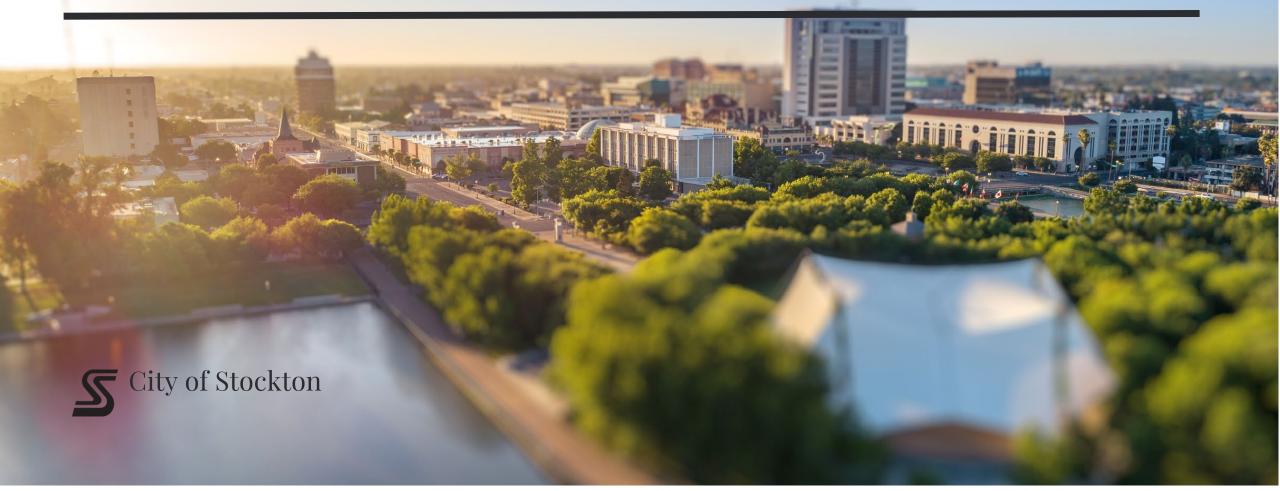# Payroll Audit Report

City of Stockton

AGENDA

- **Payroll Errors**
- **CalPERS Errors & Reporting**
- **Executime Timekeeping Module**
- **MUNIS System Improvements**
- **Next Steps**

PAYROLL ERRORS

Payroll transitioned to HR on March 10, 2025

1. The team addressed errors from prior payroll and communicated with impacted employees and departments.

2. During the last pay period, only one manual check was issued due to an employee error when submitting time. All other corrections were addressed before payroll processed.

3. Payroll submitted the annual Government Compensation in California (GCC) report by the deadline. This is a report that refers to compensation data reported by public employers to the State Controller's Office.

4. The Multiple Worksite Report (MWR) was out of compliance, the Payroll team got caught up for the past two quarters. This is a form used by the Bureau of Labor Statistics to collect employment and wage date.

CALPERS ERRORS & REPORTING

Payroll continues to work with our vendors to identify and address errors that are impacting CalPERS reporting.

- Payroll submission reports are pulled from CalPERS to identify errors.
- Once errors are identified, the vendor looks at the MUNIS system to make appropriate changes.

When reviewing previous submission error reports, there were approximately 700-900 errors each pay period. We are now down to 300-400 errors. As we continue to make corrections, these will continue to decrease.

EXECUTIME – TIMEKEEPING MODULE

Executime – Timekeeping (Timecards)

- Tyler MUNIS Representative working with development to see if daily lock times can be used in the system.

- Payroll, ERP Team, Fire, and PD are meeting with Tyler MUNIS representative and another agency to see if clock in & clock out options are available to help with Advanced Scheduling limitations.

- ERP Team is holding meetings with departments to create approval workflows, review pay codes (drop downs), and schedules to build rules in the system.

MUNIS SYSTEM IMPROVEMENT

- Payroll errors has caused a delay in posting to the General Ledger. The Payroll team pulled an error report and are working with the vendors to identify what the errors are and to find what module within the system needs to be updated. Once this information is identified they can inform Accounting and Budget if account codes need to be updated or if position control changes need to be made.

- It was shared that these errors were not addressed in the past so the same errors would reoccur during each payroll cycle.

NEXT STEPS

- Bi-weekly meetings are held with HR, Payroll, the ERP Team, and vendors.
- Every pay cycle, the Payroll team, Accounting, and Budget will review error reports to make corrections before payroll runs.

QUESTIONS