



**STATE OF NEW YORK
OFFICE OF THE INSPECTOR GENERAL
OFFICE OF THE WELFARE INSPECTOR GENERAL
OFFICE OF THE WORKERS' COMPENSATION FRAUD INSPECTOR GENERAL**

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**LETIZIA TAGLIAFIERRO
INSPECTOR GENERAL**

May 1, 2020

Dr. Kristina M. Johnson
Chancellor
State University of New York
SUNY System Administration
State University Plaza
Albany, New York 12246

Re: NYS IG 2900-032-2018

Dear Chancellor Johnson:

On August 31, 2018, the Offices of the New York State Inspector General received an anonymous complaint alleging that [REDACTED], a second shift supervisor at the State University of New York's (SUNY) Upstate Medical University, is committing time and attendance abuse by documenting and collecting for overtime without actually working the overtime shifts.

The Inspector General investigated this matter by reviewing documents provided by SUNY, including [REDACTED] time sheets, overtime request slips, Upstate Medical University access logs to its facilities (ID badge swipes), and SUNY policies and procedures regarding timekeeping and overtime approval. The investigation found that [REDACTED] ID badge swipes are consistent with the hours reflected on his time sheets and for which he collected overtime.

However, the investigation found several instances in which [REDACTED] failed to adhere to SUNY policy on documenting overtime worked.

SUNY Upstate Department Rules and Regulations (Policy No. PLNT D-01) and Time Maintenance System Procedure (Policy No. PLNT T-03) require employees to obtain prior approval for overtime work and submit Irregular Time Slips for approved overtime immediately upon completion of the work. According to [REDACTED] supervisor, [REDACTED], Irregular Time Slips are to be submitted prior to working overtime when possible but may be submitted after an employee's overtime shift if it was not pre-approved. If an employee fails to submit an Irregular Time Slip, they are not paid for the overtime unless they submit a "Kronos Historical Correction" with Payroll Services for backpay.

The investigation found that [REDACTED] failed to submit required Irregular Time Slips for approximately 32 hours of overtime on his time sheets. The investigation did not find that [REDACTED] intentionally committed any time abuse or fraud. In fact, [REDACTED] ID badge swipes support these overtime hours. The investigation, however, found no evidence of controls in place to check the veracity of back-dated Irregular Time Slips or Kronos Historical Correction submissions.

SUNY does have in place policies and procedures to govern overtime reporting and timekeeping. However, based on the investigation, I recommend that SUNY update its overtime reporting policies to implement a process through which back-dated overtime requests can be reviewed for accuracy. I further recommend that SUNY require its employees to receive a refresher training on these policies and procedures to ensure that all employees understand the requirements for overtime reporting.

Please advise me of any action taken by SUNY in response to these recommendations within 45 days of the date of this letter. If you require further information, please contact Deputy Inspector General Jeffrey J. Hagen at 716.847.7118.

Sincerely,

[REDACTED]
Letizia Tagliafierro
Inspector General

Cc: Sandra M. Casey, Esq.
Deputy General Counsel