

**From:** "Zertuche, Christine L" <CHRISTINE\_L\_ZERTUCHE@IBC.DOI.GOV>

**To:** "Crest, Robert A" <ROBERT\_A\_CRESCENT@IBC.DOI.GOV>, "Tracey, Jason A" <jason\_tracey@ibc.doi.gov>, "Hassen, Tyler L" <tyler\_hassen@ios.doi.gov>, "Holmes, Stephanie M" <stephanie\_holmes@ios.doi.gov>, "Trampe, Katrine M" <katrine\_trampe@ios.doi.gov>

**Subject:** Payroll Log Audit Request

**Date:** Tue, 25 Feb 2025 23:38:01 +0000

**Importance:** Normal

**Attachments:** unnamed

---

Workforce planning:

A payroll log audit to ensure that all payroll disbursements are correctly allocated to employees. Specifically, we'd like to confirm that all outgoing payroll funds are being paid to legitimate employees and that there are no discrepancies in payments.

It would be great to include a breakdown of:

- Employee names, positions, and hire dates receiving payroll payments.
- Total amounts disbursed per pay period.
- Any irregularities, if found.

The Interior Business Center (IBC) team would like to have a conversation with you and your team to further identify what the requirements might be.

---

**Microsoft Teams** [Need help?](#)

[Join the meeting now](#)

Meeting ID: 253 396 256 639

Passcode: E7gS7tx3

---

**Dial in by phone**

**(b)(5)** [,777921714#](#) United States, Washington

[Find a local number](#)

Phone conference ID: 777 921 714#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

---

0002997