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DEPARTMENT OF HEALTH & SOCIAL SERVICES



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TO: Phyllis Taynton, CPA
Auditor-Controller

Jasmine Herber, CPA
Accountant Auditor-Internal Audit Division

FROM: Jerry Huber, Director 
Health & Social Services Department (H&SS)

DATE: January 17, 2019

SUBJECT: Countywide Overtime Review

CC: Bela Matyas/Health Services Deputy Director
Niccure Tyler/Administrative Services Manager – H&SS Employee Services

Below are our responses on the findings resulting from the Auditor-Controller's Office (ACO) Countywide Overtime Review as related to H&SS:

Finding #1: Employees reported scheduled overtime when it was not yet worked on their timesheets.

H&SS is comprised of over 1,200 employees, serving as Solano County's largest department. It has been and will continue to be a goal of the department to continue training all supervisors and managers on timesheet policies and procedures. For the above-mentioned example, we will work closely with the employee and supervisor to provide one-on-one training to address this isolated incident. The H&SS Employee Services Unit conducts Intellitime trainings for supervisors and managers every other month and 9/80 Intellitime training. The department will continue to emphasize this aspect of the curriculum.

Finding #2: Overtime was not pre-authorized in Intellitime before overtime was worked.

The recommendation has been, and will continue to be, the directive communicated to H&SS employees. This process is explained in detail to new employees at the H&SS Payroll Orientation and at the Supervisor/Manager Intellitime Training. However, there are instances where preauthorization in Intellitime may not be feasible due to operational need and/or the urgency of the overtime being requested. H&SS Employee Services will initiate discussions with the Auditor Controller's Office to identify these instances and determine alternative ways for documenting preauthorization.

Finding #3: One employee overstated actual overtime hours worked.

H&SS policy regarding timesheet completion is consistent with County policy with minor exceptions. Due to the size of the department at H&SS, timesheets are submitted the Friday before the County deadline of Monday's at noon. This allows our payroll team ample time to review and troubleshoot timesheet issues prior to the County deadline. In rare circumstances, it is possible for an H&SS employee to submit their timesheet by the Friday deadline, prior to working hours on Saturday or Sunday.

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H&SS is committed to working closely with the ACO to recover overstated time from the above-mentioned employee. H&SS Employee Services Unit is requesting a detailed list of dates and times in question as identified by the ACO as being overstated prior to taking any action.

The Deputy Director assigned to the Division in which the employee is assigned has been briefed on the issues identified in this report and concurs there will be a review of operational need for continued overtime. It was expressed that due to changes in State requirements, it was necessary to complete a backlog of data inputs for the respective program, which led to a need in overtime.