



STATE OF ILLINOIS
**OFFICE OF THE
 AUDITOR GENERAL**

Frank J. Mautino, Auditor General

SUMMARY REPORT DIGEST

ILLINOIS STATE TOLL HIGHWAY AUTHORITY

State Compliance Examination
 For the Year Ended December 31, 2020

Release Date: November 3, 2021

FINDINGS THIS AUDIT: 8				AGING SCHEDULE OF REPEATED FINDINGS			
	<u>New</u>	<u>Repeat</u>	<u>Total</u>	<u>Repeated Since</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>
Category 1:	2	0	2	2018		20-5	
Category 2:	3	3	6	2016		20-7	
Category 3:	0	0	0	2014		20-6	
TOTAL	5	3	8				
FINDINGS LAST AUDIT: 5							

INTRODUCTION

This digest covers the Illinois State Toll Highway Authority’s (Tollway) Compliance Examination for the year ended December 31, 2020. A separate digest covering the Tollway’s financial audit for the year ended December 31, 2020 was previously released on October 26, 2021. In total, this report contains 8 findings, 4 of which were reported in the Financial Audit.

SYNOPSIS

- **(20-5)** The Tollway has not established adequate internal controls over completion of the U.S. Citizenship and Immigration Services (USCIS) I-9 Employment Eligibility Verification (I-9) forms for employees hired by the Tollway.
- **(20-6)** The Tollway did not ensure all employees timecards were properly approved in accordance with its formal policies and procedures.

Category 1: Findings that are **material weaknesses** in internal control and/or a **qualification** on compliance with State laws and regulations (material noncompliance).

Category 2: Findings that are **significant deficiencies** in internal control and **noncompliance** with State laws and regulations.

Category 3: Findings that have **no internal control issues but are in noncompliance** with State laws and regulations.

**FINDINGS, CONCLUSIONS, AND
RECOMMENDATIONS**

**INADEQUATE CONTROLS OVER COMPLETION
AND RETENTION OF I-9 FORMS**

**Need to improve controls over the
completion and retention of I-9
forms**

The Tollway has not established adequate controls over the completion of the U.S. Citizenship and Immigration Services (USCIS) I-9 Employment Eligibility Verification (I-9) forms for employees hired by the Tollway.

During our sample testing of 40 employees' personnel files, we noted the following:

- Thirteen employees (33%) failed to date section 1 of the I-9 Form by their respective hire date.
- Eleven employees (28%) did not fully complete section 1 of the I-9 Form as there was no indication as to whether the employee used a preparer, translator, or other individual to assist in completing Form I-9 on or before their respective hire date.
- For one employee (3%) the Tollway did not complete Section 2 of the I-9 Form.

Failure to complete I-9 forms within the required timeframe is a violation of USCIS requirements and could expose the Tollway to penalties. (Finding 5, pages 27-28)

We recommended the Tollway review their current procedures to prepare, review, and retain I-9 forms and make any necessary changes to ensure compliance with USCIS requirements.

Tollway agreed with the auditors

Tollway management concurred with the finding.

**INADEQUATE PROCEDURES TO APPROVE
TIMECARDS**

The Illinois State Toll Highway Authority (the Tollway) did not ensure all employee timecards were properly approved in accordance with its formal policies and procedures.

The Tollway utilizes an electronic time reporting system that requires all employees to clock-in at the beginning of each shift and clock-out at the end of each shift. Prior to the COVID-19 pandemic, electronic time punches were supported by biometric verification of the employee's identity; however, during the pandemic beginning mid-March 2020 thru year-end, the biometric verification portion of the time punch was

disabled for safety purposes. The electronic reporting system was still utilized and accessed daily by employees and supervisors to record time entries and was used each pay cycle when the payroll was processed to calculate the hourly earnings. In addition to this daily time reporting, the Tollway's formal policies and procedures require each timecard to be certified by the employee and approved by the employees' respective supervisor to ensure the accuracy of the time reported, and to ensure any personal, vacation, sick, or overtime was properly included and reported.

During our sample testing over 40 timecards, we noted four (10%) timecards were not approved by the respective employee's supervisor/manager. (Finding 6, pages 29-30)

We recommend the Tollway review its current procedures for reviewing timecards and make any necessary changes to ensure timecards are properly approved in accordance with its formal policies and procedures.

Tollway agreed with the auditors

Tollway management concurred with the recommendation.

OTHER FINDINGS

The remaining findings are reportedly being given attention by the Authority. We will review the Authority's progress towards the implementation of our recommendations in our next financial audit and compliance examination.

AUDITOR'S OPINION

The auditors stated the financial statements of the Authority as of and for the year ended December 31, 2020, are fairly stated in all material respects.

ACCOUNTANT'S OPINION

The accountants conducted a compliance examination of the Authority for the year ended December 31, 2020, as required by the Illinois State Auditing Act. The accountants stated the Authority complied, in all material respects, with the specified requirements.

This compliance examination was conducted by CliftonLarsonAllen LLP.

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JANE CLARK
Division Director

This report is transmitted in accordance with Section 3-14 of the Illinois State Auditing Act.

SIGNED ORIGINAL ON FILE

FRANK J. MAUTINO
Auditor General

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