

# Department of Agriculture and Consumer Services



Status Report  
Auditor General Report No. 2014-184

September 11, 2014

Office of Inspector General  
Ron Russo, Inspector General

**Florida Department of Agriculture and Consumer Services**  
**Adam H. Putnam, Commissioner**



# Department of Agriculture and Consumer Services Office of Inspector General

## External Audit Status Report

September 2014

Report No. AG 2014-184

### Payroll and Personnel Processes

#### AT A GLANCE

The Inspector General is required by s. 20.055(5)(h), Florida Statutes, to report to the Commissioner of Agriculture on the status of corrective actions taken on reports published by the Auditor General or the Office of Program Policy Analysis and Government Accountability. The Auditor General's report on Payroll and Personnel Processes contained two findings and recommendations that required corrective action by the Florida Department of Agriculture and Consumer Services (department). The status of corrective action, as reported by the Division of Administration's management, is summarized in this report.

#### FINDINGS DETAIL

##### *DUAL EMPLOYMENT POLICIES AND PROCEDURES*

**Finding:** Some state agencies<sup>1</sup> had not established adequate policies and procedures related to dual employment that effectively promoted compliance with state law. Additionally, state agencies did not always document that dual employment was properly approved in accordance with the requirements of state law, DMS rules, and other guidelines.

Specifically, the department could not provide the required Dual Employment and Compensation Request form for 3 of the 22 forms selected for review. Testing also

found that the department did not utilize the FLAIR reports to identify potential dual employment. In response to the Auditor General's inquiries, department management indicated that both the People First and FLAIR reports were not useful to accurately identify dual hires.

**Recommendation:** The Auditor General recommends that state agency management establish appropriate procedures that provide for the proper submittal and approval of dual employment requests. Additionally, state agencies should utilize available dual employment reports to ensure that the dual employment activities of all applicable personnel have received appropriate consideration in accordance with state law, DMS rules, and other guidelines.

**Status:** Corrected

The department has obtained reports from the DMS to ensure dual employment is up to date. The department has tested other report products and has found that they are insufficient, thus making the special request to DMS the best option.

##### *RECOVERY OF DEDUCTIONS FOR CANCELED SALARY PAYMENTS*

**Finding:** State agency and DFS processes and procedures for salary reissuances should be enhanced to avoid overpayments to third parties for miscellaneous post-tax deductions. Additionally, State agencies did not always timely initiate efforts to collect from third parties overpayments made as a result of canceled salary payments.

<sup>1</sup> Eight state agencies were included in the scope of this audit.

The report did not contain a finding for the department regarding overpayments to third parties; however it was determined that the department had not established written procedures for recovering overpayments from third parties.

**Recommendation:** The Auditor General recommended that the department establish policies and procedures regarding salary payment cancellations and reissuances and the recovery of overpayments from third parties.

**Status: Corrected**

The Bureau of State Payrolls' (BOSP) manual has been updated since the completion of the audit to enhance protocols for recovery of third party payments. The department agrees with the BOSP manual and will utilize it as the official practice for this process. Therefore, no additional policy will be necessary for the department.

\*\*\*End of Report\*\*\*

---

This status report was conducted in conformance with the applicable standards for the General Principles and Standards for Offices of Inspector General, the International Standards for the Professional Practice of Internal Auditing, and Information Systems Auditing Standards as published by the Association of Inspectors General, the Institute of Internal Auditors and the Information Systems Audit and Control Association, respectively.

Nedra Harrington, CIA, CISA, CPA - Director of Auditing  
2005 Apalachee Parkway, Suite E, Tallahassee, Florida 32399-6500  
(850) 245-1360 <http://www.FreshFromFlorida.com/oig/> [oig@FreshFromFlorida.com](mailto:oig@FreshFromFlorida.com)

