



A Statewide Desk Audit

Benefit Replacement Pay

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Executive Summary

Purpose and Scope

The Fiscal Management Division of the Comptroller of Public Accounts (Comptroller's office) performed a desk audit of benefit replacement pay (BRP) eligibility at institutions of higher education (institutions).

The objectives of the audit were to determine if active employees of the institutions who were hired between 2012 and 2019 and identified as BRP eligible have met the eligibility criteria to receive BRP as part of their compensation, prevent any future incorrect BRP payments, and ensure the BRP indicators in the Human Resource Information System (HRIS) are accurate.

The audit scope included a review of supporting documentation, information and systems in 67 institutions, including:

- Verification of whether each employee was participating in the Teacher Retirement System, optional retirement plan or no retirement system.
- Any record/supporting documentation the institutions have for the Oct. 31, 1995, salary. The amount of the increase in compensation for BRP is equal to 5.85 percent of the employee's compensation as of Oct. 31, 1995, not to exceed \$965.25, plus an additional amount equal to the retirement contribution paid by the employee because of the BRP.
- The institutions' internal documents/systems that track the BRP funds paid to date per calendar year and that identify what portion was paid with local funds and what portion was paid with appropriated funds.
- An ad hoc analysis report generated with HRIS data to determine if employees on the report were eligible, ineligible or had an unknown eligibility status based on the HRIS data.
- Review of the employees' state work history as recorded on the Comptroller's Payroll Pay database.

Background

In 1995, Senate Bill 102 eliminated the state-paid portion of the employee contribution to Social Security for wages paid after Dec. 31, 1995. Beginning with wages paid Jan. 1, 1996, state-paid Social Security stopped, and eligible employees began receiving a "benefit replacement pay" increase to offset the loss of the state-paid Social Security.



Per [Texas Payroll/Personnel Resource – Institution of Higher Education Provisions – Benefit Replacement Pay for Institutions of Higher Education](#), institutions of higher education are required to keep sufficient records to prove they are paying BRP accurately, and must make those records available to the Comptroller’s office on request.

Audit Results

Auditors reviewed 67 institutions with active BRP employees. See [Table 1](#) for a list of audited institutions. There were one or two findings for 36 of the 67 institutions. See [Table 2](#) for results by institution.



Detailed Findings

For each BRP employee listed on an institution's HRIS records, auditors verified:

- The employee was an active state employee on Aug. 31, 1995.
- If the employee terminated employment before Sept. 1, 2005, he or she returned to state employment within 12 months to maintain BRP eligibility.
- If the employee terminated employment on or after Sept. 1, 2005, he or she returned to state employment within 30 days to maintain eligibility.
- If the employee retired on or before May 31, 2005, and returned to work after Sept. 1, 2005, that he or she returned on or before Sept. 29, 2005, to maintain eligibility.
- If the employee retired on or after June 1, 2005, that he or she returned any time in July or August 2005 to maintain eligibility.
- The employee did not retire on June 1, 2005, return before Sept. 1, 2005, and later terminate and return a second time.

Overpayment/Underpayment of BRP

Of the 67 institutions audited, auditors identified five institutions with BRP overpayments totaling \$29,781.42 and four institutions with BRP underpayments totaling \$26,437.57. See [Table 2](#).

Institutions are responsible for ensuring that eligible employees' compensation is increased by the full amount of the authorized BRP. The amount of the increase for BRP is 5.85 percent of the employee's compensation as of Oct. 31, 1995, not to exceed \$965.25, plus an additional amount equal to the retirement contribution paid by the employee because of the BRP.

The auditors gave the institutions detailed information about the incorrect BRP amounts; those details are not included in this report because they contain confidential information. Auditors asked the institutions which portions of the over- and underpayments came from local versus appropriated funds, and asked the institutions to recover appropriated and institutional overpayments, and to reimburse and/or process correcting entries to the state's treasury.

Recommendation/Requirement

Institutions of higher education must continue their efforts to correctly process BRP payments by using the correct service dates and BRP amounts and by providing appropriate training for payroll personnel.



Additionally, [34 Texas Administrative Code Section 5.40](#) requires state agencies to promptly correct an underpayment of compensation through a supplemental payroll. The agencies must also compensate the employees for the underpaid BRP amounts.

Incorrect HRIS Reporting

Of the 67 institutions audited, 36 institutions failed to report 165 instances of personnel information to HRIS as required. As a result, the Comptroller's office issued the following reports with inaccurate and/or missing information:

- Equal Employment Opportunity Report.
- Annual Report (Statewide Hiring Practices for the Fiscal Year).
- Veteran's Workforce Summary.

Twenty-six institutions did not report 109 employee terminations; if those employees were hired by other institutions, the hiring institution would be unable to accurately change the BRP indicators in HRIS. Additionally, 19 institutions incorrectly reported 53 instances of the BRP indicators in HRIS.

Auditors also identified two institutions where three newly hired employees' employment dates were entered incorrectly in HRIS.

The Comptroller's office collects and maintains payroll and personnel information on all state employees. The information is used to report statistics to legislative and oversight bodies, media and the general public. Institutions of higher education must report personnel and payroll events to HRIS as outlined in [34 Texas Administration Code Section 5.41](#).

Recommendation/Requirement

The institutions must ensure all payroll and personnel transactions are reported to HRIS correctly and in a timely manner. The data submitted to HRIS must be made in the manner, frequency and form required by the Comptroller's office.

Underpayment of Longevity

Auditors identified two employees at two institutions with incorrect state effective service dates, resulting in \$5,040 in underpayments of longevity pay. The employees did not receive the correct state service credits based on their employment dates.

In general, the institutions' payroll policies and procedures include the verification of prior state service when an employee indicates prior service in the job application and/or the internal form.



When an agency hires an employee, the agency must research whether the employee has previous state service. If such service exists, the agency must confirm the amount of lifetime service credit and properly record it or risk underpaying longevity pay. See [Texas Payroll/Personnel Resource – Longevity Pay](#).

Recommendation/Requirement

Institutions must continue to review each employee's job application and internal prior state service form for prior service, and must confirm that it is properly recorded to ensure accurate longevity pay. See [34 Texas Administrative Code Section 5.40\(c\)](#).

[34 Texas Administrative Code Section 5.40\(c\)\(2\)](#)

Quality control measures. Each state agency must ensure that its internal operating procedures include quality control measures that will detect any underpayment of compensation to a state employee.



Tables

Table 1: Audited Institutions

Agency #	Agency Name
506	University of Texas M.D. Anderson Cancer Center
555	Texas A&M Agrilife Extension Service
556	Texas A&M Agrilife Research
557	Texas A&M Veterinary Medical Diagnostic Laboratory
575	Texas Division of Emergency Management
576	Texas A&M Forest Service
707	Texas A&M University System - Office of Technology Commercialization
708	Texas A&M University System - Shared Services Center
709	Texas A&M University System Health Science Center
710	Texas A&M University System
711	Texas A&M University
712	Texas A&M Engineering Experiment Station
713	Tarleton State University - A&M Component
714	University of Texas at Arlington
715	Prairie View A&M University
716	Texas A&M Engineering Extension Service
717	Texas Southern University
718	Texas A&M University at Galveston
719	Texas State Technical College System
720	University of Texas System
721	University of Texas at Austin
723	University of Texas Medical Branch at Galveston
724	University of Texas at El Paso
727	Texas A&M Transportation Institute
729	University of Texas Southwestern Medical Center
730	University of Houston
731	Texas Woman's University
732	Texas A&M University - Kingsville
733	Texas Tech University
734	Lamar University - Beaumont
735	Midwestern State University
736*	University of Texas - Pan American
738	University of Texas at Dallas
739	Texas Tech University Health Sciences Center
742	University of Texas of the Permian Basin
743	University of Texas at San Antonio
744	University of Texas Health Science Center at Houston
745	University of Texas Health Science Center at San Antonio
746	University of Texas Rio Grande Valley
747*	University of Texas at Brownsville
749	Texas A&M University at San Antonio
750	University of Texas at Tyler
751	Texas A&M University - Commerce
752	University of North Texas
753	Sam Houston State University
754	Texas State University

* Abolished



Agency #	Agency Name
755	Stephen F. Austin State University
756	Sul Ross State University
757	West Texas A&M University
758	Texas State University System
759	University of Houston - Clear Lake
760	Texas A&M University - Corpus Christi
761	Texas A&M International University
763	University of North Texas Health Science Center at Fort Worth
764	Texas A&M University - Texarkana
765	University of Houston – Victoria
768	Texas Tech University System
769	University of North Texas System
770	Texas A&M University - Central Texas
773	University of North Texas at Dallas
774	Texas Tech University Health Sciences Center - El Paso
783	University of Houston System
784	University of Houston - Downtown
785	University of Texas Health Science Center at Tyler
787	Lamar State College - Orange
788	Lamar State College - Port Arthur
789	Lamar Institute of Technology
Total — 67 Higher Education Institutions	

* Abolished



Table 2: Audit Results by Institution

Agency #	Agency Name	Audit Results	Agency Response
506	University of Texas M.D. Anderson Cancer Center	<ul style="list-style-type: none"> • One longevity underpayment of \$160. • Two instances of incorrect HRIS reporting – BRP indicators incorrectly reported. 	The institution's initial records were based on employee-provided information regarding state service. After reaching out to another state entity, we have obtained additional, prior state service and updated our leave and longevity records. This resulted in a \$160 longevity underpayment that was processed and paid to the employee on Jun. 20, 2021. The institution has corrected the Federal Insurance Contributions Act (FICA) BRP indicator for both employees to reflect "W." This correction is now reflected in the Comptroller's HRIS as per the attached screen shots.
555	Texas A&M Agrilife Extension Service	One instance of incorrect HRIS reporting – did not report termination	Texas A&M AgriLife Extension Service has taken corrective action to clear this item in May 2021.
556	Texas A&M Agrilife Research	Two instances of incorrect HRIS reporting – did not report terminations	Texas A&M AgriLife Research has taken corrective action to clear these two items in May 2021.
709	Texas A&M University System Health Science Center	Two instances of incorrect HRIS reporting – did not report terminations	Texas A&M University Health Science Center has taken corrective action to clear this item in May 2021.
711	Texas A&M University	Thirteen instances of incorrect HRIS reporting – did not report nine terminations and incorrectly reported four BRP indicators	Texas A&M University has taken corrective action to clear the four incorrect HRIS BRP indicators. Additional documentation will be submitted in a separate email to support the revised BRP eligibility status. Texas A&M University has taken corrective action to clear the nine HRIS termination records with updated termination or retirement dates. For all changes, records that could not be updated directly in the HRIS database were submitted through a Letter of Authorization.
712	Texas A&M Engineering Experiment Station	Four instances of incorrect HRIS reporting – three BRP indicators incorrectly reported and one termination not reported	Texas A&M Engineering Experiment Station has taken corrective action to clear these four items in May and June 2021.
714	University of Texas at Arlington	One instance of incorrect HRIS reporting – incorrect BRP indicator	The University of Texas at Arlington agreed with the finding of the one incorrect HRIS reporting of BRP. We have made the correction in the HRIS system. The auditor with the Comptroller's office confirmed on June 15, 2021, that the HRIS system was updated to reflect the correct BRP indicator.
715	Prairie View A&M University	<ul style="list-style-type: none"> • One BRP overpayment of \$2,922.78. • One BRP underpayment of \$6,376.43. • Three instances of incorrect HRIS reporting – two incorrect BRP indicators and one termination not reported. 	The BRP underpayment of \$6,376.43 has been processed through the University's payroll and the employee will receive payment on Aug. 1, 2021. Both the employee and manager have been notified of this payment. For the BRP overpayment of \$2,922.78, the HRIS reporting indicator has been updated to discontinue payment. The state account will be reimbursed a total of \$750.43, which is the portion of the payment made using state funds. The two employees with the incorrect data in HRIS will be updated.
717	Texas Southern University	<ul style="list-style-type: none"> • One BRP overpayment of \$11,603.53. • One BRP underpayment of \$12,063.47. • Two instances of incorrect HRIS reporting – did not report two terminations. 	Overpayment – Of the \$11,603.53 amount, \$6,443.48 were appropriated funds that have been refunded to the state treasury during the audit. Underpayment – \$12,063.47 will be paid to employee on Aug. 1, 2021, and the employee will continue to receive the monthly BRP payment. Termination records have been updated based on the Letters of Authorization that have been submitted to the state.



Agency #	Agency Name	Audit Results	Agency Response
721	University of Texas at Austin	<ul style="list-style-type: none"> • One BRP underpayment of \$2,068.02. • Seven instances of incorrect HRIS reporting – did not report seven terminations; The University made the changes in a timely manner. 	<p>In regard to the BRP underpayment, the University of Texas at Austin agrees with the finding. After a long break in service, the employee was rehired by the University of Texas at Austin in January 2018 while he was concurrently employed by Texas State University. At that time, Texas State University was responsible for monitoring and ensuring BRP was included in his annual salary. The employee's annual salary with the University of Texas at Austin was negotiated during this period of overlapping employment, and was not increased above the negotiated salary by the authorized BRP amount when the overlapping employment ended as is required by the Texas Government Code. The employee has since retired from the university, so this is not an ongoing concern. The university will review our BRP monitoring practices specifically related to employees with overlapping employment to ensure compliance in the future.</p> <p>In regard to the seven instances of incorrect HRIS reporting for reporting termination records in error, the University of Texas at Austin agrees that these are instances of incorrect HRIS reporting. The university implemented a new HCM/Payroll system, Workday, in November 2018. At the time of that implementation, all of our reporting integrations were rebuilt and we had the opportunity to identify and correct some known issues that existed in our legacy system. One of those issues related to erroneous submission of termination records for faculty members when there was no actual break in service. Each of the identified instances of incorrect HRIS reporting occurred in our legacy system and is no longer occurring now that we are reporting out of Workday. We have submitted LOAs directly to the state Comptroller's office to correct the HRIS record and have received confirmation that the updates were made.</p>
723	University of Texas Medical Branch at Galveston	Three instances of incorrect HRIS reporting – did not report two terminations and incorrectly reported one BRP indicator	The University of Texas Medical Branch (UTMB) requested the Comptroller's office to correct the records with the correct termination and indicator information in June of 2021.
724	University of Texas at El Paso	One instance of incorrect HRIS reporting – one termination record sent in error	The University processed an LOA correction with the Statewide Fiscal Systems for the noted employee. The employee in question now shows continuous employment with no breaks since Jan.16, 1994.
727	Texas A&M Transportation Institute	Two instances of incorrect HRIS Reporting – did not report terminations	It is a common occurrence within the A&M System for employees to be employed by one A&M System agency/university and have a portion of their salary paid by another agency/university at some point during their career. In this case, the identified employees were agency 712 (Texas A&M Engineering Experiment Station) employees. Fortunately, the code that builds the HRIS transactions was modified in Workday (the A&M System's HR Management system) a few years back to ensure HRIS status updates automatically for the non-employing agency. In the interim, the A&M System manually enters a termination or retirement record in HRIS for the non-employing agency to match the termination/retirement record from the employing agency.
730	University of Houston	Thirty-one instances of incorrect HRIS reporting – did not report 30 terminations and one incorrect BRP indicator reported	The University of Houston System acknowledges the information. Currently we are reviewing the interface between UH System and the State of Texas HRIS system to ensure all job actions are submitted accurately moving forward. Regarding the incorrect reporting of the BRP indicator, this has been corrected in the HRIS system. There is no further corrective action to be taken.
731	Texas Woman's University	Three instances of incorrect HRIS reporting – did not report terminations	We have confirmed the three instances identified by the Comptroller's staff and corrected. We appreciate their assistance and partnership. In addition, an internal record maintenance process has been implemented to prevent incorrect HRIS reporting going forward.



Agency #	Agency Name	Audit Results	Agency Response
733	Texas Tech University	Three BRP overpayments totaling \$9,710.20 (\$3,436.17, \$5,929.35, \$344.68)	Texas Tech University appreciates the time spent by the audit team and agrees with the findings identified by the Comptroller's office. Texas Tech University will calculate the overpayment allocation between state and institutional funds based on how the individuals were paid at the time. We will work with the assigned Appropriation Control Officer (ACO) to remit any overpayments made on state funds to the state of Texas. Calculations will be completed and the ACO contacted by Aug. 20, 2021. Additionally, Texas Tech University will begin reviewing active employees that currently receive BRP to ensure payment is appropriate. If any employees are found to be ineligible for BRP during the review, appropriate action will be taken.
734	Lamar University - Beaumont	One instance of incorrect HRIS reporting – did not report termination	The termination date of Aug. 31, 2015, is not a valid date. The Personnel Action Form (PAF) referenced the date only for the fiscal year and pay resumed Sept. 1, 2015, without interruption. The HRIS system has been updated with the correct termination date of Aug. 31, 2020.
738	University of Texas at Dallas	Six instances of incorrect HRIS reporting – four BRP indicators incorrectly reported and two terminations not reported	We agree with your findings and have already made the requisite corrections, where applicable. We will conduct routine reviews of our submissions to ensure compliance and continue to work with our HR and Payroll staff as well as University of Texas at Dallas (UTD) employees to emphasize the importance of timely and accurate HRIS reporting.
739	Texas Tech University Health Sciences Center	One instance of incorrect HRIS reporting – did not report termination	Texas Tech University Health Sciences Center (TTUHSC) agrees and has taken action to correct the issue. TTUHSC (0739) updated the employee's record to reflect the termination date prior to the interagency transfer to Texas Tech University (TTU) (0733) in 2002. The termination date in TTUHSC's HRIS records system is now accurate.
742	University of Texas of the Permian Basin	One BRP overpayment of \$2,664.11	The university agrees with the finding. The University has concluded that only institutional funds and no state funds were used related to this matter.
743	University of Texas at San Antonio	Four instances of incorrect HRIS reporting – two incorrect BRP indicators and two terminations not reported	As of this response date, HRIS has been updated to ensure data is accurate based on findings from the auditor. The two BRP records indicated above were flagged correctly in University of Texas at San Antonio (UTSA) PeopleSoft system; however, HRIS records didn't match. Therefore, to resolve any future occurrences, a help ticket has been submitted to review the electronic file sent from UT System to HRIS to ensure the data feed is loading correctly in HRIS. In addition, UTSA will conduct an ongoing audit of BRP records against HRIS data to identify issues and make corrections timely.
744	University of Texas Health Science Center at Houston	Five instances of incorrect HRIS reporting – incorrect BRP indicators	The University of Texas Health Science Center at Houston concurs with the auditor's findings and has since corrected the records to appropriately reflect the BRP ineligibility of the five employees identified. Human Resources in conjunction with the System Data Resources (SDR) Department is modifying its process to appropriately identify the BRP status of incoming employees.



Agency #	Agency Name	Audit Results	Agency Response
745	University of Texas Health Science Center at San Antonio	Seven instances of incorrect HRIS reporting – incorrect BRP indicators	While all 7 individuals were incorrectly designated as BRP eligible, no benefit replacement pay was processed during the time in question. We have corrected our HR/Payroll records for the involved individuals such that they are no longer designated as BRP eligible in our system. We have also sent HRIS Letter of Authorization forms to the Texas Comptroller with corrections for all involved individuals such that they are no longer designated as BRP eligible in the state's system. Six of the seven instances involved return to work retirees. We have implemented controls to review and update our records as retirees return to work to ensure any retiree who may have been flagged in our system as BRP eligible upon their initial hire date are updated to reflect BRP ineligible, thereby preventing future discrepancies. One instance involved an employee who transferred to our institution with prior state service from multiple agencies. Based on his initial hire date with the state, an incorrect assessment was made for BRP eligibility. It was not known that the individual had a brief break in service which rendered him ineligible for benefit replacement pay. He broke service on May 30, 1995, and only individuals employed by the state as of Aug. 31, 1995, were eligible for BRP. We have implemented controls to thoroughly review and update our records as individuals with prior state service are re-employed by our institution to ensure BRP designations are properly made and reported.
746	University of Texas Rio Grande Valley	<ul style="list-style-type: none"> • One BRP underpayment of \$5,929.65 • Eight instances of incorrect HRIS reporting – incorrect BRP indicators reported 	The university processed the onetime payment of \$5,929.65 to the employee on Aug. 2, 2021. It is important to mention that the employee is already retired, so the original calculation made by the auditor had to be revised to reflect the May 31, 2021, termination date. For the rest of the records, we have confirmation from the auditor that the flags were corrected in HRIS for the eight employees listed. These were corrected since June 2021.
750	University of Texas at Tyler	One instance of incorrect HRIS reporting – incorrect BRP indicator	We are in agreement with the finding, and action has been taken to address.
752	University of North Texas	Seven instances of incorrect HRIS reporting – six incorrect BRP indicators and one termination not reported	University of North Texas (UNT) System has verified that the original status of the seven employees listed had the incorrect indicator code set up in the HRIS system. All employees were corrected on May 12, 2021, with the correct indicator or term on the employee's profile. UNT System will continue to monitor our reporting to ensure the data that is uploaded into HRIS system correctly reflects our employee population.
753	Sam Houston State University	<ul style="list-style-type: none"> • One longevity underpayment of \$4,880. • Five instances of incorrect HRIS reporting – one invalid entry of new hire record, one new hire record not entered, and three terminations not reported 	Sam Houston State University agrees with the BRP audit results. Further, the University confirms all issues identified above are remedied. HRIS corrections were entered or requested on April 08, 2021. As of July 26, 2021, the system accurately reflects the changes. Longevity payment was made to correct underpayment on May 17, 2021.
754	Texas State University	Three instances of incorrect HRIS reporting – one incorrect BRP indicator and two terminations not reported	TXST agrees with the findings on all three records and has corrected all three. Measures have been put in place to ensure records are vetted and verified moving forward.
756	Sul Ross State University	One instance of incorrect HRIS reporting – did not report termination	The correct termination date was keyed into the HRIS Employee Description Information form on May 20, 2021. The Reason Code used was 065 (Transfer to a different state agency) with the effective date of Sept. 30, 2018.



Agency #	Agency Name	Audit Results	Agency Response
759	University of Houston - Clear Lake	Twelve instances of incorrect HRIS reporting – 11 terminations not reported and one incorrect BRP indicator reported	The University of Houston System acknowledges the information below. Currently we are reviewing the interface between UH System and the HRIS system to ensure all job actions are submitted accurately moving forward. Regarding the incorrect reporting of one employee, this has been corrected in the HRIS system. There is no further corrective action to be taken.
760	Texas A&M University - Corpus Christi	<ul style="list-style-type: none"> • One BRP overpayment of \$2,880.80. • Two instances of incorrect HRIS reporting – one termination not reported and one incorrect BRP indicator reported 	Texas A&M University-Corpus Christi acknowledges and agrees with the findings. The University has worked with the Texas A&M University System Office and corrections are now reflected in the University's Workday Human Capital Management (HCM) and in the Human Resource Information System (HRIS).
765	University of Houston - Victoria	Five instances of incorrect HRIS reporting – did not report terminations	The University of Houston System and the University of Houston – Victoria (UHV) acknowledge the information below. Currently we are reviewing the interface between the University of Houston System and the HRIS system to ensure all job actions are submitted accurately moving forward.
768	Texas Tech University System	One instance of incorrect HRIS reporting – incorrect new hire record	Texas Tech University System appreciates the time spent by the audit team and agrees with the finding identified by the Comptroller's office. On May 28, 2021, Texas Tech University System corrected the HRIS information regarding the hire record. Additionally, Texas Tech University System will begin reviewing active employees that currently receive BRP to ensure information is correct. Corrective action will be taken for any employee findings as a result of our review.
769	University of North Texas System	One instance of incorrect HRIS reporting – incorrect BRP indicator	UNT System has verified that the original status of the employee had the incorrect indicator code set up in the HRIS system. The record was corrected on Jul. 23, 2021, with the correct indicator on the employee's profile. UNT System will continue to monitor our reporting to ensure the data that is uploaded into the HRIS system correctly reflects our employee population.
783	University of Houston System	Six instances of incorrect HRIS reporting – did not report terminations	The University of Houston System acknowledges the information below. Currently we are reviewing the interface between the University of Houston (UH) System and the HRIS system to ensure all job actions are submitted accurately moving forward.
784	University of Houston - Downtown	Twelve instances of incorrect HRIS reporting – 10 terminations not reported and two incorrect BRP indicators reported	The University of Houston-Downtown acknowledges the information below. Currently we are reviewing the interface between University of Houston (UH) System and the HRIS system to ensure all job actions are submitted accurately moving forward. Regarding the two instances of incorrect BRP indicators, they have been corrected in the HRIS system. There is no further corrective action to be taken.
Total — 36 Agencies			