100.3 On-Cycle Payroll

Revision History

Version	Date	Revision Notes
1.0	06/27/2023	First Pass
2.0	07/25/2023	Updates
3.0	09/05/2023	Updates prior to Advisory Council presentation
4.0	09/15/2023	Draft Updates for Financials Wave

Table of Contents

Business Process Overview

The On-Cycle Payroll business process describes how monthly, bi-weekly, and supplemental payrolls will be processed in Florida PALM. The scope of this business process begins with importing employee pay and deductions from Human Resource Information Systems (HRIS) and ends with the accurate and timely payment to employees. The business subprocesses included are:

- 100.3.1 – Create, Load, and Manage Paysheets
- 100.3.2 – Calculate Payroll
- 100.3.3 – Update Paysheets
- 100.3.4 – Confirm Payroll
- 100.3.5 – Manage ACH Feeds.
- 100.3.6 – Distribute Payroll Warrants

The Create, Load, and Manage Paysheets subprocess outlines the steps taken for Florida PALM to load the HRIS payment and deduction data and for the Bureau of State Payrolls (BOSP) and agencies to edit their employee pay related data.

The Calculate Payroll subprocess is the methodology used to iteratively remediate paycheck errors the system encounters when calculating the gross to net payroll.

The Update Paysheets subprocess loads pay and deduction updates to paysheets during the calculate payroll subprocess, prior to the final calculation.

The Confirm Payroll subprocess finalizes the payroll by updating employee earning, deduction, and tax periodic balances and assigning advice and warrant numbers. The start of post confirm processing is also shown.

The Manage ACH Feeds subprocess covers transactions occurring between Florida PALM and the bank to pay employees with a direct deposit election. It also covers the handling of rejected ACH transactions.

Finally, the Distribute Payroll Warrants subprocess covers the creation and distribution of warrants and positive pay files, as well as the payroll warrant reconciliation process.

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).

- External inputs must be in sync with Florida PALM required field values.

---

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

- Source system data that has 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.
- 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. BOSP entry in Florida PALM will be evaluated to determine if the entry needs to be recorded in the source system.
- The HRIS will be responsible for providing the correct employee gross salary and general deductions. Florida PALM will be responsible for calculating the applicable employer costs (e.g., FICA, PTB/FICA savings, retirement, basic life insurance, etc.) and employee deductions (e.g., FICA, withholding taxes, deferred compensation deductions, optional life insurance, etc.), gross to gross salary charge (gross plus employer cost), gross to net (gross minus employee deductions) and all post payroll processing.

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.

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

100.3.1 – Create, Load, and Manage Paysheets

Table 1: Create, Load, and Manage Paysheets

100.3.1 – Create, Load, and Manage Paysheets	
Module	**Payroll**
Related Module(S)	**N/A**
	Agency Payroll Processor: Agency role responsible for ensuring employee's pay is accurate with the ability to view, enter, and update transactions. **BOSP Payroll Maintainer:** BOSP role with the ability to run payroll cycle processes and update configuration. **BOSP Payroll Processor:** BOSP role responsible for auditing an employee's pay in the system with the ability to view, enter, and update transactions.

Process Step ID	Process Step Title	Description of Process
1	Inbound Earnings File (PRI005) & Inbound Deductions Override File (PRI006)	The Inbound Earnings File is the inbound interface for employee earnings data for each payroll cycle. The Inbound Deductions Override File is the inbound interface for Deduction Override data for each payroll cycle. Florida PALM will perform interface validation by checking for file level errors.
2	Inbound Payroll Payments Spreadsheet (PRI046)	Inbound spreadsheet for loading payroll transactions into the Paysheet Transaction Table. Florida PALM will perform interface validation by checking for file level errors.
3	Perform Interface Error Checking	If file is rejected, all transactions in the file are rejected and the file must be resubmitted once the issue is resolved. If file is not rejected, edit validations are performed on each transaction before the data is allowed to load for processing. Additional edits will be performed during the transaction life cycle. Rejected transactions are managed through the Interface Error Handling Process (120.1).
4	Earning and Deductions Load Process	All successfully loaded records have passed interface validations and edit checking. These earning and deduction records for the payroll cycle are loaded into the Paysheet Transaction Table.
5	Audit Loaded Transactions	BOSP Payroll Processor reviews the Paysheet Transaction Table to verify loaded transactions follow BOSP auditing criteria.
6	Notify Agency of Pay Transaction Updates	BOSP Payroll Processor will notify Agency Payroll Processors of updates or changes to the pay transactions loaded to the paysheet upload transaction table from inbound files 1 & 2.
7	Run Pre-Sheet Audit	BOSP Payroll Maintainer runs a pre-sheet audit process to validate system configurations for the creation of paysheets. If configuration errors are found, continue to step 8. If configuration errors are not found, continue to step 9
8	Update Configurations	Any configuration errors will be resolved by BOSP Payroll Maintainer to minimize paysheet load errors.
9	Execute Load Paysheets	BOSP Payroll Maintainer executes the process to load the transactions from the Paysheet

This document is draft and subject to change

Process Step ID	Process Step Title	Description of Process
		Transaction Table to the paysheets. This process creates the employee paysheets.

100.4.1 Off-Cycle Processing can also load transactions into on-cycle paysheets for processing when needed. |

100.3.2 – Calculate Payroll

Table 2: Calculate Payroll

100.3.2 – Calculate Payroll	
Module	**Payroll**
Related Module(s)	**N/A**
Swim Lanes – Definition	**Agency Payroll Processor:** Agency role responsible for ensuring employee's pay is accurate with the ability to view, enter, and update transactions. **BOSP Payroll Maintainer:** BOSP role with the ability to run payroll cycle processes and update configuration. **BOSP Payroll Processor:** BOSP role responsible for auditing an employee's pay in the system with the ability to view, enter, and update transactions.

Process Step ID	Process Step Title	Description of Process
1	Run Pre-Calculation Audit	BOSP Payroll Maintainer runs a pre-calculation audit process to validate system configuration and employee setups for a successful gross to net calculation for each employee.
2	Review Pre-Calculation Audit	BOSP Payroll Maintainer reviews the pre-calculation audit report.

If there are any error messages that need to be resolved, continue to process step 3. If there are no error messages that need to be resolved, continue to process step 4. |
3	Update Configuration and Employee Setup	BOSP Payroll Maintainer updates any configurations issues from the pre-calculation audit report. They may also collaborate with the agencies with any employee setup errors.
4	Pre-Calculation Paysheet Editing	BOSP Payroll Maintainer runs the pre-calculation paysheet editing process to perform specific edits.
5	Preliminary Calculation Batch	BOSP Payroll Maintainer runs the preliminary calculation batch. This step includes the gross to net paycheck calculation, including employer costs, and creation of payroll reports. Reports are split up by agency and sent for review.
6	Review Reports/Update Config Errors	BOSP Payroll Maintainer updates configurations based on the information received in the calculation batch reports.

==This document is draft and subject to change==

Process Step ID	Process Step Title	Description of Process
		If the payroll window is closed, the process will move to step 11 or else it will loop back to step 5.
7	Reviews Reports & Resolve Employee Calc Errors	BOSP Payroll Processor collaborates with the agencies where needed to resolve employee calc errors and updates.
8	Review Reports	Agency Payroll Processor will review payroll reports to determine any employee payroll updates needed. If HRIS updates are needed to produce pay updates for the employee in Florida PALM, go to step 9, else go to step 10. If the payroll window is closed, the process will move to step 11 or else it will loop back to step 5 if no payroll updates are needed. There will be a 2-day processing window for updates prior to the final pay calculation.
9	Update HRIS	The Agency Payroll Processor updates the HRIS to produce the pay or deduction updates for the employee which will flow back to the paysheets for pay calculation via 100.3.3 Update Paysheets.
10	Enter Payroll Updates	The Agency Payroll Processor enters payroll updates which will flow to step 5 for payroll calculation.
11	Lock Out Payroll Users	Before the final pay calculation occurs, users will have view-only access to payroll data and updates cannot be made during this period.
12	Final Pay Calculation Batch	BOSP Payroll Maintainer runs the final pay calculation batch. This step includes the final gross to net paycheck calculation, including employer costs, and creation of payroll reports. Reports are split up by agency and sent for review. The final pay calculation also locks out any future changes to that payroll cycle. After the final calculation of paysheets, process 100.3.3 Confirm Payroll begins.

100.3.3 – Update Paysheets
Table 3: Update Paysheets

100.3.3 – Update Paysheets	
Module	**Payroll**
Related Module(s)	**N/A**
Swim Lanes – Definition	**BOSP Payroll Maintainer:** BOSP role with the ability to run payroll cycle processes and update configuration. **BOSP Payroll Processor:** BOSP role responsible for auditing an employee's pay in the system with the ability to view, enter, and update transactions.

Process Step ID	Process Step Title	Description of Process
1	Inbound Earnings File (PRI005) & Inbound Deductions Override File (PRI006)	The Inbound Earnings File is the inbound interface for employee earnings data for each payroll cycle. The Inbound Deductions Override File is the inbound interface for Deduction Override data for each payroll cycle. Florida PALM will perform interface validation by checking for file level errors.
2	Perform Interface Error Checking	If file is rejected, all transactions in the file are rejected and the file must be resubmitted once the issue is resolved. If file is not rejected, edit validations are performed on each transaction before the data is allowed to load for processing. Additional edits will be performed during the transaction life cycle. Rejected transactions are managed through the Interface Error Handling Process (120.1).
3	Earning and Deductions Load Process	All successfully loaded records have passed interface validations and edit checking. These earning and deduction records for the payroll cycle are loaded into the Paysheet Transaction Table.
4	Audit Loaded Transactions	BOSP Payroll Processor reviews the Paysheet Transaction Table to verify loaded transactions follow BOSP auditing criteria.
5	Notify Agency of Pay Transaction Updates	BOSP Payroll Processor will notify Agency Payroll Processors of updates or changes to the pay transactions loaded to the paysheet upload transaction table from inbound file 1.
6	Execute Load Paysheets	BOSP Payroll Maintainer executes the process to load the transactions from the Paysheet Transaction Table to the paysheets. This process creates the employee paysheets. 100.3.2 Calculate Payroll will calculate the pay and deduction updates loaded into the paysheets.

100.3.4 – Confirm Payroll
Table 4: Confirm Payroll

100.3.4– Confirm Payroll	
Module	**Payroll**
Related Module(s)	**Accounts Payable, InterUnit**
Swim Lanes – Definition	**BOSP Payroll Maintainer:** BOSP role with the ability to run and monitor payroll cycle processes and update configuration.

Process Step ID	Process Step Title	Description of Process
1	Run Pre-Confirm Audit	BOSP Payroll Maintainer runs the pre-confirm process to validate all other pay cycles are completed and identifies any issue that would prevent the confirm process from completing successfully.
2	Remediate System Errors	BOSP Payroll Maintainer updates any outstanding issues that would prevent the confirm process from completing successfully.
3	Lock Out Payroll Users	Before the confirm process occurs, users will have view-only access to payroll data and updates cannot be made during this period.
4	Run Confirm Payroll	BOSP Payroll Maintainer runs the Pay Confirm process to finalize all the pay calculations, update employee balances, assign all warrants and advice numbers and create payroll reports. Reports are split up by agency and sent for review.
5	Start Post-Confirm Batch Process	After review of the successful pay confirm process, the BOSP Payroll Maintainer will execute batch jobs to run a stream of post-confirm processes noted in the sub processes 100.3.4 Manage ACH Feeds, 100.3.5 Distribute Payroll Warrants, and 100.7.2 Generate Payroll Accounting Distributions.
6	Consolidated Supplier Deductions	Florida PALM creates accounting entries that record deductions withheld to be consolidated for future payments. If a payment needs to be made to an agency, transfers will be made through 110.1 Inter/Intra Unit Transactions. If a payment needs to be made to a supplier, a consolidated voucher is sent to AP.
7	Supplier Payments to Accounts Payable	Florida PALM sends voucher related information to Accounts Payable for supplier payments. Payments are processed via 30.3.1 Process Vouchers.
8	Create Outbound Interface Files	Florida PALM will generate various outbound interface files to send to agencies and third parties.
9	Outbound Interface Files	Outbound Interface Files include Outbound COM Re-employment Assistance Wage Data (PRI008), Outbound CMDV Website Data File (PRI010), Outbound Child

This document is draft and subject to change

Process Step ID	Process Step Title	Description of Process
		Support ACH Payment and Addenda File (PRI012), Outbound People First Flexible Spending Account File (PRI025), Outbound People First Health, Life and Supplemental Insurance File (PRI026), and Outbound Employee File for Deferred Compensation (PRI031).

100.3.5 – Manage ACH Feeds

Table 5: Manage ACH Feeds

100.3.5 – Manage ACH Feeds	
Module	**Payroll**
Related Module(s)	**Cash Management**
Swim Lanes – Definition	**Bank:** Represents the State of Florida's banking provider. **BOSP Payroll Processor:** BOSP role responsible for auditing an employee's pay in the system with the ability to view, enter, and update transactions. **Financial Gateway**: Cash Management functionality to process transactions between the State of Florida and the banking provider.

Process Step ID	Process Step Title	Description of Process
1	Create Payroll ACH File	This process creates the ACH file for Financial Gateway to be sent to the bank for employee direct deposits.
2	Outbound Payroll ACH File (PRI039)	ACH File containing all the necessary data for Financial Gateway to process the file.
3	Create Child Support ACH Payment and Addenda File	Florida PALM creates an ACH Child Support File with addendum records to send to Financial Gateway to be processed by the Bank.
4	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.
5	Generate ACH Payment Files	Processes and sends the Payroll and Child Support ACH files to the bank. Transmitting of ACH files is described in 70.4 Process Bank Cash Transfers. Files received back from the bank and the bank reconciliation process is described in 70.2 Manage and Reconcile Bank Statements.
6	Process ACH Files	The bank processes the ACH files through the federal reserve system for payment. The bank is notified of any ACH returns. If there are ACH returns, continue to step 7.

Process Step ID	Process Step Title	Description of Process
		If there are no ACH returns, this process comes to an end.
7	Review ACH Returns	BOSP Payroll Processor reviews ACH Returns. This process is expanded on in payroll business process 100.6.2 Manage ACH Returns and Reissue Warrants.

100.3.6 – Distribute Payroll Warrants

Table 6: Distribute Payroll Warrants

100.3.6 Distribute Payroll Warrants	
Module	**Payroll**
Related Module(s)	**Cash Management**
Swim Lanes – Definition	**Bank:** State of Florida's banking services provider. **BOSP Payroll Maintainer:** BOSP role with the ability to run and monitor payroll cycle processes and update configuration. **DFS Print Room Operations:** DFS role responsible for printing and distribution of warrants.

Process Step ID	Process Step Title	Description of Process
1	Create Payroll Warrant Files	This process creates three outbound interfaces to print warrants, record payments for bank reconciliation, and send the positive pay file to the bank.
2	Outbound Payroll Warrant Print Extract (PRI043)	Outbound interface containing payroll warrant data for printing warrants via the external printer application system.
3	Print and Distribute Warrants	The DFS Print Room Operations receives the Outbound Payroll Warrant Print Extract, prints the physical warrants, and delivers them to the DFS Transmittal Office for distribution to agencies.
4	Outbound Payroll Warrant Recon File (PRI042)	Outbound interface to send warrants to Cash Management to enable recording of warrant payment accounting entries and processing of bank reconciliation. The reconciliation process is detailed in 70.2 Manage and Reconcile Bank Statements.
5	Outbound Payroll Positive Pay File (PRI045)	Outbound interface containing detailed warrant information to the bank to facilitate warrant clearance.
6	Bank Processing	The bank will process the Outbound Payroll Positive Pay File against cashed warrants.
7	Outbound BAI2 File	The Bank sends the Outbound BAI2 File to Florida PALM to be used by the bank reconciliation process. The reconciliation process is detailed in 70.2 Manage and Reconcile Bank Statements.
8	Inbound Payment Reconciliation (PRI044)	Inbound interface that marks payroll payments as reconciled to identify payroll warrants that have cleared the bank.

==This document is draft and subject to change==

Process Step ID	Process Step Title	Description of Process
9	Payroll Reconciliation Process	BOSP processes the Inbound Payment Reconciliation file from cash management to update the status of payroll warrants that have cleared the bank to prohibit warrant cancellation.

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
PR14	ACH - Bank Reconciliation - Cash Clearing	Debit: Cash Clearing (S) Credit: Bank Cash (S)	Decreases/Increases Spendable Cash	Debit: Cash Clearing Credit: Bank Cash
PR15	Warrant - Bank Reconciliation - Cash Clearing	Debit: Cash Clearing (S) Credit: Bank Cash (S)	Decreases/Increases Spendable Cash	Debit: Cash Clearing Credit: Bank Cash

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	PRR028	**Paysheet Upload (PSHUP) Update Report** – A report that lists all updates made to Paysheet	PeopleSoft	Biweekly, Monthly, and	Agency, BOSP

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
		Upload (PSHUP) transaction table by BOSP and individual agencies		Supplemental On-Cycles	
R2	PRR052	**Pre-Paysheet Creation Audit Messages** – A report from the Pre-Sheet Audit process for BOSP and Agencies to remediate	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP
R3	PRR053	**Pre-Calculation Audit Messages** – A report from the Pre- Calc Audit process for BOSP and Agencies to remediate	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP
R4	PRR036	**Pre-Calculation Paysheet Editing Report** - a report that lists any changes made to paysheets because of the Pre-Calculation Paysheet Editing process.	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP
R5	PRR016	**Payroll Deduction Register** – A report that lists amount of money deducted from each employee paycheck for general deductions, garnishments, and benefits	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP
R6	PRR018	**Payroll Register** – A report that lists paycheck data by name, emp ID, and department ID for both BOSP and individual agencies.	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP
R7	PRR002	**Payroll Check Register** – A report that lists checks in check number order for the pay period for both BOSP and individual agencies.	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP
R8	PRR007	**Payroll Other Earnings Register** – A report that lists detailed wages outside regular/overtime earnings for both BOSP and individual agencies.	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP
R9	PRR054	**Payroll Deductions in Arrears** – A report that lists deductions in arrears to be taken from employee paychecks at a different time for both BOSP and individual agencies.	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP

This document is draft and subject to change

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R10	PRR055	**Payroll Deductions not Taken** – A report that lists deductions that weren't taken in the current pay period and which ones went into arrears for both BOSP and individual agencies.	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP
R11	PRR029	**Payroll Error Messages** – A report that lists system errors messages during the payroll processes Pre-Calculation, Final Calculation, or Pre-Confirm for both BOSP and individual agencies.	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP
R12	PRR012	**Payroll Summary** – A report that lists summary of U.S. Paychecks detail by Run ID. Includes amounts, earnings, employee deductions, employer contributions, and employee/employer tax for both BOSP and individual agencies.	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency
R13	PRR056	**Pre-Confirm Payroll Audit Messages** – A report from the Pre-Confirm Audit process for BOSP to remediate	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP
R14	CMR008	**ACH/EFT Failures and Notice of Changes Report** - A custom report that Identifies ACH/EFT failures and Notice of Changes from the bank.	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, BOSP
R15	PRR035	**Payroll Warrant Status Report** – A report that lists payroll warrant details and status (i.e., cleared, outstanding, or cancelled).	PeopleSoft	Biweekly, Monthly, and Supplemental On-Cycles	Agency, 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.

---

[2] https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5
This document is draft and subject to change

Table 9: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
N/A		

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
PRI005	**Inbound Earnings File -** Inbound interface for employee earnings data for each payroll cycle.	Biweekly, Monthly, and Supplemental On-Cycles	Agency HRIS	Florida PALM
PRI006	**Inbound Deductions Override File -** Inbound deduction override data for each payroll cycle.	Biweekly, Monthly, and Supplemental On-Cycles	Agency HRIS	Florida PALM
PRI046	**Inbound Payroll Payments Spreadsheet-** Inbound spreadsheet for loading pay transactions into the paysheet transaction table.	Biweekly, Monthly, and Supplemental On-Cycles	Agency HRIS	Florida PALM
PRI008	**Outbound COM Reemployment Assistance Wage Data** – Outbound interface to send reemployment assistance wage data to Department of Economic Opportunity.	Biweekly, Monthly, and Supplemental On-Cycles	Florida PALM	Department of Economic Opportunity
PRI010	**Outbound CMDV Website Data -** Outbound interface to send deduction	Biweekly, Monthly, and	Florida PALM	Consolidated Vendor Website

This document is draft and subject to change

Interface Number	Interface Description	Interface Frequency	Source	Target
	remittance data to the Consolidated Vendor Website.	Supplemental On-Cycles		
PRI012	**Outbound Child Support ACH Payment and Addenda File –** Outbound interface to send child support ACH payments and addenda records through the financial gateway for State Disbursement Units.	Biweekly, Monthly, and Supplemental On-Cycles	Florida PALM	Florida PALM
PRI025	**Outbound People First Flexible Spending Account File** – Outbound interface containing employee flexible spending account deductions to People First.	Biweekly, Monthly, and Supplemental On-Cycles	Florida PALM	People First
PRI026	**Outbound People First Health and Life Insurance File** – outbound interface containing employee health and life insurance data and deductions to People First.	Biweekly, Monthly, and Supplemental On-Cycles	Florida PALM	People First
PRI031	**Outbound Employee File for Deferred Compensation** - Outbound interface containing a listing of employees who received a regular wage payment to the deferred compensation third party administrator.	Biweekly, Monthly, and Supplemental On-Cycles	Florida PALM	Deferred Compensation Third Party Administrator
PRI039	**Outbound Payroll ACH File** - Outbound interface to send ACH payments from Payroll to Financial Gateway for transmission to the bank. This interface will also enable recording of ACH payment accounting entries and processing of bank reconciliation.	Biweekly, Monthly, and Supplemental On-Cycles	Florida PALM	Florida PALM
PRI042	**Outbound Payroll Warrant Recon File** - Outbound interface to send warrants to Cash Management to enable recording of	Biweekly, Monthly, and Supplemental On-Cycles	Florida PALM	Florida PALM

Interface Number	Interface Description	Interface Frequency	Source	Target
	warrant payment accounting entries and processing of bank reconciliation.			
PRI043	**Outbound Payroll Warrant Print Extract File -** Outbound interface containing warrant data for printing warrants via the external printer application system.	Biweekly, Monthly, and Supplemental On-Cycles	Florida PALM	External Printer Application System
PRI044	**Inbound Payment Reconciliation -** Inbound interface that marks payroll payments as reconciled to identify payroll warrants that have cleared the bank.	Biweekly, Monthly, and Supplemental On-Cycles	Florida PALM	Florida PALM
PRI045	**Outbound Payroll Positive Pay File -** Outbound interface containing detailed warrant information to the bank to facilitate warrant clearance.	Biweekly, Monthly, and Supplemental On-Cycles	Florida PALM	Bank

Note: A complete list of interfaces may be found in the [Catalog of Interface Offerings](https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa)[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
N/A		

---

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

This document is draft and subject to change

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
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 13: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
N/A		