O C Board of Supervisors'

Internal Audit Department

O R A N G E C O U N T Y

FINAL CLOSE-OUT

FIRST FOLLOW-UP AUDIT:

SPECIAL REPORT ON VIRTUAL TIMESHEET INTERFACE (VTI): ACCESS TO EMPLOYEE SOCIAL SECURITY NUMBERS ORIGINAL AUDIT NO. 2763

AS OF MARCH 21, 2008

Auditor-Controller satisfactorily implemented corrective actions to address four recommendations concerning the ability of certain users to access employee Social Security numbers and annual leave balances in VTI, in which 23 County and non-County departments and agencies use to record their employees' time for payroll.

AUDIT NO: 2727-G
REPORT DATE: APRIL 8, 2008

Audit Director: Peter Hughes, Ph.D., MBA, CPA
Deputy Director: Eli Littner, CPA, CIA
Sr. Audit Manager: Michael Goodwin, CPA, CIA
Audit Manager: Winnie Keung, CPA, CIA

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Dr. Peter Hughes	**Ph.D., MBA, CPA, CCEP, CITP, CIA, CFE**
Office of The Director	Certified Compliance & Ethics Professional (CCEP)
	Certified Information Technology Professional (CITP)
	Certified Internal Auditor (CIA)
	Certified Fraud Examiner (CFE)
E-mail:	peter.hughes@iad.ocgov.com

Eli Littner	**CPA, CIA, CFE, CFS, CISA**
Deputy Director	Certified Fraud Specialist (CFS)
	Certified Information Systems Auditor (CISA)
Michael J. Goodwin	**CPA, CIA**
Senior Audit Manager	
Alan Marcum	**MBA, CPA, CIA, CFE**
Senior Audit Manager	
Autumn McKinney	**CPA, CIA, CISA, CGFM**
Senior Audit Manager	Certified Government Financial Manager (CGFM)

Hall of Finance & Records

12 Civic Center Plaza, Room 232
Santa Ana, CA 92701

Phone: (714) 834-5475 Fax: (714) 834-2880

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OC Fraud Hotline (714) 834-3608

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Transmittal Letter

AUDIT NO. 2727-G **April 8, 2008**

TO: David E. Sundstrom,
Auditor-Controller

FROM: Dr. Peter Hughes, CPA, Director
Internal Audit Department

SUBJECT: First and Final Close-Out Follow-Up Audit of Special Report on Virtual Timesheet Interface (VTI): Access to Employee Social Security Numbers, Original Audit No. 2763, Issued November 14, 2007

We have completed a First and Final Close-Out Follow-Up Audit of our Special Report on Virtual Timesheet Interface (VTI): Access to Employee Social Security Numbers. Our audit was limited to reviewing, as of March 21, 2008, actions taken to implement four recommendations in our report dated November 14, 2007. The original audit was a result of our Internal Control Reviews of the County's bi-weekly payroll processes and our continuing assessment of the VTI system, which 23 County and non-County agencies use to record employees' time for payroll.

The results of our Follow-Up Audit are discussed in the **Internal Auditor's Report** following this transmittal letter. Because satisfactory corrective action has been taken for all four audit recommendations, **this report represents the close-out of the original audit.**

Each month I submit an **Audit Status Report** to the Board of Supervisors (BOS) where I detail any material and significant audit findings released in reports during the prior month and the implementation status of audit recommendations as disclosed by our Follow-Up Audits. Accordingly, the results of this audit will be included in a future status report to the BOS.

ATTACHMENTS

Other recipients of this report listed on the Internal Auditor's Report on page 1.

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First and Final Close-Out Follow-Up Audit of Special Report on Virtual Timesheet Interface (VTI): Access to Employee Social Security Numbers
Audit No 2727-G
Original Audit No. 2763

As of March 21, 2008

INTERNAL AUDITOR'S REPORT

AUDIT NO. 2727-G **APRIL 8, 2008**

TO: David E. Sundstrom
Auditor-Controller

FROM: Dr. Peter Hughes, CPA, Director
Internal Audit Department

SUBJECT: First and Final Close-Out Follow-Up Audit of
Special Report on Virtual Timesheet Interface (VTI):
Access to Employee Social Security Numbers,
Original Audit No. 2763, Issued November 14, 2007

Scope of Review

We have completed a First and Final Close-Out Follow-Up Audit of our Special Report on Virtual Timesheet Interface (VTI): Access to Employee Social Security Numbers. Our audit was limited to reviewing actions taken as of March 21, 2008 to implement the four (4) recommendations made in our original audit report.

Results

We are pleased to report that satisfactory corrective actions have taken place for the audit recommendations. Auditor-Controller satisfactorily implemented corrective actions to address four recommendations concerning the ability of certain users to access employee Social Security numbers and annual leave balances in VTI. Auditor-Controller Information Technology (A-C I/T) immediately investigated and masked employee Social Security numbers in VTI. A-C I/T also reported that no breaches or misuse of employee Social Security numbers in VTI were identified during their investigation. As such, this report represents the final close-out of the original audit. We commend Auditor-Controller on their responsiveness with the corrective actions taken.

If you have any questions, please contact me directly or Eli Littner, Deputy Director at 834-5899, or Michael Goodwin, Senior Audit Manager at 834-6066.

Distribution Pursuant to Audit Oversight Committee Procedure No. 1:

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Members, Audit Oversight Committee
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Phillip Daigneau, Assistant Auditor-Controller, A-C/Information Technology
Toni Smart, Manager, A-C/Internal Audit & Staff Services
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