Payroll Audit Report

Council Audit Committee
September 15, 2025

AGENDA

- Time and Attendance
- Payroll Errors
- CalPERS Reporting Errors
- Next Steps
- Q&A

TIME & ATTENDANCE

- Working with ERP to implement automatic upgrades.

- Time & Attendance new version upgrade was completed on 8/22/2025.

- There are issues with project strings in Time & Attendance integrations. This item has been escalated to the Tyler Support team

- HR is actively working with the departments, Tyler Munis representatives, and the Robert Half support team to develop, test, and refine timekeeping and overtime rules to prevent future errors.

- MUD remains a priority for Time & Attendance Implementation.

PAYROLL ERRORS

Issue	Resolution
Mid – Pay Period Split	Testing Permanent Solutions in a Munis test environment with consultants
Police Department Certificate Add Pays Splitting Hours	Reviewing pay code configuration
Isolated Errors	Adding Payroll as an approver in the Personnel Action Entry workflow (Munis) to review before posting

CALPERS REPORTING ERRORS

Error Reduction by Pay Period	
March	900
April 20 – May 3	320
May 4 – May 17	220
May 18 – May 31	207
June 1 – June 14	141
June 15 – June 28	134
June 29 – July 12	141
July 13 – July 26	60
July 27 – August 9	79
August 10 – August 23	52

CALPERS REPORTING ERRORS

Error Message	Frequency	Cause	Resolution
"Pay rate cannot be ≤ 0"	Common	Retro Personnel Action creates lump sum without hourly rate	Add hourly rate tied to lump sum and report to correct period (expected with retros)
"Reported contribution $ ≠ Calculated value $"	Common	Employee category change (usually due to promotion)	Update CalPERS profile so Munis matches CalPERS
Invalid pay code reported	Occasional	Pay code incorrectly set to report	Remove from CalPERS and update Munis pay setup
Name mismatch	Rare	Employee file not updated	Correct employee file in CalPERS
Appointment date mismatch	Rare	Employee file not updated	Correct employee file in CalPERS

NEXT STEPS

Payroll will continue to:

- Prioritize posting payroll to the General Ledger for Fiscal Year End, collaborating with Accounting, Budget, and consultants to identify and resolve issues.

- Focus on reconfiguring the system to permanently address mid-pay period functionality.

- Developing an Annual Task Calendar outlining payroll deadlines, training manuals, and process checklists.

- Conducting cross-training across the team.

- Reviewing and updating pay codes.

- Reviewing all MOU provisions and comparing to pay codes set up.

- Will review the CalPERS contract provisions and compare to pay codes and MOU provisions.

- Implement Executime Timesheet Reporting

QUESTIONS