



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST (short form)

Board Clerk Use Only

Meeting Date:	<u>12/20/12</u>
Agenda Item	<u>R.2</u>
Est. Start Date	<u>9:33 am</u>
Date	<u>121212</u>

Agenda Title: Board Briefing on Payroll Audit: Improve Timekeeping Accuracy

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.

Requested Meeting Date:	<u>December, 20 2012</u>	Amount of Time	<u>15 minutes</u>
Department:	<u>Non Departmental</u>	Division:	<u>Auditors Office</u>
Contact(s):	<u>Judy Rosenberger</u>		
Phone:	<u>83320</u>	Ext.	<u>I/O Address: 503/601</u>
Presenter(s):	<u>County Auditor Steve March, Craig Hunt Auditor's Office and Susie Cameron DCM Central Payroll</u>		

General Information

1. What action are you requesting from the Board?

Board Briefing on Payroll Audit

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

The number of time and attendance errors in the County is too high. The Auditor's office looked at a sample of these errors to determine their root causes. We found that employees are not getting their work time and leave correctly calculated, coded and turned in on time; supervisors are not detecting errors when they review timesheets; and timekeepers are expected to perform these key employee and supervisor responsibilities. We also found that the County has not leveraged available technology to reduce errors and processing costs. Instead, the County uses time and attendance processes that are outdated and inefficient. Given its number of employees, size of payroll expenditures, number of manual processes and current error rates, the County could realize substantial savings by fully automating its time and attendance processes.

3. Explain the fiscal impact (current year and ongoing).

No fiscal impact.

4. Explain any legal and/or policy issues involved.

N/A - none

5. Explain any citizen and/or other government participation that has or will take place.

N/A - none

Required Signature

**Elected Official
or Department/
Agency Director:**



Date: Dec 12, 2012