100.1 Set Up and Maintain Positions

Revision History

Version	Date	Revision Notes
1.0	06/23/2023	Draft
2.0	07/13/2023	Draft updated based on comments from meeting with Team Managers, Deana, and Jimmy
3.0	07/20/2023	Draft updated based on comments from second round of review with Team Managers, Deana, and Jimmy.
4.0	07/26/2023	Draft updated based on 100.2 Set Up and Maintain Positions review session with Team Managers, Deana, and Jimmy.
5.0	09/15/2023	Draft updates for Financials Wave

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Business Process Overview

The Set Up and Maintain Positions business process describes how positions are set up and managed within Florida PALM in order to facilitate the processing of payroll and create a foundation for position funding. The business process included is:

- 100.1 Set Up and Maintain Positions

Florida PALM will be integrating with Human Resource Information Systems (ex: People First, Highline) to obtain and maintain position information for employees of the state of Florida. Position records will be sent to Florida PALM to accurately maintain any changes made to position data in the Human Resource Information Systems (HRIS). The Set Up and Maintain Positions business process will expand on the series of events that occur once position data is fed into Florida PALM.

In Florida PALM, position must be established with the appropriate funding as a first step to processing payroll.

Definitions for terminology used within this business process can be found at Terms and Definitions Catalog[1].

Dependencies and Constraints

Dependencies and Constraints describe any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

- Per the Florida Statute 110.116, the Department of Management Services shall develop and maintain a position numbering system that will identify each established position, and such information shall be a part of the payroll system of the Department of Financial Services. With the exception of employees of the Legislature, unless the Legislature chooses to participate.
- External inputs must be in sync with Florida PALM required field values.
- File errors generated by the interface validation process that cause the file to be rejected will be corrected within the source system and resubmitted through the interface.
- Position data is interfaced to Florida PALM from Human Resource Information Systems.

Business Process Flow Details

The tables below describe steps in each business subprocess as reflected on the Business Process Flow Diagrams. The tables also reflect information associated with each step describing the intent of the specific process. Florida PALM screenshots are included within the sections to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or within Department of Financial Services (DFS), and in some cases, are representative of an external entity or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business

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[1] https://app.smartsheet.com/b/publish?EQBCT=0145b968d515454e9753d4943702576a.

subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

This information should be read in conjunction with the Business Process Flow Diagrams.

100.1 – Set Up and Maintain Positions

Table 1: Set Up and Maintain Positions

100.1 – Set Up and Maintain Positions	
Module	**Payroll**
Related Module(s)	**N/A**
Swim Lane – Definition	**Agency Position Funding Maintainer:** Agency role responsible for creating or updating position level funding and/or requesting new speed keys for the creation of combo codes.

Process Step ID	Process Step Title	Description of Process
1	Inbound Position Data File (PRI016)	Inbound interface to receive position data in Florida PALM from Human Resource Information Systems (HRIS).
2	Perform Interface Error Checking	If file is rejected, all transactions in the file are rejected and the file must be resubmitted once issue is resolved. If file is not rejected, edit validations are performed on each transaction before the data is allowed to load for processing in the module. Additional edits will be performed during the transaction life cycle. Rejected transactions are managed through the Interface Error Handling Process (120.1).
3	Position Data Established/Updated	All successfully loaded records have passed interface validations and edit checking. These position records are now established/updated in the Florida PALM database.
4	Review Daily Position Activity Report	Agency Position Funding Maintainer will review the Daily Position Activity Report for their agency's successfully loaded position data. The purpose of this report is to notify the Agency Position Funding Maintainer of any change to their agency's position that would impact position funding. If so, the appropriate position funding would be updated in Florida PALM (business process 100.7.1 Set Up Position Distributions).

Accounting Events

Accounting events originate during transaction processing in the applicable source module. The accounting events impact the source module, Commitment Control ledgers, and the General ledger (Actuals).

- Source Module accounting entries require user input (U) of the primary line (i.e., expenditure, revenues) with an automated system (S) offsetting line (i.e., payable, receivable) during transaction entry. The source model transaction must pass Edit Check, Budget Check, and Cash Check (on applicable entries) prior to posting the transaction.
- The Run Budget Check (Commitment Control) process automatically affects balances in the appropriate budget ledger (i.e., appropriation, spendable cash) if the transaction passes the budget check process.
- After the transaction is posted in the source module, an automated system process summarizes and posts the entries in the General Ledger module to the Actuals Ledger.

The table below provides the most common accounting events applicable to this business process.

Table 2: Accounting Events Included on Business Process Flow Diagrams

Acct Event ID	Accounting Event	Source Module Accounting Entry	Commitment Control Ledger(s) Impact	General Ledger (Actuals) Entry
N/A				

Key Reports

Key Reports are displayed as icons with the Report Number on the Business Process Flow Diagrams. The table below provides the reports identified to be produced at a particular process step or is used to support the completion of a process step.

Table 3: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	PRR025	**Daily Position Activity Report –** report that tracks any additions or updates to positions in Florida PALM.	PeopleSoft	Daily	BOSP, Agency

Note: A complete list of reports may be found in the Reports Catalog[2].

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[2] https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5

Conversions

The table below identifies the Conversions related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 4: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
PRC008	**Position Data** – Conversion of position data from multiple HRIS.	People First, Highline

Note: A complete list of conversions may be found in the Catalog of Conversions[3].

Interfaces

The table below provides the Interface IDs for each interface identified on the Business Process Flow Diagrams.

Table 5: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
PRI016	**Inbound Position Data** File – Inbound interface to receive position data.	Daily	People First, Highline	Florida PALM

Note: A complete list of interfaces may be found in the Catalog of Interface Offerings[4].

Forms

The table below provides the Form Numbers for any forms identified on the Business Process Flow Diagrams.

Table 6: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	Audience
N/A		

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[3] https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa
[4] https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa

Workflows

The table below provides the Workflow Numbers for any workflows identified on the Business Process Flow Diagrams.

Table 7: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	Audience
N/A		

Agency Configurations

The table below identifies the Agency Configurations related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 8: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
N/A		