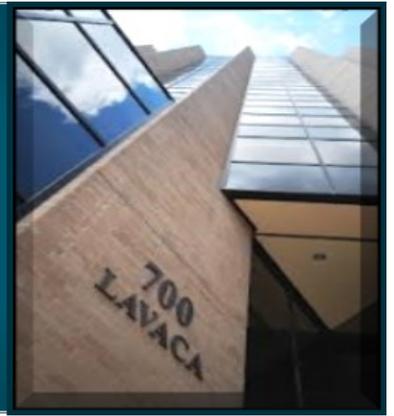


TRAVIS COUNTY AUDITOR'S OFFICE

NEWSLETTER, SEPTEMBER 2014



County Auditor's Leadership Philosophy



My leadership philosophy is based on the principles I was taught during my childhood and have learned through my experiences in working for hard charging, demanding but inspiring leaders. It is my belief that following these principles will be the most profitable and rewarding way to lead my life and positively impact the lives of those around me.

My Personal Philosophy on Leadership

Great Leaders naturally inspire others to want to be better and to perform at their highest level. They lead by example, constantly teaching, mentoring and encouraging those around them. They create a positive energy where anything is believed to be possible. They work hard and get results, earning the respect of those around them.

Attributes I strive for in being a great leader

Integrity. I say what I mean and I mean what I say. I am very direct but you will always know exactly where you stand with me.

Optimism. I am a naturally positive person and want to be around other positive people. I find that it will permeate the group creating an overall positive energy in the team.

Accountability. I will be the first to admit that I'm wrong. I take responsibility for all work performed in my office, never blaming or pointing fingers at others.

Fairness. I strive to treat everyone fair. This means that not everyone is treated the same, because not everyone works the same or deserves the same.

Humility: Don't forget where you came from. I am a small town girl from Oklahoma, and sometimes I'm not really sure how I got to be in this position. But regardless of where I am or what my status is, I will always be a small town girl from Oklahoma.

Values I look for in my managers

Honesty. If this is going to be difficult for you, get out now.

Loyalty. I will always have your back. I expect for you to have mine. If you do, it will be highly rewarded.

Accountability. Be responsible for your work, own it. If you make a mistake, fall on your sword, apologize, and get it fixed. If you do these things, you will be much happier here.

Never throw your employees under the bus. I am responsible for you, and you are responsible for them. I will take the heat for you, so you will take the heat for them.

This is what I expect of my team members

Work well with others. Figure out how to change *your* behavior, not others, to get needed results.

Exceptional customer service. If you do not want to help others, this is not the job for you.

Talk less, listen more. If you are talking, you are not learning.

Be positive. Negativity is a waste of your energy and mine.

No gossiping. This is a professional office, not high school.

Work hard. Be lazy on your own time, not taxpayer time.

Forgive and forget. No one is perfect, including you.

HAVE FUN!

Hot Topics

- ◆ Leadership Philosophy
- ◆ Year-End Deadline Schedule
- ◆ Risk Assessment Audit
- ◆ Annual Pay Schedule for FY 15
- ◆ Changes to Travel

"Quote of the Quarter"

"Anyone, in any walk of life, who is content with mediocrity, is untrue to themselves and the American tradition."

General George S. Patton

YEAR - END DEADLINE SCHEDULE

DEPARTMENT	TASK	DEADLINE
ALL	Budget Adjustments to PBO for 9/23 Commissioner Court	September 11, 2014, 5:00 p.m.
ALL	Final DFA approval for asset-related shopping carts	September 16, 2014, 12:00 noon
ALL	Final DFA approval on all other shopping carts	September 17, 2014, 5:00 p.m.
ALL	Accrual packets due to Auditor's Office	September 19, 2014, 12:00 noon
ALL	Final DFA approval for FV60	September 19, 2014, 5:00 p.m.
ALL	Submit invoices for last FY14 check run	September 19, 2014, 5:00 p.m.
Auditor's Office	Report sent to departments to help identify encumbered accruals	September 24, 2014, 12:00 noon
Purchasing Office	Process shopping carts into POs Post contract FRs	September 26, 2014, 5:00 p.m.
ALL	Final approval for travel	September 26, 2014, 5:00 p.m.
Auditor's Office	Final Check Run	September 29, 2014
ALL	All good received in SAP Final approval for cash receipts	September 30, 2014, 3:00 p.m.
Auditor's Office	Access turned off to SAP Reports sent to depts on encumbered accruals	September 30, 2014, 3:00 p.m.

RISK ASSESSMENT AUDITING

Over the last year and a half, Risk Evaluation and Consulting has transitioned from a traditional, controls-based auditing philosophy to a risk-based philosophy. Instead of starting with an assessment of the control structure of an entity, we now start with an assessment of an entity's financial risks. We then assess the controls in place to mitigate those risks and determine the amount of residual risk that remains. This change in philosophy should allow us to better target the risks present in a functional area and improve the usefulness of our reports to management.

RISK ASSESSMENT SCHEDULE

DEPARTMENT/DIVISION	DATE
TCSO MEDICAL/PHARMACY	NOVEMBER 17, 2014
DOMESTIC RELATIONS	DECEMBER 10, 2014
COUNTY CLERK RECORDING	JANUARY 7, 2015
JUSTICE OF THE PEACE	FEBRUARY 11, 2015
CONSTABLE 5	FEBRUARY 11, 2015

CONGRATULATIONS!

David Jungerman has been promoted to Chief Assistant County Auditor over the Risk Evaluation and Consulting Division.

A

ANNUAL PAY SCHEDULE FISCAL YEAR 2015

Payroll Facts...Did You Know?

There are nine states that do not have state income tax.

Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, Washington, and Wyoming

PAY PERIOD	PAY DATE
10/1-10/15	10/31/2014
10/16-10/31	11/14/2014
11/1-11/15	11/26/2014
11/16-11/30	12/15/2014
12/1-12/15	12/31/2014
12/16-12/31	1/15/2015
1/1-1/15	1/30/2015
1/16-1/31	2/13/2015
2/1-2/15	2/27/2015
2/16-2/28	3/13/2015
3/1-3/15	3/31/2015
3/16-3/31	4/15/2015
4/1-4/15	4/30/2015
4/16-4/30	5/15/2015
5/1-5/15	5/29/2015
5/16-5/31	6/15/2015
6/1-6/15	6/30/2015
6/16-6/30	7/15/2015
7/1-7/15	7/31/2015
7/16-7/31	8/14/2015
8/1-8/15	8/31/2015
8/16-8/31	9/15/2015
9/1-9/15	9/30/2015
9/16-9/30	10/15/2015

Changes to *Travel* take-off on 10.6.2014

Announcing new re-design to streamline all processes



You asked for it.
Simpler travel entry on SAP
Mark your calendars:
**Improvements Go-Live
on Oct. 6th**

Your New Travel Itinerary:

- One approval, instead of three, for all Travelers
- New online approval roles (e.g. Travel Approver)
- Simpler process for “pre-paids”
- Enhanced cost allocation and budget management for departments
- And more!

<i>Preparation for Go-Live (Key Dates)</i>	
Date	Activity
SEPT 22	Revised online training for <i>Travelers</i> available.
SEPT 22-OCT 3	Classroom Training for all Travel Coordinators.
SEPT 26	Last day to submit approved “funds reservations” for eligible FY15 travel funded by FY14 funds.
SEPT 26	Last day to submit approved final FY14 travel expense reports/reimbursements.
SEPT 27-OCT 5	SAP system unavailable for travel processing
OCT 6	SAP available to process FY15 travel .
OCT 6-10	<i>Support</i> labs offered for one-on-one assistance entering new travel requests.

FAQS ABOUT TRAVEL PRE AND POST CUT-OVER (Oct 6)

Q: What do I do to close out old travel and process new requests before cut-over (9/26-10/5)?

FY14 Travel (completed)	<ul style="list-style-type: none"> Submit final expense report/close out reimbursement by 9/26.
FY15 Travel (FY14 funds)	<ul style="list-style-type: none"> Create funds reservation using type “TV” by September 26th. Submit detailed backup substantiating trip with the funds reservation. Auditor’s Office will review – if documentation sufficient and it meets eligible travel time frame, funds will be carried forward. Funds reservation will be liquidated and funds will be available to create travel request in FY15. Create new travel request (after 10/6)
FY15 Travel (FY15 funds)	<ul style="list-style-type: none"> Wait until 10/6 to enter request, if possible

Q: What do I do for travel requests that are outstanding at year end?

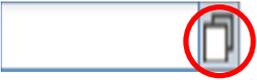
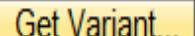
1. Any travel items in workflow will be rejected back to the originator. They will need to be resubmitted after 10/6.
2. Travel requests in **“Saved”** status (not in workflow, no funds encumbered) will carry forward. **No rework is needed.**
3. Travel with any *outstanding encumbrances* (approved requests with amounts to be reimbursed after the trip) – the remaining encumbered amount will be cancelled in SAP. A new travel request will need to be entered after 10/6 for this amount. The support team will cancel these requests and encumber the funds via a **“TV”** funds reservation so that it is carried forward to FY15. Departments will need to create the new requests for these amounts after 10/6. We will be available to assist via the labs or Lync.

SAP TIP OF THE QUARTER

SAP Keyboard Shortcuts

Instead of an SAP icon button, you can use a keyboard shortcut. A keyboard shortcut is a key, or combination of keys, that you can use to access icon button functions while you are working in SAP. The icon name and keyboard shortcut are displayed when you place the mouse over the icon.

Note: Keyboard shortcuts may be different for the same icon depending upon the SAP screen.

ICON	Keyboard	Description
	F3	Back
	F12	Cancel
	CTRL+P	Print
	CTRL+F	Find
	F4	Display available options list for a field.
	F8	Execute
	SHIFT+F5	Get variant. A variant allows the user to specify and save default values, such as dates, accounts, etc, for selection screens.
	SHIFT+F4	Dynamic selections. These are additional selection fields for the user to further define the transaction parameters.

EMPLOYEE SPOTLIGHT

Patti Smith, *First Assistant County Auditor*

Prior to assuming the duties and responsibilities of the First Assistant, Patti served as the General Ledger & Disbursement Auditing Manager for the Auditor's Office from November, 2012 through February, 2014. She also worked as the Financial Manager for the Tax Office from March, 2009 through October, 2012 and as a Senior Forensic Analyst for the Public Integrity Unit of the DA's Office from January, 2006 through February, 2009. In the evenings she taught Accounting at Austin Community College. She is an outstanding leader with the abilities to manage multiple facets of projects and personnel.



As the First Assistant, Patti is the Auditor's right hand person. She manages all the divisions within the Auditor's Office except the SAP division. Patti is always here to help the departments with anything they need or to be of assistance when departments can't reach their point of contact in the Auditor's Office. For future reference, her extension is 4-6638.

Patti is a Certified Public Accountant with both a Bachelor's and Master's degree from Texas A & M University. When not fulfilling her duties as the First Assistant she enjoys spending time with friends and family, especially her six-year-old grandson.

Viktorija Hagedorn, *Application Security Architect*

A great architect possesses solid technical abilities, is a problem-solver, believes in collaboration and is able to visualize the end results through all steps of the design and building process. That also describes Viktorija, but her world of design and implementation is the Security Architecture for all SAP Applications. That includes the SAP Portal, ESS, MSS, Finance, HR functions, Payroll, Procurement, Travel and more!

She maintains and monitors user access to all SAP applications and establishes application security standards, policies and procedures. Part of her job is to recommend process improvements and alternatives to solving business and application security problems.

Viktorija earned her Master's Degree in Information Technology from the University of Denver and is a Certified Information Systems Security Professional and a Certified Information Systems Auditor. She has passion for work outside the office as well, as a mentor with *Austin Partners in Education* for the past 7 ½ years and counting.