100.2 Set Up and Maintain Employees

Florida PALM
Planning, Accounting, and Ledger Management

Revision History

Version	Date	Revision Notes
1.0	07/10/2023	Initial Version
2.0	07/24/2023	Updated Version
3.0	09/15/2023	Draft Updates for Financials Wave

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Table of Contents

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Business Process Overview

The Set Up and Maintain Employees business process describes how employees are set up and managed within Florida PALM to facilitate the payroll processing. The business subprocesses included are:

- 100.2.1 – Personal Data
- 100.2.2 – Payroll Data
- 100.2.3 – Retirement Data
- 100.2.4 – Deferred Compensation
- 100.2.5 – Garnishments
- 100.2.6 – General Deductions

Florida PALM imports data from several systems at a defined frequency to establish the employee data needed to process payroll. Personal Data, Payroll data, Retirement data, and General Deductions are imported from the People First, Highline or the Department of Military Affairs Human Resource Information Systems (HRIS). Deferred Compensation is imported from the Fidelity Information Services (FIS) System from the Bureau of Deferred Compensation. Garnishments will be converted from FLAIR PYRL and then maintained by the Bureau of State Payrolls (BOSP) directly in Florida PALM.

Partnering systems and Florida PALM must remain in-sync to ensure correct payroll processing. If the systems fall out-of-sync, data integrity and payroll processing issues may occur.

Below is a description of the business subprocesses that are defined in 100.2 Set Up and Maintain Employees.

100.2.1 - Personal Data – Setting up an employee's personal data, such as e-mail, Mailing Address, Home Address, First/Last Name.

100.2.2 - Payroll Data – Creating the employment instance (hire) for the employee. Job data is where you assign a position to the employee, salary details, report to information and an employee pay group.

100.2.3 - Retirement Data – Enrolling the employee in a Florida PALM "Retirement Plan" for their retirement elections.

100.2.4 - Deferred Compensation – Enrolling the employee in a Florida PALM "Savings Plan" for their Deferred Compensation elections.

100.2.5 - Garnishments – Setting up and managing employee garnishment deductions, such as Child Support, Bankruptcy, IRS Levy, and Writ of Garnishment.

100.2.6 - General Deductions – Setting up employee General Deductions, such as parking, voluntary deductions, and health insurance.

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).

- Employee must exist in the source HRIS.
- External inputs must be in sync with Florida PALM required field values.
- Source system data that have been deleted from the source system after being loaded into Florida PALM must be communicated to Florida PALM for remediation. Failure to communicate these deletions may result in incorrect net pay for employees and cause the systems to become out of sync.
- 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.
- BOSP will have data entry access in Florida PALM for emergency exception processing or to approve agency employee update requests. All BOSP and Agency entries must be evaluated to determine if the entry must be duplicated in a source system.
- New employees will require all data elements for a new employment instance with applicable effective dates. Update records for existing employees will only contain the updated field values with the applicable effective date.

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

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

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

100.2.1 – Personal Data

Table 1: Personal Data

100.2.1 – Personal Data	
Module	**Payroll**
Related Module(s)	**N/A**
Swim Lanes – Definition	**Florida PALM:** Florida PALM system role that runs various automated processes, reports, and interfaces in a pre-determined schedule.

Process Step ID	Process Step Title	Description of Process
1	Inbound Personal Data File (PRI003)	Inbound interface to import personal data and confidential indicators from Human Resource Information Systems.
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	Personal Data Established / Updated	If the employee is a new hire and does not exist within Florida PALM, new personnel records are created. If an employee already exists in Florida PALM, the applicable personal data record is updated with the right effective date. Once an employee's personal data is established, job data can be established, creating the employment instance/job for that employee.

100.2.2 – Payroll Data

Table 2: Payroll Data

100.2.2 – Payroll Data		
Module	**Payroll**	
Related Module(s)	**N/A**	
Swim Lanes – Definition	**Florida PALM:** Florida PALM system role that runs various automated processes, reports, and interfaces in a pre-determined schedule.	
Process Step ID	**Process Step Title**	**Description of Process**
1	Inbound Job / Payroll Data File (PRI001)	Inbound interface file imports Job/Payroll data into Florida PALM from Human Resource Information Systems.
2	Inbound Non-ePay W-4 (PRI002)	Inbound interface for employee W-4 withholding elections to automatically update the employee W-4 record when the employee has no access to ePay.
3	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).
4	Connect Personal Data to Job Data	When an agency hires a new employee in the source Human Resource Information System; the Florida PALM system connects job data to personal data to establish their employment record.
5	Job Data Established /Updated	The system will create the appropriate employment instance when a new or previously employed Florida PALM employee is hired into the associated Position, Organization, and Agency. If the employee is already active in Florida PALM, the system will update the associated employees' employment instance to reflect Appointments, Employee Actions and Separation Personnel Action Requests. If the employee is already active in Florida PALM and is hired into an additional position, the system will create a

		new employment instance for the employee to reflect the associated position, organization, and agency. Once an employment instance is created and security is granted to the employee, the employee can access/modify their direct deposit information, W-4 Tax Form, W-2 Electronic Consent Status, and email address. Employees can also view their W-2/W-2C Forms, Earning Statements and Annual Earnings and Benefits Statement.

100.2.3 – Retirement Data

Table 3: Retirement Data

100.2.3 – Retirement Data	
Module	**Payroll**
Related Module(s)	**N/A**
Swim Lanes – Definition	**BOSP Payroll Reporter:** BOSP role responsible for reviewing and/or distributing payroll reports.

Process Step ID	Process Step Title	Description of Process
1	Inbound Retirement Data File (PRI015)	Inbound interface to receive Retirement data from the State Human Resource Information Systems (HRIS). This file will contain information regarding employee elections to populate retirement plan data to deduct on the next eligible on-cycle payroll processing window.
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	Retirement Data Established / Updated	The employee retirement deduction is setup or updated in Florida PALM using an automated entry process. The retirement deduction is then used to calculate the employee and employer retirement contributions on subsequent payrolls.

| 4 | Reconcile FRS Funds | BOSP Payroll Reporter will reconcile retirement contributions collected during each payroll and then remit funds to the Division of Retirement using 110.1 Inter/Intra Unit Transactions. |
| 5 | Outbound Monthly Retirement File (PRI030) | An outbound interface to send retirement reporting data to the Department of Management Services, Division of Retirement. |

100.2.4 – Deferred Compensation

Table 4: Deferred Compensation

100.2.4 –Deferred Compensation	
Module	**Payroll**
Related Module(s)	**N/A**
Swim Lanes – Definition	**Florida PALM:** Florida PALM system role that runs various automated processes, reports, and interfaces in a pre-determined schedule.

Process Step ID	Process Step Title	Description of Process
1	Inbound Deferred Compensation Benefit Elections (PRI020)	Inbound interface to receive employee deferred compensation elections from the third-party administrator.
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	Deferred Comp Data Established / Updated	All successfully loaded records have passed interface validations and edit checking. Deferred Compensation Elections are now stored in the Florida PALM database.

100.2.5 – Garnishments

Table 5: Garnishments

100.2.5 – Garnishments		
Module	**Payroll**	
Related Module(S)	**Accounts Payable, Cash Management**	
Swim Lane – Definition	**Agency Garnishment Requestor:** Agency role responsible for completing and submitting garnishment request form. **BOSP Garnishment Processor:** BOSP role responsible for garnishment administration and ensures garnishment orders are recorded accurately and timely. **BOSP Payroll Maintainer:** BOSP role with the ability to run payroll cycle processes and update configuration.	
Process Step ID	**Process Step Title**	**Description of Process**
1	Receives Writ of Garnishment	Agency receives a Writ of Garnishment for the employee.
2	Updated Order Received	Update to an employees' writ of garnishment that was previously received by the agency. The Agency will receive the order and insert applicable details into the Garnishment form for BOSP to review and update the employee's garnishment details.
3	Other Orders Received	Orders sent directly to BOSP such as "Child Support", "IRS Tax Levy", "Defaulted Student Loans", "Bankruptcy", etc.
4	Verify Active Employment	Agency reviews and verifies garnishment order. Including verifying employment, order details, notifying employees, etc.
5	Submit Garnishment Form (PRF002, PRW002)	Agency fills out garnishment for submission to the BOSP. Contains the court order writ of garnishment details. Agency Payroll users fill out and send the Garnishment Form to BOSP.
6	BOSP Receives Order	BOSP receives the garnishment order to add/update the employee's payroll record. The following sub process streams in the business process model flow can happen simultaneously: Cumulative Payout Employee Refund Garnishment Processing Create/Modify Supplier
7	Review for Payout Amounts	The courts provide an updated order containing a payee and payment information. BOSP determines

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		and processes how much is paid to payee and/ or employee.
8	AP Manual Voucher	Accounts Payable manual vouchers. A manual voucher is created in Florida PALM with the associated supplier information tied to payment.
9	Review and Calculate Refund	The courts deem that the defendant/garnishee is owed a refund due to overpayment of a garnishment. BOSP will review the prior pay period withholding amounts, the Garnishment Detail Limit tables.
10	One Time Garnishment Override	BOSP enters a One Time Garnishment Override/Refund on the employee's next payroll processing window.
11	Assign Garnishment Deduction to Employee	If this is the employees' first garnishment, BOSP will assign a general garnishment deduction to the employee. If this is an employee's second garnishment, this step is not needed and BOSP can add additional garnishment details/orders to the employee. Please reference step 12.
12	Create/Modify Garnishment Details	To Approve, Suspend, Modify, or complete the Court Order details, BOSP will create/update the individual garnishment detail record. If the employee has two or more garnishments, additional garnishment detail records are added for each garnishment. Using the one general garnishment deduction record for an employee, the system will compute individual deductions based on each garnishment detail record. The system does not need additional garnishment general deductions assigned to the employee for each garnishment order, to calculate multiple garnishment orders.
13	Create/Modify Supplier	BOSP creates or modifies a garnishment supplier as needed. If a supplier needs to be created or modified, see 30.1 Set Up and Maintain Suppliers.
14	Process Vendor Payments in AP	All non-state disbursement unit child support related garnishments are paid via Accounts Payable. A voucher process occurs sending applicable payments to Accounts Payable. The exception to this rule is state disbursement unit child support payments where Payroll will create an ACH file with addendum records to submit to the bank via financial gateway. See Step 17 and 18.

15	Outbound Garnishment Deduction Remit File (PRI037)	Outbound interface to send garnishment deduction remittance data to the Collections Web Portal.
16	Prepare Remittance Advice	Remittance advice for paper warrants associated with the garnishment that will be prepared and sent to the plaintiff/garnisher along with the payment.
17	Outbound Child Support ACH Payment and Addenda File (PRI012)	Outbound interface to send child support ACH Payments and addenda records through the financial gateway for State Disbursement Units.
18	Financial Gateway	Financial Gateway will manage all ACH payments sent to the bank. Florida Palm will create a custom ACH file for Financial Gateway to send to the bank for processing. Submission of ACH file for payment processing occurs in 70.4 Process Bank Cash Transfers

100.2.6 – General Deductions

Table 6: General Deductions

100.2.6 – General Deductions	
Module	**Payroll**
Related Module(s)	**N/A**
Swim Lanes – Definition	**Florida PALM:** Florida PALM system role that runs various automated processes, reports, and interfaces in a pre-determined schedule.

Process Step ID	Process Step Title	Description of Process
1	Inbound Recurring Deduction File (PRI017)	Inbound interface to receive Recurring Deduction data.
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	General Deduction Established / Updated	All successfully loaded records have passed interface validations and edit checking. Employee General Deductions are now stored in the Florida PALM database.

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 7 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 8: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	PRR050	**Retirement Contribution Reconciliation Report –** A report that lists retirement contributions and adjustments by date range.	Data Warehouse	Periodic	BOSP

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R2	PRR013	**Garnishment Order Report –** A report that lists garnishment orders by date range, employee, or recipient.	PeopleSoft	Periodic	BOSP
R3	PRR005	**Collections Remit Report –** A report that lists all garnishment payments made to collection recipients made by the employee or agency.	PeopleSoft	Periodic	Revenue and BOSP

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

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 9: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
PRC001	**W-4 Data and Lock-In-letter Data** – Conversion of W-4 and Lock-In-Letter data from PYRL.	FLAIR PYRL
PRC002	**Employee ACH Information** – Conversion of ACH employee data from Central FLAIR EFT Authorization File	FLAIR PYRL
PRC004	**Garnishment** – Conversion of garnishment data from PYRL.	FLAIR PYRL
PRC005	**Personal Data and Privacy Indicators** – Conversion of Personal data and Privacy Indicators from multiple HRIS.	People First and Highline
PRC006	**Job/Payroll Data** – Conversion of Job / Payroll data from multiple HRIS.	People First/ Military Affairs (State Active Duty) and Highline

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[2] https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5
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Conversion Number	Conversion Description	Source
PRC007	**Optional Retirement Plan File –** Conversion of ORP (Optional Retirement Plan) Authorization data from the Department of Management Services, Division of Retirement.	Florida Retirement System
PRC009	**Recurring Deductions** – Conversion of Recurring Deduction data from multiple HRIS	People First/Highline
PRC010	**Retirement Benefit Data** – Conversion of Retirement Benefit data	People First, Highline
PRC011	**Deferred Compensation Benefit Elections** – Conversion of employee's deferred compensation elections from the third-party administrator.	Fidelity Information Services
PRC013	**Shared Savings Account Rewards File** – Conversion of employees' year-to-date Shared Savings Account Rewards.	FLAIR PYRL

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 10: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
PRI001	**Inbound Job/ Payroll Data –** Inbound interface to import Job / Payroll data.	Daily	Third Party HRIS Systems (People First, Highline, Dept of Military Affairs)	Florida PALM
PRI002	**Inbound Non-ePay W-4 -** Inbound interface for employee W-4 withholding	Periodic	Dept of Military Affairs	Florida PALM

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

Interface Number	Interface Description	Interface Frequency	Source	Target
	elections to automatically update the employee W-4 record if the employee is a part of the State Active-Duty payroll with no ePay Access.			
PRI003	**Inbound Personal Data and Privacy Indicators –** Inbound interface to import personal data and confidential indicators	Daily	Third Party HRIS Systems (People First, Highline, Dept of Military Affairs)	Florida PALM
PRI012	**Outbound Child Support ACH Payment and Bank Addenda File** – Outbound interface to send child support ACH Payments and addenda records through the financial gateway for State Disbursement Units.	Periodic	Florida PALM	Bank
PRI015	**Inbound Retirement Data File –** Inbound interface to receive Retirement Benefits data.	Daily	People First, Highline	Florida PALM
PRI017	**Inbound Recurring Deductions File –** Inbound Interface to receive Recurring Deduction Data.	Daily	Third Party HRIS Systems (People First, Highline)	Florida PALM
PRI020	**Inbound Deferred Compensation Benefit Elections –** Inbound interface to receive employee deferred compensation elections from the third-party administrator.	Daily	Fidelity Information Services	Florida PALM
PRI030	**Outbound Monthly Retirement Plan File –** Monthly outbound interface to send retirement reporting data to Department of	Monthly	Florida PALM	Florida Retirement System

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Interface Number	Interface Description	Interface Frequency	Source	Target
	Management Services, Division of Retirement.			
PRI037	**Outbound Garnishment Deduction Remit File** – Outbound interface to send garnishment deduction remittance data to the Collections Web Portal.	Periodic	Florida PALM	Collections Web Portal

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 11: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	Audience
PRF002	**Garnishment Order Form –** A form to enable agencies to notify and send BOSP any garnishment orders they receive.	Agency, BOSP

Workflows

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

Table 12: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	Audience
PRW002	**Garnishment Order Workflow –** A workflow to support the routing, approval, and processing of a Garnishment Order Form.	Agency, BOSP

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

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 13: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
N/A	N/A	