

PAYROLL AUDIT

October 1 to October 15, 2025

Date: 10/21/2025

To: Board of County Commissioners

From: Tanya McWilliams, Deputy Auditor

Checked items indicate
changes made by payroll.

From my office's review of the above referenced payroll, the findings are noted below:

Date	Employee Name	Department	Finding	
10/21/25	Cinclair, Tawnya	Justice Court	Remove overtime hrs. should be comp earned, Update comp balance	✓
10/21/25	Vankuiken, Darwin	Public Works	Remove 10 hrs. WHP s/b 10 hrs. Holiday, Update accruals	✓
10/21/25	Egan, Patrick	Sheriff-Civil	Should have 1 hr. OT, Remove comp earned on employee summary	✓
10/21/25	Brewington, Travis	Sheriff	Overtime s/b .75 hrs.	✓
10/21/25	Keithley, Carissa	Sheriff	Accruals are incorrect (s=4.42, v=6.62)	✓
10/21/25	Lauwers, Adam	Sheriff	Update accruals (s=4.63, v=8.16)	✓
10/21/25	Lee, Daniel	Sheriff	12 hrs. comp used missing on employee accrual summary	✓