



# CITY OF ATLANTA

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**TO:** KRONOS implementation team

**FROM:** Leslie Ward

**DATE:** February 28, 2005

**SUBJECT:** KRONOS Implementation-edit and approval access

As part of the payroll audit, my office has looked at the levels of access planned for the implementation of the KRONOS time management system. Our specific concern was whether edit and approval access are sufficiently separated to limit the potential for unauthorized changes to time and attendance information.

When the same users can both make changes and approve them, it creates opportunity for unauthorized changes, and separating these duties for all but a few users is considered an effective control. Other city systems have allowed some employees access to too many functions, allowing former city employees to commit fraud and posing a high risk of additional fraud. Therefore we suggest the following approach, which we've been told is compatible with the current KRONOS implementation plan:

- All managers (supervisors, managers, directors, bureau heads, commissioners etc.) should only be given approval and edit access to the timesheets of employees who report directly to them, but only approval access to the timesheets of lower level employees who do not report directly to them. For instance, a manager should be able to edit the timesheets of the supervisors who report to him or her, but not those of the employees that report to the supervisors.

***KRONOS PERFORMANCE RESPONSE:***

*Within the current product there is no way to block upper level managers from having edit capabilities to those who are below them hierarchically. The system is currently configured so that supervisors and managers are not allowed to approve their own time sheets.*

- Approvals should be required to be entered in sequential order. In other words, a level 1 approval needs to occur before level 2 approvals.

***KRONOS PERFORMANCE RESPONSE:***

*Within the current product there is no way to block this from occurring. However, we have added a column to the view that identifies the manager's name so that it shows who approved and in what order.*

- Once a higher-level employee (e.g. a manager) has approved a timesheet, a lower-level employee (e.g. a supervisor) should not be able to make edits to the approved timesheet.

***KRONOS PERFORMANCE RESPONSE:***

*This is inherent in the product. Once an upper level manager approves the timesheet, the lower level approver cannot make any more changes nor remove their own approval.*

- Payroll central employees should only have approval access, not edit access. Super access should still be given to higher level payroll and human resources personnel, but lower level employees should not have edit access.

***KRONOS PERFORMANCE RESPONSE:***

*Modifying Payroll Central employees to only have approval access is a very simple configuration change. Once requested by the PR Lead, this change will be made. SuperUser access is currently provided only to Kronos Trained employees.*

- Payroll central employees should be able to determine that the highest required level (i.e. 2 or 3) of approval has been given before they approve timesheets. Currently, our understanding is that payroll central employees can only determine the number of approvals that have been given.

***KRONOS PERFORMANCE RESPONSE:***

*By having the name of the manager visible to the Payroll Central employees, they will be able to tell who has approved and who has not. However, the Payroll Deputy Director is going to request that the departments provide Payroll Central with a listing of approvers and their hierarchy.*

We encourage you to determine whether the above recommendations are in fact reflected in the current KRONOS configuration, and if not, what would be necessary to make these changes now. Please feel free to contact Gerald Schaefer at 404/330-6876 if you have questions or would like to discuss further. You can reach me directly at 404/330-6804.

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