



# INVESTIGATIVE REPORT

Cynthia V. Carrasco, Inspector General

OFFICE: INDIANA DEPARTMENT OF TRANSPORTATION (INDOT)  
TITLE: INDOT GHOST EMPLOYMENT  
CASE ID: 2015-02-0017  
DATE: FEBRUARY 29, 2016

*Inspector General Staff Attorney Stephanie Mullaney, after an investigation by Special Agent Chuck Coffin, reports as follows:*

On February 9, 2015, the Internal Affairs Director at the Indiana Department of Transportation (INDOT) contacted the Office of Inspector General (OIG) regarding an employee at INDOT's Greensburg Maintenance Unit (the Employee) who INDOT had terminated for alleged ghost employment. In particular, the Internal Affairs Director reported to the OIG that the Employee allegedly had altered his timesheets so that hours originally recorded as sick, vacation, and personal hours were later paid out to him as regular working hours. OIG Special Agent Coffin conducted the investigation.

The Indiana General Assembly has charged the OIG with addressing fraud, waste, abuse, and wrongdoing in agencies. IC 4-2-7-2(b). The OIG also investigates criminal activity and ethics violations by state employees. IC 4-2-7-3.

During his investigation, Special Agent Coffin reviewed the INDOT Employee handbook, interviewed the Employee and other INDOT employees, and requested Indiana Office of Technology (IOT) audit documents of the Employee's attendance records.

During the investigation, the OIG learned that the INDOT Maintenance Units use two processes to report attendance: the INDOT Work Management System (WMS) and the State of Indiana PeopleSoft Time and Labor (PST&L) system. WMS is a time and attendance system unique to INDOT while

PST&L is the online attendance system used by the State of Indiana. Most INDOT maintenance employees have their attendance entered into the WMS through their supervisor. WMS then updates the online PST&L system with the reported information. In addition, INDOT Maintenance employees are also given a printed hardcopy of their attendance report (A-4A) to review and sign at the end of each pay period. The Employee's supervisor (Supervisor) confirmed that this was the process for submitting the Employee's attendance records.

During an interview with the OIG, Supervisor stated that, at the end of each pay period, he would approve all of his employees' time in the PST&L system. Supervisor stated he had noticed discrepancies on accrual dates for vacation, sick, and personal time on the Employee's attendance records over the course of time. Supervisor also explained that there were occasions where he had already approved time for all of his employees in the PST&L system for a particular pay period, but he would later receive an additional notification from INDOT's payroll department that some of the Employee's hours still needed approval. As a result, Supervisor reviewed the Employee's records for various pay periods and found numerous discrepancies between the entries noted on the hardcopy A-4A, WMS, and PST&L. An INDOT Operations Manager and an INDOT Human Resources Generalist further substantiated the discrepancies.

INDOT's Central Office generated a report based on the Employee's records in these two systems. The Operations Manager and Human Resources Generalist reviewed the report and found that it matched their review of the records. This report, which covers time pay periods from May 22, 2014 to December 3, 2014, shows that 212.25 of the Employee's sick, personal, and vacation hours reported in WMS were recorded as regular working hours in the PST&L system. Based on this information, the State paid the Employee three thousand sixty dollars and 65/100 (\$3,060.65) in salary and six hundred sixty-eight dollars and 75/100 (\$668.75) in benefits for hours that he did not work, totaling three thousand seven hundred and twenty-nine dollars and 40/100 (\$3,729.40) in overpayment.

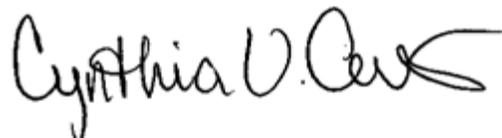
The audit documents that the OIG received from IOT demonstrated that the only user names that accessed the Employee's computer attendance files were those assigned to the Employee and to Supervisor. Supervisor stated that he did access the Employee's time records but only to approve the time reported. Although Supervisor did not witness the Employee change the entries, the Employee's user name was the only other user name that had accessed the attendance reports.

In an interview with the OIG, the Employee denied the allegations made in his dismissal and stated he was terminated because of a misunderstanding. The Employee stated that he did not purposely commit these actions, and he offered to pay back the amounts owed to the State.

The OIG submitted the results of this investigation to the Decatur County Prosecutor's Office. The Decatur County Prosecutor's Office charged the Employee with one count of Theft, a Level 6 Felony; one count of Official Misconduct, a Level 6 Felony; and one count of Ghost Employment; a Level 6 Felony. INDOT also terminated the Employee for false reporting, dishonest behavior, ghost employment, and falsification of state documents. Accordingly, this investigation is closed.

Dated this 29<sup>th</sup> of February, 2016.

APPROVED BY:

A handwritten signature in black ink that reads "Cynthia V. Carrasco". The signature is written in a cursive style with a long horizontal flourish at the end.

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Cynthia V. Carrasco, Inspector General