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## QUALITY ASSURANCE REVIEW FINDINGS REPORT NO.: 2022 - SP-03

### Agency Approved Salary Refunds

The Department of Financial Services (DFS) Post Audit subsection has conducted a monthly review of Agency Approved Salary Refunds for calendar year 2022.

#### PURPOSE

BOSP's review is to determine whether the backup documentation to support the employee payroll record adjustments made within the payroll system (PYRL) are complete, accurate, and to ensure that the employee's payroll record has been adjusted appropriately.

#### SCOPE

The scope of the monthly review is all Salary Refunds adjustments for current year warrants that were approved by state agencies in the PYRL system within the previous month of the review. For example, the review being completed in December will be for those approved refunds from the previous month of November.

#### METHODOLOGY

When planning and performing the review, the DFS Post Audit Subsection selects a minimum of four agencies to review for each month. Each month new agencies are selected that have not been reviewed within that calendar year. A minimum of five Salary Refunds are randomly selected, if there are less than five, all of the agency's salary refunds are reviewed for that month. If an agency shows an approved Salary Refund that shows a duplicate warrant number, it is included in addition to the review. A request for backup documentation for each of the Salary refund adjustment(s), including proof of re-payment, and any additional supporting documentation regarding adjustments made for the employees and transactions, is sent to the agencies.

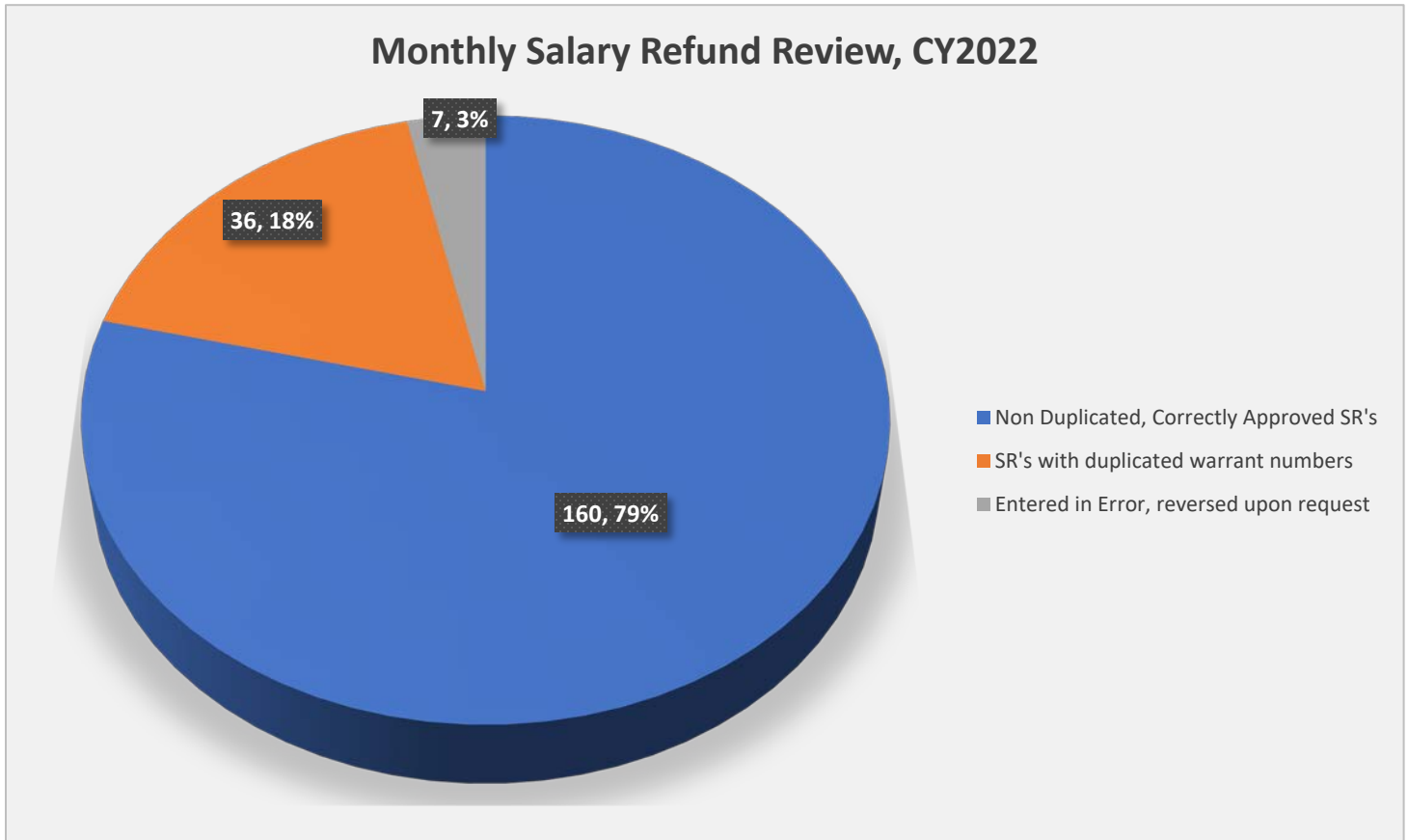
Salary Refund approvals completed by BOSP are not included in this review as BOSP maintains all backup documentation for any adjustment that is made by BOSP.

#### CONCLUSIONS

During the calendar year 2022, a total of 203 Agency Approved Salary Refunds were reviewed. Seven of those 203 Salary Refunds (3.4%) were entered in error. Our review revealed duplicated Salary Refund **approval entries** completed by the Department of Health and Department of Corrections. These adjustments were subsequently reversed at the request of each agency to reflect the accurate pay record for each employee, prior to the Withholding Adjustment Date (WAD) to ensure the employee's Form W-2 was accurate.

Thirty-six of the 203 Salary Refunds (18%) were adjustments that were entered and approved two or more times indicating partial repayments.

The remaining 160 Salary Refunds (79%) were entered and approved correctly, as shown on the following chart.



## Recommendations

Each Agency should create a tracking resource within their unit to record all Salary Refund adjustment entries to prevent them from being entered and approved twice in the payroll system. This will also prevent creating an inaccurate employee payroll record.

Prior to entering a salary refund adjustment in PYRL, the agency user should verify that an adjustment wasn't previously approved by checking for a salary refund adjustment within the Employee Information Cancellation and Adjustment screens in PYRL.

If an agency finds that a Salary Refund has been approved in error, please contact BOSP immediately by email at [BOSEPmployeeRecords@MyFloridaCFO.com](mailto:BOSEPmployeeRecords@MyFloridaCFO.com) to request a reversal.