SYSTEMS AUDIT PAYROLL SYSTEM



BACKGROUND

The Port uses the PeopleSoft Human Capital Management (HCM) module to manage all human resource and payroll processing activities. This module is used from hiring to resignation. All employee and payroll-related information resides in this module. The Port uses the system to administer over \$215 million annually in pay, benefits and taxes for Port employees.

For purposes of this audit, only the processes related to producing bi-weekly and weekly payrolls are within scope.

The Payroll Work Group consists of five staff. They are responsible for processing bi-weekly payroll for approximately 1800 FTEs, plus a weekly payroll for about 50 of total FTEs.

STATISTICS HIGHLIGHTS

EB	BI-WEEKL	Y PAYROLL			
		Average %	Average % of	Average	Total Annual
	Average	of	Non-	Number	Salaries and
	Payroll	Represented	Represented	Checks	Wages
		Staff	Staff	Processed	Expense
\$	5,854,078	39	61	1780	\$151,718,831
\$	6,082,446	41	59	1817	\$ 153,495,732
	\$	Average Payroll \$ 5,854,078	Average %AverageofPayrollRepresentedStaff\$5,854,078	Payroll Represented StaffRepresented Staff\$ 5,854,07839	Average % Average % Average Average of Non- Payroll Represented Represented S 5,854,078 39 61

Data Source: PeopleSoft Financials





AUDIT OBJECTIVES AND SCOPE

The purpose of the audit was to determine whether management controls over the Payroll System are adequate to ensure:

- 1. Accuracy and timeliness of payroll disbursements.
- 2. Compliance with applicable legal requirements.

We reviewed information for the period January 1, 2013 - August 31, 2015.







AUDIT RESULT

Management controls over the Payroll System are adequate to ensure (1) accuracy and timeliness of payroll disbursements and (2) compliance with applicable legal requirements.

No Reportable Finding



LIMITED OPERATIONAL AUDIT BANKING SERVICES CONTRACT with Wells Fargo



BACKGROUND

Included in the 2015 Flexible Work Plan was a limited operational audit of the new banking services contract with Well Fargo. The audit objective was to assess management controls to ensure accountability associated with the contract.

After conducting our planning and assessing the risks of this contract, we have decided to terminate the audit. We did not identify any significant risks, and further audit testing would add no value.



2015 FLEXIBLE WORK PLAN STATUS



Status Legend:

E-exited with the Committee O - ongoing audit

postponed per the Committee discussion on 10/6/2015

Audit Category	Audit	Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Central System Review	PAYROLL SYSTEM REVIEW	E												
IT Project approved to be oursourced	• IT - PEOPLESOFT POST-IMPLEMENTATION REVIEW	E												
	• IT- DATA CENTER REVIEW	E												
	• IT- HEALTH INSURANCE PORTABILITY and ACCOUNTABILITY ACT (HIPAA)	Postponed												
	PURCHASING CARD PROGRAM	E												
	INVENTORY SYSTEMS AT MAINTENANCE DEPARTMENTS	0	1											
	SCRAPS TRUCK REPLACEMENT SYSTEM	E									(
	AIRFIELD INSURANCE PROGRAM	E											(
	NEW BANKING SERVICES CONTRACT REVIEW	E												
Limited Operational Reviews	AVIATION DIVISION-WIDE RECEIPTING OPERATIONS	E									(
	AIRPORT DINING and RETAIL PROGRRAM	E			1									
	• SLOA III	E												
	NORTHWEST SEAPORT ALLIANCE	Postponed												
	STORMWATER UTILITY DISTRICT	Posponed	1											
	CAPITAL PROGRAMS REVIEWS	0												
Lease and Concession Reviews	• SEATAC RENT-A-CAR	0												
	• FIREFLY RENT-A-CAR	0	1											
	FLYING FOOD	E						1						
	SKY CHEFS	E									1			
	ENTERPRISE RENT-A-CAR	0												
	CRUISE TERMINALS OF AMERICA	0												
	PUGET SOUND DISPATCH (dba YELLOW CAB)	E												
Comprehensive Operational Reviews	SURVEY and MAPPING SERVICES DEPT.	E										Ī		
	COMMISSINO OFFICE DEPT.	0												
	GROUND TRANSPORTATION DEPT.	E												
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