

Detailed Findings: Accounts Payable, Payroll and Information Security Risk Review

Description	Detail	Risk Rating	Recommendation	Status	Due Date	Person Responsible	Any additional Comments
Payroll							
Enhancement required for manual timesheets	Central Otago District Council has both waged and salaried employees. Timesheets for waged employees are manually entered into the Pay Global system.	Moderate	Implementing an automated process of capturing the time worked by the waged staff will increase efficiency and reduce the possibility of errors.	In progress	1/03/2021 - move to 31 July 2021	Finance Manager	Libraries are up and running. . Pay Global, Payroll Software company has finished the summary report, which we needed to complete pools. Pools should be finalised end of July 2021 We will not be 100% automated because any salary staff that works extra hours is entered manually into the system.
Improvements required with respect to payroll guidelines	Central Otago District Council does not have an approved procedures manual in place.	Process Improvement	Consolidates and formalises the payroll procedures manual and the desk profile process document.	In progress	Jun-21	Payroll Officer	The Payroll Officer has created an informal step-by step guide, this needs to be consolidated.
Cyber Security Improvement Programme update							
Implement a register of all cloud services and ensure termination of these services at the time of staff member leaves council.	Immediately implement processes whereby Human Resources are required to provide timely notice of staff enrolments and departures. In association with this, implement a register of all cloud services used by council staff members to ensure that access to these services is terminated at the time a staff member ceases to provide services to the council.	Process Improvement	Recommendation made as part of People and Protective Technologies roadmap to utilise the new firewall capability and monitor Cloud App activity.	In progress	Dec. 2021	Information Services Manager	Technology has been deployed. We are currently monitoring the Cloud services being utilised. To date, we have not found any unknown Cloud services. We have staff exiting processes in place for known Cloud services.
Implement information leakage controls and removable media	Implement controls to restrict the opportunity for information leakage via the internet and removable media including the locking down of USB devices.	Low	Implement controls to restrict the opportunity for information leakage via the internet and removable media including the locking down of USB devices.	In progress	Dec. 2021	Information Services Manager	This has been added to the people and protective technology roadmap for executive team decision.
Replace the current ad hoc procedures and processes within the Information Services Department	Establish a programme to formalise and document system procedures and processes to replace the current ad hoc processes that may exist in the Information Services Department.	Process Improvement	Establish a programme to formalise and document system procedures and processes to replace ad hoc processes.	In progress	Dec. 2021	Information Services Manager	These have started to be drafted and will be completed this year. These processes are already in place, just not documented.