

AUDIT REPORT TRACKING SYSTEM (ARTS)

SECTION I: SUMMARY INFORMATION			
Audit Title:	Retroactive Pay Adjustments: Employees Deserve Timely Pay Increases	Audit Release Date:	08/26/2019 Full Report / Highlights
Department:	Finance	Last Report Date:	02/19/2020
Department Director:	Tammy Queen	This Report Date:	07/31/2020
Contact Person/Phone:	Eric B. Clevenger 513-1224	Expected Presentation Date:	09/23/2020
SECTION II: PRIOR ARTS REPORTS			
1st ARTS Report presented on 02/19/2020.			
SECTION III: SUMMARY OF RECOMMENDATION STATUS			
1. <i>Implemented 11/10/2019</i>		3. <i>Implemented 11/10/2019</i>	
2. <i>Implemented 11/10/2019</i>		4. In progress	
SECTION IV: SUMMARY OF IMPLEMENTATION EFFORTS			
Recommendation 4: The director of finance should investigate the possibility of updating the city's current payroll module to calculate retroactive pay adjustments.			
Status of Recommendation: In Progress			
<p>In the last ARTS report, the Finance Department provided an estimated implementation date of August 1, 2020. Since the time of the last report, PeopleSoft (PS) modules for Human Resources and Financials both underwent major maintenance updates which required extensive testing and included a freeze on all development requests. The maintenance updates were implemented in production in February 2020. Following the maintenance updates, Payroll was able to resume the submission of previously identified and completed development requests to IT for review and development. However, during this time Payroll also had to quickly pivot to researching time and labor and payroll processes to ensure proper reporting and payment to employees based on quickly-evolving laws and policies enacted pertaining to COVID-19.</p> <p>With respect to this recommendation, Finance has been able to identify existing functionality available within PS to calculate retro pay adjustments. A review is scheduled to be completed this fiscal year to determine the feasibility of developing and implementing this retro pay functionality. Assuming the analysis is favorable for implementation, Finance hopes to implement this recommendation by May 1, 2021. In the meantime, the limited number of retro pay adjustments required for merit increases will continue to be calculated and entered by Finance.</p>			
SECTION V: ADDITIONAL OUTCOMES			
Finance's on-going project to utilize existing PS payroll functionality has identified, and the department is in the process of implementing, numerous PS payroll functionalities which will improve the accuracy and efficiency of processing payroll by eliminating numerous hours of manual data entry. Thanks to our partners in IT for their efforts in working with us to implement these payroll functionalities.			