# UC RIVERSIDE: AUDIT & ADVISORY SERVICES

**Date:** May 11, 2018

**To:** Matthew Hicks, Systemwide Audit Director, UCOP

**Cc:** Kim A. Wilcox, Chancellor, UCR

Alexander Bustamante, SVP and Chief Compliance and Audit Officer, UCOP Jadie Lee, Associate Vice Chancellor, Human Resources, UCR

 John Stephen Henderson, Director of Total Compensation, UCR

**From:** Gregory Moore, Director, Audit & Advisory Services, UCR

 Rodolfo L. Jeturian, Jr., Assistant Director, Audit & Advisory Services, UCR

 Niloufar Alian, Principal Auditor, Audit & Advisory Services, UCR

**Re: Annual Report on Executive Compensation for Calendar Year 2017**

**(R2018-10)**

**Background**

As directed by the University of California (UC) Systemwide Audit Director, we reviewed the process for the preparation of the Annual Report on Executive Compensation for Calendar Year 2017 (AREC 2017) and examined supporting documentation on a judgmental basis.

**Scope**

We obtained the draft AREC 2017 prepared by the campus Human Resources (HR) Director of Total Compensation and reviewed the accuracy of the amounts reflected, as follows:

* Annualized Base Salary as of December 31, 2017
* Actual Base Salary Received
* Other Compensation.

In addition, we verified the following:

* The compensation of the reportable population
* Payroll/Personnel System and SuperDOPE
* Offer Letters
* 2017 AREC Project Timelines
* UCR Financial System (UCRFS) Totals
* UCRFS
* Other supporting documents.

We shared our observations with the HR Director of Total Compensation to ensure that proper compensation amounts were reflected in AREC 2017.

**Observations and Comments**

All Senior Management Group (SMG) members signed their respective Annual Certification Reports on Executive Compensation except one SMG member due to his retirement prior to December 31, 2017.

Our limited review did not disclose any major observations. Minor items that were not of a magnitude to warrant inclusion in the report were discussed verbally with the HR Director of Total Compensation who has taken immediate corrective action where warranted.

**Opinion**

Generally, the AREC preparation process was adequate and AREC 2017 was reasonably accurate.