

# Payroll Audit Report

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# AGENDA

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- Executime Timekeeping Module
- Payroll Reported Issues
- CalPERS Reporting
- Payroll Posting to General Ledger (GL)
- Next Steps





# EXECUTIME – TIMEKEEPING MODULE

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- HR and the ERP team are:
  - Reviewing MOUs and pay codes for MUD employees. MUD remains a priority for Time & Attendance implementation.
  - Continuing testing overtime rules and calculations
  - Actively collaborating and 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.
- Time and Attendance new version upgrade on 8/22/2025
  - Last update was over a year ago, working on establishing a cadence for version updates moving forward
  - Department timekeepers are testing, and results were received from CSD, MUD, IT and PD
  - No reported issues – moving forward with the upgrade
- Time and Attendance integration issues – recommendation from Tyler Munis is to update the scheduled jobs to run every 15 minutes rather than the nightly sync



# PAYROLL REPORTED ISSUES

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Departments have reported the following payroll issues. HR is working with RH consultants to resolve.

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 for all Personnel Actions in MUNIS to review before posting



# CALPERS REPORTING

Reporting errors occur when payroll reports are exported from MUNIS and uploaded into the CalPERS system. The following steps have been taken to address errors.

- Pay codes and deductions in MUNIS have been reconfigured and are now set up correctly.
- One deduction code was configured properly in MUNIS , however, it did not transfer to CalPERS creating an error message. This required a manual update in the CalPERS system.
- Payroll now reviews and updates the Munis generated CalPERS Excel file prior to submission for items the system cannot efficiently support, reducing errors upon submission.
- Payroll is reviewing and streamlining internal procedures to receive appointment date changes in advance rather than after the fact

Error Reduction by Pay Period	
<b>March (prior Payroll transitioned to HR)</b>	<b>700 - 900</b>
<b>April 20 – May 3</b>	<b>320</b>
<b>May 4 – May 17</b>	<b>220</b>
<b>May 18 – May 31</b>	<b>207</b>
<b>June 1 – June 14</b>	<b>141</b>
<b>June 15 – June 28</b>	<b>134</b>
<b>June 29 – July 12</b>	<b>141</b>
<b>July 13 – July 26</b>	<b>60</b>
<b>July 27 – August 9</b>	<b>79</b>



# PAYROLL POSTING TO GENERAL LEDGER (GL)

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- All bi-weekly payrolls through the pay period ending 6/28/2025 have been successfully posted to the General Ledger.
- Payroll encountered issues posting the pay period ending 7/12/2025 due to the crossover of fiscal years. Payroll, Accounting and consultants tested and confirmed proper posting to both fiscal years.
- HR and Accounting have developed a process to support departments with connecting employees and project strings for accurate budgeting and recording.

# NEXT STEPS

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Payroll will continue to:

- Prioritize posting payroll to the General Ledger
- Focus on reconfiguring the system to permanently address mid-pay period functionality
- Develop an Annual Task Calendar outlining Payroll deadlines, training manuals, and process checklists
- Conduct cross-training
- Review and update pay codes
- Review applicable MOUs
- Review the CalPERS contract
- Implement Executime Timesheet Reporting





# QUESTIONS

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