

EMPLOYEE ID CONVERSION PROJECT FAQs

1. What is the purpose of the Employee ID Conversion project?

To protect sensitive information, Accounting & Auditing seeks to change FLAIR to leverage the People First (PF) Log in ID (Employee ID) rather than the Employee's Social Security Number (SSN) to identify an employee. The People First Log in ID would become the primary key for employee related non-payroll transactions (i.e. travel reimbursements) processed in FLAIR.

2. What ID number will be used in place of the employee's Social Security number?

The Employee ID will be populated in the VE file with the People First Log in ID.

3. The Employee ID contains only 6 or 7 numbers and SSNs contains 9. How is this converted into the revised VE file?

The Employee ID will be preceded with zeros to make a 9-digit number.

4. Does this project impact employee salary transactions?

No, this project only impacts non-payroll transactions such as travel reimbursements.

5. How can employee information be changed/updated?

All changes to employee information will originate in People First. Agencies will have inquiry only access to the VE file.

6. Does this project impact MyFloridaMarketPlace (MFMP) or Statewide Vendor File (SWVF)?

This will have no impact to MFMP or SWVF.

7. Will agencies be able to get their records via FTP file for upload into our internal systems?

Yes. Agencies who receive the VE file via FTP must complete agency Memorandum of Understanding that outlines the agency's responsibility for protecting data

8. Which People First Address will be on the new Vendor Employee file?

The first address will be the employee's mailing address and if it is unavailable then the home address.

9. Will there be a purge cycle for the Vendor Employee File?

Records will be purged the later of 6 months from the last date of employment or 6 months after the last payment.

10. Will historical data be available in the Vendor Employee file?

Inquiry for historical records will be available for 6 months.

11. If an employee leaves an agency (terminates), then moves, how can the employee's new address get updated in the Vendor Employee File?

HR can update the employee's information in People First, which will update the Vendor Employee File.

12. If an employee works for multiple agencies, which Vendor Employee file will they be in?

The employee will appear in the Vendor Employee file under each OLOs.

13. Will the Vendor Employee file be overridden by information provided in People First?

Data from People First will populate information in the Vendor Employee file in an overnight process. All changes must be initiated through People First.

14. Which Organizational Code will be used in the Vendor Employee file?

The FLAIR Organizational Code will be used.

15. Will Board Members and Commissioners need to be added to People First?

Per [CFO Memo No. 01 \(15-16\)](#), Board Members and Commissioners who are paid fees, are classified as employees, and must be entered in People First. If they are receiving travel reimbursements only, they can be entered in the Statewide Vendor File using their Social Security Number.

16. Will DFS provide exception reports for the VE Conversion process?

An exception report will be available from the Information Warehouse identifying records with missing data elements.

17. Will an employee be able to receive travel reimbursements by warrant, and payroll by EFT?

No. If an employee is enrolled in EFT, all payments will be sent by EFT.

18. Can DFS provide a list of RDS reports that contain Social Security Numbers?

Please visit [Office of Information Report Distribution System](#). This list will not include reports developed by each agency.

19. Will the PCard person file be updated with the employee ID on the night of March 11?

The PCard Person (PE) File will be updated with Employee ID on the night of March 5th. Each record that currently has a valid SSN that is also on the new VE File will be updated to include Employee ID. For PE records that do not have a matching SSN, the SSN field will be updated to blank and the record will be added to the Agency exception report.

20. Will an exception report be generated for the update of the PCard person file?

An exception report will be provided. It will be a web report posted under PCard Administrator under the Administrator Reports section. Any records in the PE file that were not converted will need to be updated by the PCard Administrator.

21. When will this report be available?

This report will be available March 12.

22. Do we stop ordering PCards from BOA due to the conversion?

No. For any new person record created in FLAIR on or before March 9, the PCard Administrator will input the Social Security Number on the record. Any new records created on or after March 12, will require the PCard Administrator to input the Employee ID on the record.

23. Will there be an impact to my PCard transactions in FLAIR?

Any PCard travel transactions that are processed by the Level 008 Approver, on or before March 9, will continue to use the current Vendor Employee vendor number (usually the Social Security Number) in the SUB_VENDOR field. On or after March 11, the Employee ID will be used in all FLAIR transactions.

We recommend that Level 008 Approvers **NOT** process any PCard transactions containing an Employee ID on Saturday, March 10, as these will be included in nightly processing on Monday, March 11, and will fail FLAIR edits.

24. Can I still use E999999999 to post allocations for payroll, disbursements, and revenue transactions?

The Bureau of Vendor Relations has created two records on the Vendor Statewide file for payroll allocations and non-payroll related allocations. Please use the following sequence numbers for these types of transactions:
N 000004044 001—PAYROLL ALLOCATIONS
N 000004546 001—MISC ALLOCATIONS NON PAYROLL RELATED

For any cash receipt or revenue transaction where an agency previously used E999999999, a new record may be established in the Accounts Receivable Customer file, which is maintained by the agency.