

Department of Education
Office of Inspector General – Internal Audit
Six-Month Status Report on: Audit of the Internal Controls Over the Payroll Process
Report # A-1920DOE-006 Issued: July 1, 2020
Status as of January 1, 2021

Finding	Recommendation(s)	Management Response as of July 1, 2020	Management Response as of January 1, 2021	Anticipated Completion Date & Contact
<p>Copies of employee Social Security Cards are stored outside of the employee’s confidential/medical file.</p>	<p>To comply with the DMS guidelines and avoid disclosure of protected information, we recommend the Bureau of Personnel Management remove all copies of social security cards from the department’s primary personnel files and store them in a separate confidential file, such as the I-9 file. Further, we recommend the Bureau provide guidance to personnel liaisons instructing them that social security cards should not be stored in individual personnel files and ensure copies of the social security cards are removed.</p>	<p>We agree with the IG’s recommendation. Copies of social security cards will be removed from the department’s official personnel files and stored in the I-9 files. The HR process of filing new employee paperwork will change: we will no longer store the social security card in the official personnel file. Additionally, HR will provide guidance to personnel liaisons to ensure that social security cards are not stored in their personnel files and that copies of existing social security cards are removed from their personnel files.</p> <p>Anticipated Completion Date: July 1, 2020</p>	<p>Completed 9/25/2020.</p> <p>Social security cards have been removed from all employee official personnel files. The HR Office’s process of filing new employee paperwork was changed and the social security card is no longer stored in the official personnel file.</p> <p>Additionally, (1) HR provided guidance to all personnel liaisons to ensure that copies of social security cards are removed from individual personnel files and that (2) social security cards are not stored in the individual personnel files. The Chief of HR instructed all personnel liaisons to send him a confirmation</p>	

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			email to state that numbers 1 and 2 above have been completed and confirmation was received from all personnel liaisons.	