CW.30.9 Manage Payroll Payments

Department of Financial Services

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Revision: DRAFT

Florida PALM

Planning, Accounting, and Ledger Management

Revision History

Version	Date	Revision Notes

Table of Contents

06/30/2020

Business Process Overview

The Manage Payroll Payments business process describes how payments are processed, recorded, and cancelled from FLAIR PYRL information provided to Florida PALM.

The Process Payroll business process contains several subprocesses:

- Set Up and Maintain Employees and Payroll Suppliers
- Process Payroll EFTs and Record Warrants
- Process Payroll Cancellations

The Set Up and Maintain Employees and Payroll Suppliers business process describes the activities that are required to create supplier records for employees and payroll suppliers. Departmental FLAIR provides interface files with the payee and banking information needed to process payments in Florida PALM.

The Process Payroll EFTs and Record Warrants business subprocess describes processing for payroll vouchers to create payroll EFT payments and record payroll warrants created outside Florida PALM. PYRL sends a file to Florida PALM to produce electronic funds transfer (EFT) payments. PYRL continues to create and print payroll warrants outside Florida PALM. PYRL sends information to Florida PALM to record payroll warrants with manual payment vouchers.

The Process Payroll Cancellations business subprocess describes how payroll payments are cancelled. Agencies initiate payroll cancellation requests in PYRL. PYRL provides a payment cancellations file to Florida PALM for processing. DFS initiates cancellations for payroll supplier payments as described in the standardized business process, Cancel and Reissue Payments. Florida PALM provides a file of vouchers closed due to cancellations to Departmental FLAIR.

Dependencies and Constraints

- Employee and payroll supplier records are created, updated, and managed outside Florida PALM. FLAIR provides interfaces to Florida PALM to create and maintain employee and payroll supplier records.
- FLAIR provides EFT information to Florida PALM to be included in the employee and payroll supplier records. Florida PALM processes prenote validations.
- The employee record includes an employee payroll identifier.
- Florida PALM produces EFT payroll payments.
- PYRL produces payroll warrants.
- Payments must be issued by, or recorded in, for Florida PALM to process a cancellation request.

Business Process Flow Details

Table 1: Process Steps Included on CW Business Process Model Flow

CW.30.9.1 Set Up and Maintain Employees and Payroll Suppliers		
Swim Lanes – Definition	**Florida PALM:** system responsible for creating employee and payroll supplier records from interfaces provided from FLAIR	
Process Step ID	**Process Step Title**	**Description of Process**
1	Inbound Supplier Load	Florida PALM receives the FLAIR Statewide Vendor File (SWVF) which includes payroll suppliers and employees providing contractual goods and/or services to the State. Employee suppliers are loaded in the SWVF as referenced in the Import Suppliers Central Wave business subprocess.
2	Inbound Employee Load	Florida PALM receives the FLAIR Vendor Employee (VE) File containing employee payee information.
3	Create Employee Records	Florida PALM creates a supplier record for each employee. Employee payroll records are created and maintained as a subset of Suppliers in Florida PALM. The 'Classification' field is used to identify employees. A check box is used to identify confidential employees. Each Employee is assigned a unique Supplier ID. Florida PALM uses an 'E' prefix to distinguish Employee IDs from other Supplier IDs. Employees that provide goods and/or services to the State will have two supplier records: 1) a payroll employee record with an 'E' prefix, and 2) a generic supplier record.
4	Inbound EFT File	Florida PALM receives an EFT File from FLAIR. The EFT File includes employee information needed to process payroll direct deposit payments. EFT information for suppliers and employees is updated and maintained in the FLAIR EFT File.
5	Update Employee Records	Florida PALM uses the EFT File to update financial institution information on employee payroll records. EFT information continues to be managed outside Florida PALM. Florida PALM manages the prenote process in the Process Pay Cycle business process.

Table 2: Process Steps Included on CW Business Process Model Flow

CW.30.9.2 Process Payroll EFTs and Record Warrants	
Swim Lanes – Definition	**PYRL:** system responsible for processing and managing employee payroll **Florida PALM:** system responsible for producing and recording payments

Process Step ID	Process Step Title	Description of Process
1	Initiate and Manage Payroll	PYRL initiates and processes payroll. This step involves interaction with People First and other agency human resource systems.
2	Process Payroll	PYRL processes statewide employee payroll, payroll adjustments and payroll cancellations.
3	Generate Warrants	PYRL generates warrants from processed payroll.
4	PYRL Positive Pay File to Bank	PYRL sends a positive pay file to the bank to notice payroll warrants.
5	Inbound Payroll Payment File	Florida PALM receives a Payroll Payment File from PYRL. The Payroll Payment File contains all salary disbursements (warrants and EFTs) resulting from the payroll being processed in PYRL.
6	Inbound Collections EFT File	Florida PALM receives an Inbound Collections EFT File from PYRL. This file contains information regarding payments resulting from payroll collections.
7	Load Payroll Vouchers	Florida PALM creates and processes vouchers from the data received in the Inbound Payroll Payment File and Inbound Collections EFT File. The Payroll vouchers create EFT payments. and records payroll warrants produced outside Florida PALM.
8	Outbound Collections EFT File	Florida PALM sends Collections EFT File to Bank.
9	Process EFTs	Bank processes EFT payments.
10	Outbound Employee Taxable Expense File to PYRL	Florida PALM sends an employee taxable expenses file to PYRL.
11	Outbound Moving Expense File to PYRL	Florida PALM sends a moving expense file to PYRL.
12	Receive Florida PALM Data	PYRL receives employee moving and other taxable expense data from Florida PALM.
13	Inbound Collections Addendum Records	Florida PALM receives a Collections Addendum File from PYRL which contains collections details.
14	Send Collections Addendum File to Bank	Florida PALM sends the Collections Addendum File to the Bank.

Table 3: Process Steps Included on CW Business Process Model Flow

CW.30.9.3 Process Payroll Cancellations		
Swim Lanes – Definition	**Payroll Cancellations Maintainer:** role responsible for processing payroll cancellations	
Process Step ID	**Process Step Title**	**Description of Process**
1	Manage Payroll Cancellations	The Payroll Cancellations Maintainer initiates payment cancellations in PYRL.
2	Send Warrant Cancellations	PYRL sends a Salary Positive Pay File to the bank for payroll warrant cancellations. PYRL sends a Collections Positive Pay File to the bank for warrant cancellations related to Title IV-D applicants with child support.
3	Process Cancellations	The financial institution processes cancellations.
4	Inbound Payroll Manual Payment Cancellation File	PYRL sends a Payroll Warrant Cancellations and Adjustments File to Florida PALM.
5	Inbound Payroll EFT Payment Cancellations File	PYRL sends EFT Payroll Cancellations and Automated Update of EFT Payment Detail file to Florida PALM.
6	Load Payroll Payment Cancellation Files	Florida PALM loads the Payroll Payment Cancellation files received from PYRL, to cancel and reissue payments accordingly. The Cancel and Reissue standardized business subprocess is applicable to payments that have been issued by Florida PALM, or payroll warrants recorded as manual payments in Florida PALM
7	Outbound Payroll Payment Cancellation File	Florida PALM provides Payroll Payment Cancellation File to PYRL
9	Manage Payroll Payment Cancellations Accounting	PYRL manages accounting activities resulting from Payment Cancellations.

Ledger Impacts

Table 4: Ledger Impacts Included on CW Business Process Model Flow

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
N/A		

This document is draft and subject to change

06/30/2020

Reports

Table 5: Reports Included on CW Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Budget Exceptions – a listing of vouchers with budget exceptions	Periodic	Agency, DFS
R2	Posted Vouchers – a listing of vouchers posted with totals for the applicable journal entries. This report can be filtered for certain types of posted vouchers, such as employees as suppliers, foreign suppliers	Periodic	Agency, DFS
R3	Outstanding Vouchers – a report listing all unposted vouchers	Periodic	Agency, DFS
R4	Vouchers Deleted – a listing of vouchers deleted due to errors	Periodic	Agency, DFS
R5	Voucher Status – a report listing the status of each voucher (i.e. selected for audit, approved, deleted, paid, etc.)	Periodic	Agency, DFS
R6	Manual Payments – a report of payments made outside of Florida PALM that are entered/loaded into Florida PALM either via manual entry, an agency business system, or PYRL	Periodic	Agency, DFS
R7	Payment Status – a report of warrant and electronic payment detail and status (cleared, outstanding, canceled, or reissued)	Periodic	Agency, DFS