



FLORIDA ADMINISTRATION SERVICES MEETING

Friday, June 5, 2026

9:00 a.m. to 11:00 a.m.

Florida Lottery – Powerball Conference Room

Agencies Represented	Department of Corrections, Department of Transportation, Department of Management Services, Auditor General, Department of Financial Services, Department of Agriculture and Consumer Services, Department of Environmental Protection, Department of Children and Families, Fish and Wildlife Conservation Commission, Department of Citrus, Department of Veteran Affairs, Florida Highway Safety and Motor Vehicles, Department of Juvenile Justice, Department of Elder Affairs, State University System of Florida Board of Governors, Florida Department of Law Enforcement, Department of Commerce, Department of Health, Business and Professional regulation, Agency for Health Care Administration, Division of Administrative Hearings, Justice Administrative Commission, Department of Military Affairs
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Opening Remarks

Department of Financial Services

Department of Management Services

People First Florida PALM UAT Phases PowerPoint- Presented by Nikki Turlington

- Moving to Florida PALM
 - Primary Position Funding
 - Direct Deposit
 - W-4 Maintenance
- Other changes
 - Overtime and on-call will be paid on cycle
 - Retro payments – can go back the equivalent of two months
- People First and Florida PALM will share information daily (rather than just before a payroll)
- Florida PALM and People First are doing a data refresh at the same time
- People First is not seeing a lot of testing - based on reports
 - Testing needs to be done now so there is time to correct errors
- People First is not systematically doing an update of agency Org codes
 - People First can support agencies in making updates (mass upload)
- Question: Can other agency staff members test besides HR?
 - Agency HROs will determine access
 - Must be familiar with payroll processes and what is being tested
 - Be mindful that People First UAT access provides testers access to

sensitive/confidential information

- People First is building a report to show testing activities by agency
 - These reports will be sent to HR and Admin Staff
- Question: Will there be downtime for cutover in People First?
 - Discussions are planned to talk about this cutover downtime over the next few weeks
- Florida PALM will support some testing messages for People First
- Question: Where will employees need to log in separately to EPay?
 - E-pay is a separate login, and employees will have to set up an account and login here just like we do today in EIC
 - This is where they would make updates to EFT/Direct Deposit/W4/W2/View paystubs
 - Not part of the agency Florida PALM IdP
 - HR will not have “oversight” role in EPay
- Question: Has payroll been run?
 - Yes, payrolls- biweekly, monthly, and supplemental
- People First has a 96% UAT success rate
- Jimmy Cox shared that the front end of People First is not changing. The changes are:
 - How payroll is calculated
 - These scenarios are what agencies should be testing
 - Output files (File one) are changing
 - These files are all changing
 - Parallel testing is happening right now with the File one
- Question: Are HR staff participating in the Office Hours?
 - Yes
 - Usually around 90 HR staff are present

Separation of Duty (SOD) Conflicts – Presented by Renee Hermeling

- Role mapping due at 6/26
 - Removal of KK and AP role conflicts (except for spreadsheet uploads and AP supplier Processor roles)
- Florida PALM hopes to have the Smartsheet with the updated conflicts published soon
- Question – What if the agency has a unit that is responsible solely for spreadsheet uploads? Can they have conflicting spreadsheet upload roles?
 - Agency would need to have strong internal controls and be able to verify that monitoring activities are taking place.
- Florida PALM is updating Smartsheet

Florida PALM Cutover Activities

- Agencies need to have cutover plans – for every system that sends/receives data
- Last FLAIR date – 12/18; Florida PALM online – January 12
- Agencies need to review payment cycles
 - Pay advance payments
- Ask yourself
 - What can we do ahead of time?
 - What are our critical payments?

- Who are the people we need to communicate with?
- DFS is planning around December 18 as the cutover date.
- Some agencies are concerned about the things that cannot be prepaid in advance of the cutover
 - Question: What is being done with the PCard implementation?
 - DEP and FWC are changing everyone's PCard to \$1
 - The PCard test environment does not have capacity for all end users, approvers and accountants— only a limited number of personnel from each agency will be able to access the environment
- Revolving fund approval must go through A&A and not Treasury. Treasury approves bank account use if a new bank account is required after receiving A&A authorization.
 - Agencies need to request an amount and provide justification
 - DFS will consider requests – no minimum or maximum
- The more manual processing agencies do, the more reconciliation the agency will need to do when Florida PALM goes live.
- Prompt Payment Proviso provides agencies 10 days to clean up
- Question: How should agencies ask for two payments at once? Should the payments be bundled or separated?
 - A&A is developing a template to standardize this process and will capture that criteria and present it to Auditors
 - These payments are specific to the cutover period
- Question: What type of communication is being released to vendors?
 - Working on a vendor communication plan
 - DFS would like to build a webpage, and agencies share the info with their vendors

Policy Tool – Presented by Mark Merry

- Organized by objectives
 - Asset Management
 - Cash Management
 - Financial Recording and Reporting
 - Projects and Grants Management
 - Settling Claims of the State
 - Incompatible Duties
- Main Mission of A&A is to settle claims of the state and provide reporting
- Question: How does the search for the policy tool work?
 - Limited to searching content within the policy tool
- Nona McCall (JAC) stated we need more guidance on revenue processes

Asset Management

- BFR sent communications out to agencies; we need responses back from agencies
- Capital Asset - Need to have consistency about the definition and usage. Items that are depreciated to zero are no longer reportable for financial reporting
- Only 12 agencies have responded so far

Agency Accountability Tool

- 67% of our payments are not keyed into Departmental FLAIR

- Batch jobs are systems that are loading data into FLAIR
- Question: Wouldn't the controls be with the IG or AG? (Operational or IT Audits)
 - We settle claims, A&A responsibility also.
 - We want to prevent bad things.

Roundtable Topics

- Question - How early can we voucher? When can we start the voucher process?
October?
 - Auditing will take back to get agencies an answer
 - Mark suggested that agencies add Debt Service payments to the list of critical payments.

Adjourn