?

- 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

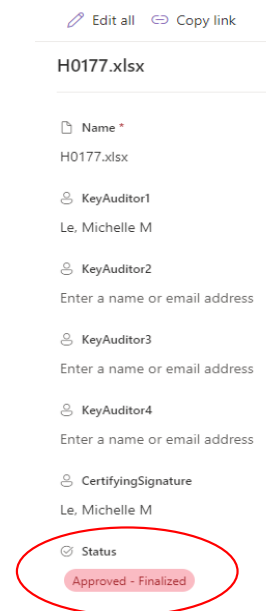
## Certifying Signatories Verification of Audit

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-



A screenshot of a web form titled "H0177.xlsx". The form contains several fields for auditor information: Name, KeyAuditor1 (Le, Michelle M), KeyAuditor2, KeyAuditor3, KeyAuditor4, and CertifyingSignature (Le, Michelle M). At the bottom, there is a "Status" dropdown menu. The dropdown is open, showing the selected option "Complete - Not Approved" highlighted in yellow. A red circle is drawn around the dropdown menu.

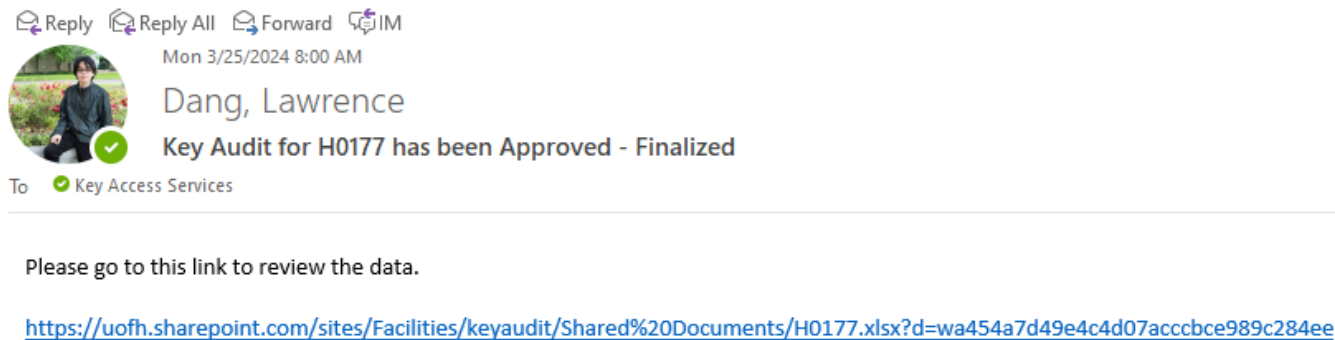
2. The Certifying Signatories (CS) will receive an email notifying them of completion. The audit will need to be reviewed and acknowledge by the CS. Change the status to "Approved- Finalized" to complete the audit.



A screenshot of a web form titled "H0177.xlsx". The form contains several fields for auditor information: Name, KeyAuditor1 (Le, Michelle M), KeyAuditor2, KeyAuditor3, KeyAuditor4, and CertifyingSignature (Le, Michelle M). At the bottom, there is a "Status" dropdown menu. The dropdown is open, showing the selected option "Approved - Finalized" highlighted in pink. A red circle is drawn around the dropdown menu.



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



You have successfully completed the 2024 Key Audit!