

SYSTEMS AUDIT PAYROLL SYSTEM



INTERNAL AUDIT

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

AVERAGE BI-WEEKLY PAYROLL					
YEAR	Average Payroll	Average % of Staff Represented	Average % of Non-Staff Represented	Average Number Checks Processed	Total Annual Salaries and Wages Expense
2013	\$ 5,854,078	39	61	1780	\$151,718,831
2014	\$ 6,082,446	41	59	1817	\$ 153,495,732

Data Source: PeopleSoft Financials

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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.



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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.



