

**AGENDA PLACEMENT FORM**

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

Date: 09/16/2024


Meeting Date: 09/23/2024

Submitted By: Steve Watson

Department: County Auditor

Signature of Elected Official/Department Head:



<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>

9-23-24

**Description:**

Acknowledge the FY24 Audit Report for the Payroll - Longevity Pay (Assistant Prosecutors)

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(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:**

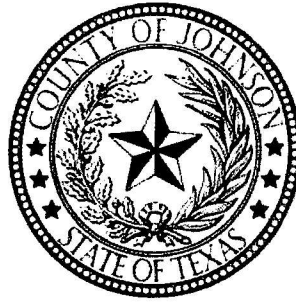
County Attorney     IT     Purchasing     Auditor

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**

LACY BRUTON  
PERSONNEL CLERK  
MAIN (817)556-6350



LAURA BAXTER  
PERSONNEL ASSISTANT/  
PAYROLL ADMINISTRATOR  
(817) 556-6162

DARLA MEDFORD  
HR GENERALIST/  
BENEFITS COORDINATOR  
(817) 556-6349

JOVELYN HERSICK  
PAYROLL ADMINISTRATOR  
(817) 556-6350

MICHAEL LEWIS  
WORKER'S COMP/  
SAFETY COORDINATOR  
(817) 556-6350

## JOHNSON COUNTY

RANDY GILLESPIE  
PERSONNEL DIRECTOR

August 27, 2024

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

RE: Auditor's Report – FY24 Payroll – Longevity Pay (Assistant Prosecutors)

Dear Mr. Watson,

After reviewing the findings of the above indicated audit report, I have furnished an Assistant Prosecutor Longevity Pay form to Johnson County's District Attorney and County Attorney. This form will allow them to certify the eligibility for Longevity Pay under Tex. Gov't Code Section 41.252 of the Assistant Prosecutors employed by them. The above-mentioned form has been completed and returned to the Personnel Office by each Elected Official of Johnson County's Prosecuting Offices. A copy of each Assistant Prosecutors form will be retained in their Personnel File maintained by our office and will be available for review. I will not request the Elected Officials to complete this form annually. I believe it is the responsibility of my office to follow the requirements of the Section 41.252 of the Tex. Gov't Code, once the Elected Official has certified the Assistant Prosecutor. I appreciate you and your staff for providing this important County function.

Sincerely,

Randy Gillespie  
Personnel Director

cc: Laura Baxter, Personnel Assistant

2 NORTH MAIN STREET ROOM 215  
CLEBURNE, TEXAS 76033  
FAX (817) 556-6899



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

March 15<sup>th</sup>, 2024

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

RE: Auditor's Report – FY24 Payroll – Longevity Pay

Dear Mr. Gillespie,

### **Summary**

In accordance with Local Government Code, Sections 112 and 115, the Auditor's Office performed a review of transactions in the Kronos Payroll software (Kronos) for the Payroll Audit of the Prosecutors State Longevity Pay, per Government Code, Section 41.252 and 41.253.

### **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**

Our review was limited to the examination of the Kronos payroll 'earning/deduction/tax listing' reports, for the same time period, verifying the calculation of the state longevity pay.

## **Objective**

The objective of this audit was to compare reports from Kronos to the earnings received for accuracy. We ran the 'earning/deduction/tax listing' reports from Kronos. These reports, plus information received from Human Resources/Payroll, were examined and verified for accuracy.

## **Findings**

There is not a written process, for the reported dates of service, to use in calculating state longevity. Phone calls were the only verification of dates served. We did find an example in which the yearly increase to longevity pay being calculated was delayed by one month, and we did not see a back payment for this error.

## **Recommendations**

Create a form, specifically for prosecutor's state longevity pay, to aid in the accurate recording of data.

Request department heads complete the form for each prosecutor annually, upon their anniversary. Department head needs to keep and submit to HR, substantiations of service from date individual becomes a prosecutor for the state of Texas. This may include proof of service from any prior Texas Counties service.

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