Standard Operating Procedure

Department: Ex. Payroll

Functional Area: Ex. Benefits

SOP Name: Ex. PR-01 PERF Deductions, Deferred Compensation

Last Update: XX/XX/2021

TITLE	SOP ROLE
Job Title	Process Owner
Job Title	Supervisor/Director Review
Deputy Auditor of	Deputy Director Review
Internal Control Director	Internal Control Division Review

1. SUMMARY

State the objective/purpose of the procedure along with a high level summary of the process here

2. RISKS AND KEY CONTROLS TO MITIGATE RISK

- List out all significant risks to the objectives listed in the summary. For each significant risk, list out the key controls to mitigate the significant risk.

Risk	Key Controls to Mitigate Risk
• Ex. A risk to the objective of this procedure is that an account balance is inaccurate.	• Ex. Monthly Account Reconciliation • Ex. Monthly Supervisor Review of Account Reconciliation
Add additional rows for more risk	Add additional key controls for each risk

3. RELEVANT FEDERAL OR STATE CODE/GUIDANCE

Insert hyperlinks to relevant Federal or Indiana Code.

4. SYSTEM AND TRAINING REQUIREMENTS

List all required software to complete this procedure. List all necessary trainings.

5. PROCEDURE

#	Activity Name	Activity Description	Comments

- The description should be clear and orderly. Use numbers for steps and sub-steps that have to be performed in a specific sequence. Use bullets for steps or items that can be performed in any order.
- When there is more than one right way to perform a task, chose the one that is the most efficient and easiest to understand.
- Solicit ideas from other users.
- Test the processes with a new user. Their feedback can help you add details that are necessary, but that may not be obvious to you.

- The use of flow diagrams may be useful, especially in complex procedures. These can be reference or included at **4. COMMENTS**
- Remember the SOP is a high level view of the process. If your SOP is twenty pages in eight to ten point font, it is probably too detailed or complex. Information at this level of detail would be more appropriate in an instruction or department process manual and can be referenced at **4. COMMENTS** or included at **6. APPENDIX**

6. COMMENTS

If there is something to include and there isn't another section to put it, please feel free to use this section.

7. RELATED JOB AIDS, POLICIES, AND PROCEDURES

Insert hyperlinks to all related job aids, policies, and procedures.

8. VERSION

Record significant version updates here.

- Version No: Record the version number
- Date of Revision: Record the date changes were made
- Significant Changes: Briefly describe changes made to the SOP
- Author of Changes: Record your name here if you made changes to the SOP

Version	Date	Significant Changes	Author of Changes
Ex. 1.0	Ex. 11/5/17	Initial Documentation	Ex. Joe Smith
Ex. 1.0	Ex. 11/10/17	Supervisor Review	Bob Smith
Ex. 1.0	Ex. 11/15/17	Deputy Director Review	John Smith
Ex. 1.0	Ex. 11/23/17	Walkthrough	Jane Smith
Ex. 2.0	Ex. 12/1/17	Completed Draft	Ex. Joe Smith

9. APPENDIX (DETAILED INSTRUCTIONS, SCREENSHOTS, OTHER)

Include screenshots and detailed written work instructions here. If no detailed written instructions exist, this section can be left blank.