

The background of the slide features a large, faded seal of the Auditor of Salt Lake County. The seal is circular and contains a central figure of a person on horseback, likely representing a pioneer or a symbol of justice. Above the figure is a banner with the word "AUDITOR" and the year "1806" below it. The seal is surrounded by a decorative border with stars and text.

AUDITOR

An Audit of
Payroll at the
Salt Lake County
Health Department

AUDIT REPORT

An Audit of Salt Lake County Health Department Payroll

SEPTEMBER 2023



Chris Harding, CPA, CFE, CIA
County Auditor

Office of the Auditor
Salt Lake County

Audit Team

Audit Team

Brenda Nelson, CISA, Audit Manager
Tammy Brakey, Sr. Internal Auditor

Audit Management

Chris Harding, CPA, CFE, CIA, County Auditor
Richard Jaussi, MBA, Chief Deputy Auditor
Roswell Rogers, Senior Advisor
Shawna Ahlborn, Audit Division Director

Audit Committee

Marty Van Wagoner, CPA, MBA
Jordan Fuller, CPA, CGMA, CISA

Countywide Payroll Audit

Reports to Come:

- Health Department
- Payroll Administration
- Human Resources
- Assessor
- Behavioral Health
- Engineering and Flood Control
- Facilities
- Council Tax Administration
- Library
- Parks & Rec (Golf)
- Public Works Operations
- Sheriff
- Solid Waste
- Arts & Culture
- Kearns Rec Center

Objectives

The audit objectives were to provide reasonable assurance that the internal controls in place are adequate and effective and that the payroll processes comply with all applicable fiscal ordinances, policies, and procedures. Areas of audit focus included the processes and procedures for the following:

- Onboarding of new employees
- Timekeeping
- Special allowances paid through payroll
- Overtime and compensatory time
- Reconciliations of payroll time and expenditures
- Offboarding of terminated employees

Fraud Hotline

In August 2022 fraud allegations regarding the Health Department were submitted to the Office of the Utah State Auditor and forwarded to the Salt Lake County Auditor's Office.

The anonymous employee that submitted the tip alleged that supervisors were encouraging staff to accumulate overtime hours and claimed to have witnessed one employee claim overtime they had not worked.

Finding 1

Human Resources and Health Department list of positions requiring a background check did not match

Finding 2

Overtime and Compensatory time exceeded pre-approval limits

Finding 3

Timecards not approved by a supervisor

Finding 4

Inadequate Segregation of Duties in Timecard Entries by Employee's Supervisor

Finding 5

Both the Agency and Payroll Administration attributed retroactive payment calculation responsibility to the other party

Finding 6

No internal policy for exempt employee's compensatory time

Finding 7

Overtime Compensation Agreement forms not congruent with time earned

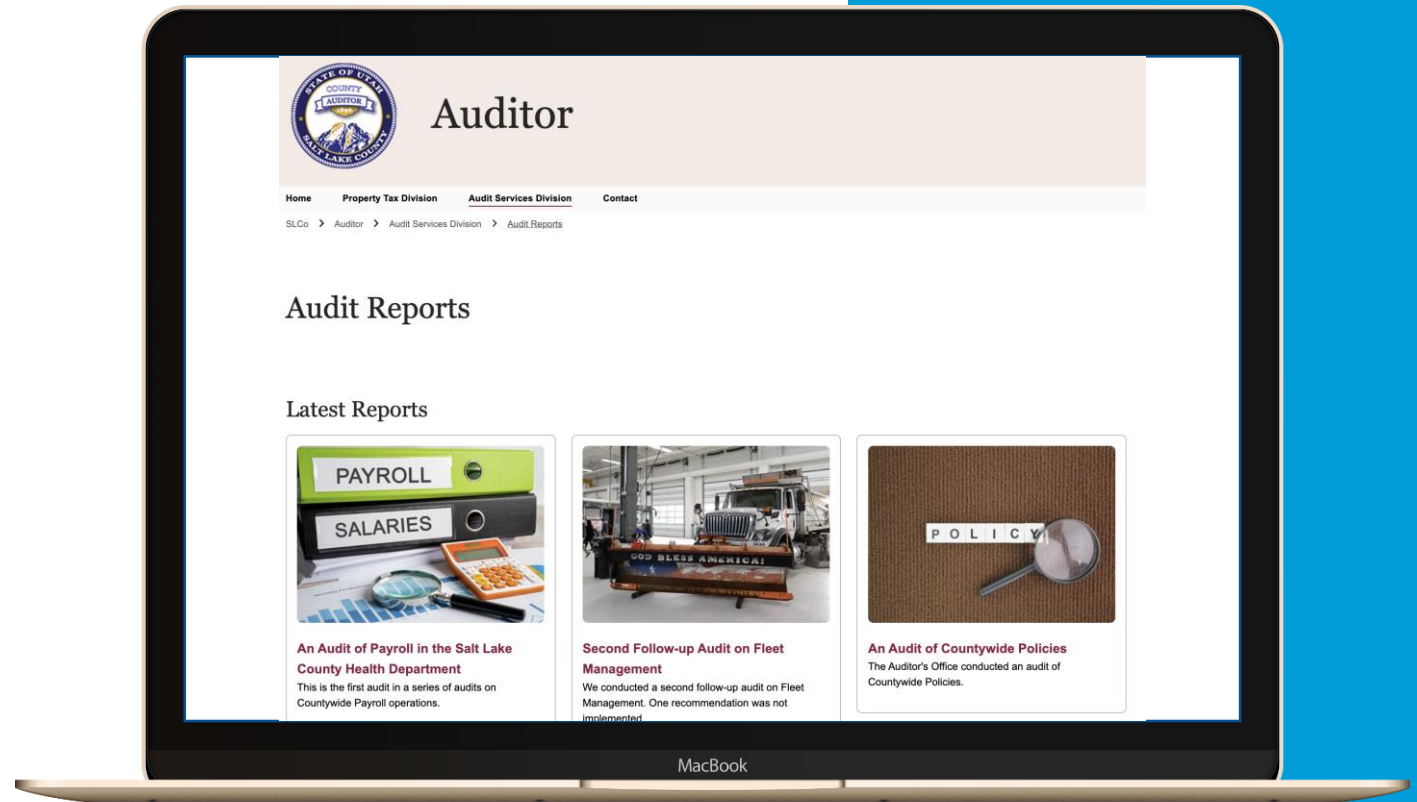
Finding 8

Insufficient documentation and entry of W-4 forms at the agency level, with no established procedure

Finding 9

Termination requests submitted by the Agency's Information Services department lack the inclusion of the request date

Audit Found on our Website



THANKS