

Cabinet and Governor Appointed Agencies’ Performance Audit Action Item(s) & Status

Reducing the Risk of Inappropriate Dual Payroll payments – 2024

(See also [cabinet agency response](#) for full context to Washington State Auditor’s Office (SAO) [report](#), December 2024)

This audit “assessed strategies to help state agencies identify and manage employees’ dual employment.” Two focus groups were held among five state agencies. The SAO made recommendations to the Office of Financial Management (OFM).

SAO Recommendations (Rec) to OFM (in brief):

1. Develop and share guidance on key components on dual employment to include in a policy.
2. Disseminate existing instructions to state agencies’ human resources departments on how they can run reports of all active dual-employed employees using the Human Resources Management System.
3. When developing requirements for the human resources component of Workday, include controls.

The table below shows the current status of action items the agency initiated to address issues identified in the performance audit report. Please see [cabinet agency response](#) for additional context and any additional steps already taken.

For an explanation of the columns below, [see the legend](#).

| Issue / Rec | Status | Action Steps | Lead Agency | Due Date | Current Resources? | Budget Impact? | Legislation Required? | Notes |
|-------------|----------|--|-------------|----------|--------------------|----------------|-----------------------|--|
| 1 | N/A | | | | | | | OFM disagreed in the response. |
| 2 | Complete | Remind agency human resource and payroll staff of available tools. | OFM | 1/31/25 | Yes | No | No | On Jan. 30, 2025, OFM sent information on available resources to manage concurrent state employees in the HRMS. The communication went to the HRMS GovDelivery distribution list to which all HRMS users must subscribe, the WA State HR Managers distribution list and the Payroll Contacts distribution list. Approximately 2,000+ employees received the information. The OFM Help Desk added the communication to its knowledge base so that when questions on this topic are asked, they can provide a copy of the communication with the listed resources. |

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|-------------|----------|--------------|-------------|----------|--------------------|----------------|-----------------------|--|
| 3 | Complete | | OFM | N/A | | | | The response to the audit stated the initial requirements for Workday policy alignment documentation addressed this. |