

# Michigan Civil Service Commission Regulation 1.06

## Audit and Correction of Personnel Actions

SPDOC 26-05, effective June 7, 2026 (replaces Reg. 1.06, SPDOC 16-06)

### 1. Purpose

This regulation sets forth the standards for audit and correction of personnel actions processed by appointing authorities or Civil Service staff.

### 2. CSC Rule References

#### 1-5 Audit and Compliance

Civil service staff shall periodically audit an appointing authority to ensure that the appointing authority is complying with article 11, section 5, of the constitution and all civil service rules and regulations. If the state personnel director determines that an appointing authority has not complied with the constitution, rules, or regulations, the director is authorized to direct the appointing authority to take necessary corrective action. If the appointing authority fails to take corrective action, the director is authorized to proceed with the recommended corrective action.

#### 5-3 Compensation Schedules

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#### 5-3.9 Approval and Disapproval of Disbursements for the Classified Payroll

The state personnel director shall certify each payroll for the classified service. Payroll certification is based on computerized payroll system edits of payroll calculations and personnel transactions and the audit of personnel transactions for compliance with civil service rules and regulations. The director shall establish edit requirements and audit procedures. The director may delete from the payroll any item that cannot be certified under this rule and shall give notice of the action, together with the reason for the action, to the appointing authority concerned.

### 3. Standards

- A. All personnel actions must be processed in accordance with Civil Service rules and regulations and agency procedures (for example: agency SES/Group 4 evaluation plans).
- B. Civil Service Compliance staff shall review personnel actions to ensure compliance with applicable rules and regulations.
  - 1. Reviews use information in the Human Resources Management Network (HRMN) and other available data.
  - 2. On-site reviews at agency offices may be conducted to ensure agency compliance with documentation requirements.

- C. Compliance shall notify appointing authorities of actions requiring additional documentation with specific timeframes for response.
- D. Compliance shall notify appointing authorities when corrective action is necessary with specific timeframes for the action to be taken.
- E. Compliance will follow up to ensure appropriate action is taken.
- F. Compliance may notify the state personnel director if the appointing authority fails to take appropriate action.
- G. The state personnel director may direct civil service staff to proceed with corrective action and notify the appointing authority and Compliance of the action taken.

## 4. Procedure

### A. Personnel Action Audits

1. **Compliance:** Reviews personnel actions to ensure compliance.
2. **Compliance:** Notifies appointing authority (AA) of additional information, corrective action, or on-site visit needed.
3. **AA:** Responds to any Compliance notice by providing requested documentation, certifying corrective action, or scheduling on-site review.
4. **Compliance:** Reviews information received from AA and if appropriate clears action, or verifies that AA properly processed corrective action. If Compliance conducts on-site review, Compliance notifies AA of results and requests any necessary corrective action.
5. **AA:** Takes any additional appropriate action in response to Compliance's findings.
6. **Compliance:** Clears action if appropriate, or notifies state personnel director if AA does not take necessary corrective action.
7. **State Personnel Director:** Directs civil service staff to take corrective action in HRMN, if necessary.
8. **Civil Service:** Notifies AA and Compliance of any action taken in response to the state personnel director's direction.
9. **Compliance:** Clears audit issue.

**Contact:** Direct questions on this regulation to Compliance, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; 517-335-0856; or [MCSC-Compliance@mi.gov](mailto:MCSC-Compliance@mi.gov).