

PAYROLL AUDIT

December 16 to December 31, 2024

Date: 1/6/2025

To: Board of County Commissioners

From: Tanya McWilliams, Deputy Auditor

Checked items indicate changes made by payroll.

From my office's review of the above referenced payroll, the findings are noted below:

Date	Employee Name	Department	Finding
16/25	Beagle, Justyce	Clerk of Court	8 hrs sick used missing from used column employee summary
1/6/25	Joki, Mikelle	Clerk of Court	Correct vacation hours s/b 26.75, Update accruals
1/6/25	Wahl, Bernadette	Clerk of Court	Correct sick hrs s/b 2, Update accruals
1/6/25	Thompson-Irish, Autumn	CA	Remove sick leave from payroll journal
1/6/25	Shepherd, Elizabeth	Detention	Remove 96 hrs from payroll journal, Update accruals
1/6/25	Smith, Chance	Detention	Remove 8 hrs WHP, OT W diff s/b 8.25 hrs, Shift diff s/b 80 hrs
1/6/25	Valdez, Jason	Detention	Remove salary and add 38.40 vac used (hourly rate), Update accruals
1/6/25	Williams, Rylee	Detention	Description for 16 hrs @24.33 s/b vacation
1/6/25	Yogodzinski, Steve	IT	16 hrs sick and 32 hrs vac used missing from used column employee summary
1/6/25	Johnson, Samantha	Metra	Remove 96 hrs from payroll journal, Update accruals
1/6/25	Hays, Wendell	Public Works	Remove 96 hrs from payroll journal, Update accruals
1/6/25	Heinzeroth, Cory	Public Works	Remove 96 hrs from payroll journal, Remove Accruals (no pay)
1/6/25	Belden, Jackie	Treasurer	Remove 96 hrs from payroll journal (no record of hours worked)
1/6/25	Breland, Beverly	Treasurer	Correct sick hrs s/b 4.75, Update accruals
1/6/25	Peters, Henry	Treasurer	Add vac and sick term payout (Elected Official 1/1/25)
1/6/25	Music, Caleb	Weed Control	Add sick 34.05 hrs, Add 36.37 comp hrs, Update accruals