

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 02/05/2024


Meeting Date: 02/12/2024

Submitted By: Steve Watson

Department: County Auditor

Signature of Elected Official/Department Head:



Court Decision: <small>This section to be completed by County Judge's Office</small>
 February 12, 2024

Description:

Acknowledge the Audit Report for FY24 Annual Benefits Audit

(May attach additional sheets if necessary)

Person to Present: Steve Watson

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: N/A minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**



JOHNSON COUNTY AUDITOR

JOHNSON COUNTY COURTHOUSE

#2 N. MAIN

CLEBURNE, TEXAS 76033

Telephone (817) 556-6305 ~ Fax (817) 556-6075

Steven E. Watson
County Auditor

Jennifer R. Lyon
First Assistant County Auditor

November 21st, 2023

Mr. Randy Gillespie
Personnel Director
Johnson County
2 N. Main St.
Cleburne, Texas 76033

Filed For Record 8:52 AM

FEB 13 2024

April Long
County Clerk, Johnson County Texas

BY *April Long* DEPUTY

RE: Auditor's Report – Personnel – Benefits

Dear Mr. Gillespie,

Summary

In accordance with Local Government Code, Sections 112 and 115, the Auditor's Office performed a review of the Benefits for Medical, Dental, and Vision in the Kronos Payroll software (Kronos).

Background

The Personnel office organizes, maintains and secures each employee's records and documentation for the county. Services include, staffing and employment, training and development, compensation administration, employee services and benefits, along with processing the County's payroll on a bi-weekly basis, utilizing Kronos.

Scope

For this engagement, we reviewed the benefit data in Kronos to the PlanSource benefits administration platform (PlanSource) data, by type, utilizing Caseware IDEA-Data Analysis Software (IDEA).

Objective

To accomplish this audit, we examined the data in Kronos for accuracy, ensuring that what the employee chose in PlanSource, was imported. Report data was uploaded into IDEA by type, Medical, Dental, and Vision, to create a report of exceptions to research. We judgmentally selected the November 4th, 2023 payroll for this audit.

Findings

There were no exceptions that would lead us to conclude that the employee's benefits were not, in all material respects, appropriately reported.

Thank you and your staff for your courtesy and cooperation shown during the audit.

Sincerely,



Steven Watson
Johnson County Auditor

cc: Kathy Rice, Audit Manager

LACY BRUTON
PERSONNEL CLERK
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HR GENERALIST/
BENEFITS COORDINATOR
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JOHNSON COUNTY
RANDY GILLESPIE
PERSONNEL DIRECTOR

February 5, 2024

Mr. Steve Watson
County Auditor
Johnson County
2 N. Main St.
Cleburne, Texas 76033

RE: Auditor's Report – Personnel - Benefits

Dear Mr. Watson,

After reviewing the findings of the above indicated audit report, I am sending this letter to show my agreement with the audit findings. I appreciate you and your staff for providing this important County function.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Gillespie".

Randy Gillespie
Personnel Director

cc: Laura Baxter, Personnel Assistant

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