



# County of Santa Cruz

## HEALTH SERVICES AGENCY

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April 6, 1999

AGENDA: April 20, 1999

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95061

RE: ADMINISTRATIVE PAYROLL PROCESSING ADJUSTMENT IN HEALTH SERVICES

Dear Board Members:


Due to administrative and processing errors, the Health Services Agency is requesting your Board's approval to make payroll processing adjustments for two employees in the Agency. A retroactive payment of salary in the amount of \$1,010.88 for an extra help employee and a gross pay adjustment for an employee pay step in the amount of \$589.24 are requested.

Both instances occurred as a result of errors by an interim staff member in the Agency's Payroll unit. In the first instance, an extra help employee worked in excess of authorized hours because an outdated hourly summary had been provided the employee, instead of an accurate current summary.

In the second instance, a directive to initiate a gross pay adjustment for a step increase was improperly filed rather than being processed. Upon discovery the processing occurred. HSA has taken steps to assure that these errors do not recur.

It is therefore RECOMMENDED that your Board approve payroll processing adjustments in a total amount of \$1,600.12 to correct an administrative error.

Sincerely,

  
Charles M. Moody, HSA Administrator

RECOMMENDED:

  
Susan A. Mauriello  
County Administrative Officer

cc: County Administrative Office, Auditor-Controller, Personnel Department, HSA Personnel