



The Audit Process

Debbie Hughes
OIC Human Resources Director

Payroll Audit

- All agencies must be audited annually by BrickStreet after the policy expires.
- Audits will be conducted every July by BrickStreet auditors.
- The premium difference resulting in the calculation of estimated wages compared to audited wages is shown on your invoice as the “Audit Adjustment”.

Payroll Audit

- The OIC has worked with wvOASIS and BrickStreet to develop and revise the 203 payroll report to ensure accurate gross wages are reported.
- The audit process for the FY2019 policy includes:
 - OIC will receive the 203 report from wvOASIS for all agencies and provide them to BrickStreet.
 - BrickStreet will review the reports and follow-up with the agencies on any questions or concerns
 - The agencies will then run and review the 203 report to address BrickStreet's follow-up requests.

Payroll Audit

- For any questions on the 203 report including how to run it, how to review the data or any payroll related questions, please contact me at Debbie.M.Hughes@wv.gov or 304-558-6279 ext. 1212.

Thank you!

Premium Audit

Chris Walz

Assistant Vice President, Premium Audit



Audit Objectives

- Premium Calculation
- Class Assignment
- Payroll deductions provided
- Audit Contact's time

Audit Method

- On site:

Policies with several codes and/or larger premium; or where the audit contact on file manages payroll for several programs/agencies.

- Phone:

Policies with fewer codes.

Audit Review

- Offices of the Insurance Commissioner
- Provide feedback to individual agencies

Audit Observations

- Audit contacts have been very accommodating
- Codes being assigned based on job title and code phraseology

Ex: Engineers working in the office being assigned to 8601 vs. 8810.

8601 – Architectural or Engineering Firm

8810 – Clerical Office Employees NOC

- Several codes assigned to a single job title