

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

**Rick Scott**

Governor

John H. Armstrong, MD, FACS

State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

October 10, 2014

John H. Armstrong, MD, FACS
Surgeon General & Secretary
4052 Bald Cypress Way
Tallahassee, Florida 32399

Dear Dr. Armstrong:

Pursuant to Section 20.055(5)(g), *Florida Statutes*, our office is to update you on the status of corrective actions taken since April 10, 2014 when the Office of the Auditor General published its Report Number 2014-184, *Payroll and Personnel Processes at Selected State Agencies*. Management's assessment of the current status of corrective actions is included in the enclosed document.

At six months after publication, management reports they have completed most of the corrective actions made in response to recommendations from the Office of the Auditor General. Two corrective actions have been completed and one is still in progress.

If I may answer any questions, please let me know.

Sincerely,

James D. Boyd, CPA, MBA
Inspector General

JDB/mhb
Enclosure

cc: Michael J. Bennett, CIA, Director of Auditing
Kathy DuBose, Staff Director, Joint Legislative Auditing Committee
Melinda M. Miguel, Chief Inspector General, Office of the Governor
J. Martin Stubblefield, Deputy Secretary for Administration

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Status of Findings



Report Number 2014-184
Report Title: *Payroll and Personnel Processes at Selected State Agencies*
Report Date: April 10, 2014
Six Month Status Update as of October 10, 2014

No.	Finding	Recommendation	Corrective Action Plan	Status of Finding
1	State agencies did not always perform, or document the performance of audits of unused leave balances prior to calculating leave payouts or maintain evidence that leave payouts were appropriately authorized. Additionally, errors were noted in some leave payouts.	Not applicable (N/A). This finding did not apply to the Department of Health (DOH).	N/A	N/A
2	Some State agencies 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, Department of Management Services (DMS) rules, and other guidelines.	We recommend that State agency management establish appropriate procedures that provide for the proper submittal and approval of dual employment requests. Additionally, we recommend that State agencies 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.	The Bureau of Personnel and Human Resource Management (HRM) currently requests dual employment reports from DMS twice per year, and notifies impacted offices which have not submitted their required forms. Additionally, the Division of Administration has been looking into the possibility of developing a system which will identify employees paid from more than one position or funding source.	Previously Completed.

No.	Finding	Recommendation	Corrective Action Plan	Status of Finding
3	<p>State agency and Department of Financial Services (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.</p>	<p>We recommend that State agencies take appropriate steps to ensure the timely recovery of overpayments of State funds.</p>	<p>DFS issued guidelines for recouping third party miscellaneous deductions as a result of the Office of the Auditor General's recommendation.</p>	<p>Completed. HRM distributed these guidelines to all DOH personnel offices statewide.</p>
4	<p>State agencies did not always document, upon the employees' separation from State employment, the return of State-owned property items assigned to employees.</p>	<p>We recommend that State agency management take steps to ensure that forms designed to document the return of all State-owned property by separating employees are utilized during the out processing of employees.</p>	<p>A new policy will be developed which will require supervisors to utilize the <i>Exit Checklist</i>.</p>	<p>In Progress. Projected to be complete by December 31, 2014. A new policy which will require supervisors to utilize the <i>Exit Checklist</i> has been drafted and will be sent out for comment.</p>