

**SAN JOSÉ/EVERGREEN COMMUNITY COLLEGE DISTRICT
STATUS OF PRIOR YEAR FINDINGS AND RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

2019-001 – HUMAN RESOURCES AND PAYROLL FOR ADJUNCT

Finding: While obtaining our understanding of controls over the HR and Payroll functions at each campus, we noted that the persons in-charge of this area at each campus within the Office of Academic Support have access to Colleague, including the ability to add new adjunct employees to the system and input the payroll for all employees. Typically, these functions would be separated by individuals with restricted access to certain portions of both the HR and Payroll screens.

Recommendation: We recommend that any employees hired under the District, including adjunct faculty, be entered into the HR system at the Human Resources department located at the District Office. This will prevent any issues of employees being added that have not been approved by the District. In addition, any changes to pay done at the campus level should have an exception report showing history.

District Response: The following corrective action plan has been accepted by the District Office, San Jose City College, Evergreen Valley College, and our external auditors'. Human Resources has been asked to evaluate its ability to implement the following corrective action plan.

The management of adjunct faculty including the on-boarding, scheduling, and payroll functions have historically been the responsibility of the colleges, except for the transmitting and generation of payroll checks, which has been managed by the District Office's Payroll Department.

The District Office's Human Resource Department will develop a process effective for the Spring 2020 term, whereby sufficient adjunct employee information is relayed from the colleges to HR to enable HR to perform a detailed monitoring function over all adjunct faculty hired. This monitoring will involve an appropriate HR employee regularly signing for the validity and appropriateness of the ongoing adjunct hires. The resulting audit trail will provide the external auditors with sufficient records to determine whether controls are properly in place with regard to adjunct faculty hires, similar to procedures performed over HR testing as related to all other District employees.

Status: Implemented.