

# GLEN COVE CITY SCHOOL DISTRICT

## *Recommendations from the Independent Accountant's Report On Applying Agreed-Upon Procedures dated December 6, 2017*

### **PAYROLL**

#### **Recommendations:**

We recommend that the District consider implementing the following item to further improve internal controls and operational efficiencies related to payroll:

1. Establish procedures to provide the personnel section of the Board minutes directly to the Department, instead of the HR Confidential Secretary preparing an Excel spreadsheet that contains the same information. This would reduce the potential for manual errors and enhance efficiencies.

#### **CORRECTIVE ACTION:**

The Assistant Superintendent for Business will review this recommendation with the HR Confidential Secretary and establish a new procedure to provide the payroll supervisor with the personnel information that the BOE has approved.

2. Develop procedures to have 2 staff involved in entering new hires in FM. One employee would enter the payroll data and a second person should verify the accuracy of the information. The verification process should include confirming the salary amount to the Board approval.

#### **CORRECTIVE ACTION:**

The Assistant Superintendent for Business will work with HR and Payroll to implement a procedure where salaries are entered by the Payroll Supervisor and verified by the HR Secretary.

3. Consider implementing a time management system (e.g., Timepiece) after the implementation of the new FM system (i.e., nVision). The installation of a biometric time management system would strengthen internal controls and enhance operational efficiencies related to recording, tracking and reporting employees' time. A biometric system records the employees' exact arrival and departure times, provides a vastly improved solution to the current timesheets and reduces potential errors resulting from manual processes. Although there were no found occurrences of abuse, a biometric time management system eliminates the common and potential abuse related to time entry (e.g., incorrectly entering time or the "buddy system" concern). The biometric system would also enhance payroll processes by systematically calculating the overtime hours worked by employees to replace the current manual process.

#### **CORRECTIVE ACTION:**

The District has started implementing the time management system (Timepiece). It will continue implementing the system throughout the remainder of the 2017-18 school year with the goal of having everyone on the system in the 2018-19 school year.

4. Obtain transcripts related to any stipends paid to an employee holding a bachelor's degree or master's degree and file the transcript in the respective employee's personnel file.

**CORRECTIVE ACTION:**

The Assistant Superintendent for Business will review this recommendation with the clerical staff in Human Resource to insure that copies of transcripts are presented and filed in order for any employee to receive any stipend.

5. Establish procedures at each school to reconcile the substitute timesheets to attendance records in Absence Management to ensure that the teacher absences are properly recorded. Additionally, all absences should be recorded in FM including time that the employee is absent due to a meeting, training, field trip or other school business.

**CORRECTIVE ACTION:**

The Assistant Superintendent for Business will work with the HR Secretary to find out what procedures are used at the various building and establish a procedure to comply with the above recommendation.

6. Develop procedures to require the administrative staff to review the employee payroll expense to ensure that the salary related expenditures are charged to the correct budget codes. This process should be documented and performed periodically during the year.

**CORRECTIVE ACTION:**

The Assistant Superintendent for Business will work with the Payroll Supervisor to come up with a procedure to ensure that salaries are being paid from the correct budget codes.

7. Include salary tables in future MOA and ensure that the language in the MOA agrees with the salary tables. Also, establish procedures to have the salary tables entered into FM and ensure they are reviewed and approved by a second employee.

**CORRECTIVE ACTION:**

The Assistant Superintendent for Business will speak with the Superintendent and lawyers to make sure that salary schedules are included in any MOA or salary amounts are specified in the contracts of various units.

**HUMAN RESOURCES**

**Recommendations:**

We recommend that the District consider implementing the following items to further improve internal controls and operational efficiencies related to human resources:

1. Assess the operations of the HR Department given the absence of an administrator in this function.
2. Establish procedures to ensure that the user accounts are inactivated timely based on employee changes.
3. Develop procedures to obtain the Board approval of all new hires before their effective start date.
4. Establish procedures to have the acceptance letter signed off on by all salaried employees.
5. Develop procedures to maintain all request letters related to leaves of absence in the employees' personnel files.

6. Establish procedures to ensure that the exit checklist is filled out completely and included in each employee's personnel file upon separation from the District.

**CORRECTIVE ACTION:**

1. The Superintendent and Assistant Superintendent for Business will continue to assess the operations of the HR Department due to the absence of an administrator.
2. - 6. The Superintendent and Assistant Superintendent for Business will try to address these recommendations in the absences of a HR administrator in the 2018-19 school year.