

**State of Washington - Office of Financial Management
 Status of Audit Resolution
 December 2020**

Department of Corrections

Agency 310

Audit Report	Finding Number	Finding and Resolution	
1025041	001	<p>Finding:</p> <p>Fraud Amount:</p> <p>Amount to be Recovered:</p> <p>Recovery to date:</p> <p>Resolution /Status:</p> <p>Personnel Action Taken:</p> <p>Criminal Action Taken:</p> <p>Agency Contact:</p>	<p>The Department of Corrections did not have adequate internal controls over the review and approval of leave submission, resulting in a payment of \$4,513 to an employee who did not work while on Family Medical Leave between August 9, 2017, and May 31, 2019.</p> <p>\$4,513</p> <p>\$4,513</p> <p>\$1,661</p> <p>In July 2019, the employee signed an agreement to reimburse the Department for the salary overpayments. A repayment plan of voluntary deductions from paychecks covering 30 pay periods was set up in the payroll system.</p> <p>To improve internal controls over leave submission and approval, the Department established a Lean Team comprising of human resource staff and payroll staff to:</p> <ul style="list-style-type: none"> • Establish the proper procedures for absences when Family Medical Leave is involved • Address the issue of employee overpayments • Clarify supervisor and employee duties and responsibilities regarding leave submission, review and approval • Improve communication in providing guidance to agency staff <p>The Department will continue to improve work process to minimize the risk of employee overpayments.</p> <p>The Department issued a letter of concern to the employee.</p> <p>No criminal action was taken.</p> <p>Jeannie Miller Assistant Secretary PO Box 41100 Olympia, WA 98504-1100 (360) 725-8889 jeannie.miller@doc.wa.gov</p>