



ARCHDIOCESE OF ST. LOUIS

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RISK ALERT

Date: September 27, 2021
To: All parishes, agencies, and schools
Cc: Cory Nardoni
From: Internal Audit
Subject: Lawson Payroll Reports

All parishes and Archdiocesan entities now use Lawson Payroll to process payroll. An individual at each entity should be reviewing the accuracy and completeness of the payroll reports. These reports are published one to two days before the pay date and are available on a shared network drive through Citrix.

It is important for the appropriate personnel to review these reports each pay cycle. The Archdiocesan accountants, including Shared Accountants, cannot be responsible for reviewing these reports because they may not be aware of changes in personnel or pay rates, or arrangements made after termination, e.g., severance packages. Without the proper review, an employee may be improperly paid. Recently, our office identified an instance in which an entity's business manager did not have access to the payroll reports and the reports were not being reviewed. As a result, a retired employee received two full months of compensation after retirement before the error was discovered.

We encourage each entity to review its access to the payroll reports folder on the Archdiocesan network and ensure that the appropriate personnel are reviewing these reports each pay cycle. The payroll reports contain confidential information and access to these reports should be limited to those responsible for maintaining personnel and payroll records. Please contact your Archdiocesan payroll professional if you need to request or remove access to the payroll reports folder on the Archdiocesan network.

As a reminder, if you review it, document it. This can be as simple as sending an email to your parish, agency or school leadership stating that you reviewed the payroll reports and did not note any discrepancies. Alternatively, a log could be maintained to document the date the reports were reviewed as well as the individual performing the review. If you identify a discrepancy or error, please notify your payroll professional immediately so that it can be corrected before the next payroll.

Please contact your payroll professional or the Office of Internal Audit if you have any questions or concerns. In the meantime, stay safe, and God Bless.

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