City of Gainesville

Office of the City Auditor

Confidential Report Summary

Audit 2026-05, Workday General and Application Controls

Presented: September 29, 2026

AUDIT OBJECTIVE:
The objective of this engagement was to assess whether the user process for the system (Workday) utilizes standard and secure IT practices, including access on a need-to-know basis, across the entire employee lifecycle.

AUDIT SCOPE:
The scope of the audit was limited to privileged access. The scope included:

a) Organizational and Workday related policies, procedures, and/or standard operating procedures.

b) Oversight and monitoring.

c) General access controls.

d) Privileged access.

AUDIT METHODOLOGY:
We conducted the audit through inquiry, observation, and substantive testing as follows:

- Policies and Procedures: Reviewed adequacy and completeness of policies and procedures
- Oversight and Monitoring: We determined whether oversight and monitoring activities related to user access are performed and documented.
- Access Control: We determined whether users are assigned appropriate security groups, roles, and domains based on their job function utilizing the principle of least privilege.
- Privileged Access: We determined whether privileged access is granted to only users on the principle of least privilege, and whether access is tailored to each individual user based on their role / job function.

CONFIDENTIALITY:
This audit report was deemed confidential pursuant to Section 119.0725(2), Florida Statutes. As such, it was not included as a public discussion item in the Audit Committee meeting.