



BERTHA HENRY, Interim County Administrator

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TO: Evan A. Lukic
County Auditor

FROM: Bertha Henry
Interim County Administrator

DATE: December 7, 2005

RE: Audit Follow Up: 2001 Report on the Cyborg HR Payroll System

This is our response to the recommendations made in your report on your update review of the 2001 Cyborg HR Payroll System audit. As you know, most of the issues from the original report have been resolved, many of which related to the development of an Oracle database reporting environment and implementation of the Cognos reporting tool. This allowed the development of management reports and exception reports to aid in monitoring of system activity. In addition, the security roles of personnel in both Accounting and OIT have been refined and enhanced over time.

The remaining issues primarily relate to technical security structures, which will be addressed in the near future. Our responses to those issues in your current report are:

Establish a coordinated internal control structure over payroll processing.

1. The Accounting Division will establish a coordinated internal control structure over payroll that meets the objectives you recommend. This process will be established prior to January 1, 2006. We wish to point out that a new, electronic BC-102 process is under development that will both speed up this process and provide confirmation of the processing of the action in the System. We also wish to point out that a new, electronic timekeeping system is being evaluated by staff and may be a desirable enhancement to the payroll process. Subject to the results of demonstrations and an analysis of the various County agencies' needs, we expect to recommend funding for this system in the Fiscal 2007 Budget Process, and implement it 12 months following funding.

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Institute regular, consistent data validation practices among Division staff responsible for payroll processing.

2. The internal control structure that will be developed in response to item (1) will include the reviews and validation of data contained in your second recommendation. We wish to point out that Cognos reports are currently generated to identify any database conflicts for resolution by the appropriate agency.

Complete security "clean-up" activities and establish a written Cyborg security policy.

3. A Cyborg application security policy does exist. The policy details who is granted access to the Cyborg system, discipline for system misuse and the role of the Security Officer. Also, the Office of Information Technology has database security policies. However, the Accounting Division agrees to establish a comprehensive system security policy as you recommend that will be consistent with OIT's security policies. We wish to point out that database administrators must have access to the server in order to keep them operating properly.

Due to the need to involve staff from the Human Resources Division, the Office of Information Technology, and the Office of Management and Budget in coordinating the implementation of the County Auditor's recommendations, the Accounting Division will implement recommendations 2 and 3 by March 15, 2006. Should you have any questions regarding this response, please let us know.

Cc: Matt Lalla
Kayla Olsen
Jim Acton
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John Pryor