

# 100.4 Off-Cycle Payroll

## Revision History

Version	Date	Revision Notes
1.0	07/14/2023	Draft version.
2.0	09/15/2023	Draft Update for Financials Wave

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## Business Process Overview

In Florida PALM, off-cycle payroll is defined as payroll processing that occurs outside of the regularly scheduled major payrolls designated by the state of Florida (Monthly, Biweekly, State Active Duty/Florida State Guard, and Supplemental). These main payrolls are considered on-cycle. Florida PALM is interfacing with Human Resource Information Systems (HRIS) to get the necessary data to process payroll timely and accurately. Off-cycle transactions can be processed to accommodate for payments, adjustments, and/or reversals that are not able to be processed during an on-cycle payroll run.

The business subprocess included are:

- 100.4.1 – Off-Cycle Processing
- 100.4.2 – Beneficiary Payments
- 100.4.3 – Online Check

Most payments are entered in the source HRIS and captured on an on-cycle payroll to ensure the two systems (HRIS and Florida PALM) are staying in sync. These transactions, once entered in the source HRIS, are interfaced to Florida PALM with a set frequency. To accommodate for unexpected circumstances and exception handling, agencies will have the option to enter transactions directly in Florida PALM. Agencies can enter off-cycle transactions using spreadsheet upload functionality or using a request page. Only upon approval, will these off-cycle payrolls be calculated and confirmed.

If an employee of the state of Florida passes away, payment to their beneficiaries will be managed by the Bureau of State Payrolls (BOSP). This process is used to request and process beneficiary payments in Florida PALM, manage employee tax records for W-2 reporting per payment date, and remove direct deposit and benefit elections.

An online check is a type of off-cycle payment that can generate a one-time check the same day as it is entered into Florida PALM. These payments should be requested by agencies directly to BOSP. If BOSP determines that the agency request is critical, a same day warrant can be generated using this process.

Definitions for terminology used within this business process can be found at [Terms and Definitions Catalog](#)<sup>1</sup>.

## 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.
- 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.

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<sup>1</sup> <https://app.smartsheet.com/b/publish?EQBCT=0145b968d515454e9753d4943702576a>.

- 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 by the agency 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, retirement, optional life insurance, etc.) and employee deductions (FICA, withholding taxes, deferred compensation deductions, etc.), gross to gross salary charge (gross plus employer cost), gross to net (gross minus employee deductions) and all post payroll processing.
- If spreadsheet upload functionality is being used, the agency is responsible for validating that the transactions included on that spreadsheet have passed all agency-level approvals deemed necessary.
- Agencies must notify BOSP as soon as they are informed of the employee's death, via email and process separation action in Human Resource Information system as soon as possible.
- Agencies have one year from the date the deceased state employee's wages became payable to obtain information and submit to BOSP for processing. After a year has passed and BOSP has not received the required beneficiary information since no payment has been to the beneficiary, agencies will need to transfer wages to Unclaimed Property
- BOSP will determine what tax method to apply to beneficiary payments.

## 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.

### 100.4.1 – Off-Cycle Processing

Table 1: Off-Cycle Processing

100.4.1 – Off-Cycle Processing	
<b>Module</b>	<b>Payroll</b>
<b>Related Module(S)</b>	<b>N/A</b>

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<b>Swim Lane – Definition</b>	<p><b>Agency Payroll Approver:</b> Agency role responsible for reviewing and approving (or denying) transactions.</p> <p><b>Agency Payroll Processor:</b> Agency role responsible for ensuring employee's pay is accurate with the ability to view, enter, and update transactions.</p> <p><b>BOSP Payroll Processor:</b> BOSP role responsible for auditing an employee's pay in the system with the ability to view, enter, and update transactions.</p>	
Process Step ID	Process Step Title	Description of Process
1	Inbound Off-Cycle Spreadsheet Upload (PRI049)	BOSP Payroll Processor will upload spreadsheets submitted by agencies to Florida PALM for off-cycle transactions. The file will go through standard Florida PALM interface validation.
2	Perform Interface Error Checking	<p>If file is rejected, all transactions in the file are rejected and the file must be resubmitted once issue is resolved.</p> <p>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.</p> <p>Rejected transactions are managed through the Interface Error Handling Process (120.1).</p>
3	Load Off-Cycle Transactions	The off-cycle payroll transactions are systematically loaded into the Florida PALM Paysheet Transaction Table.
4	Review Off-Cycle Payroll(s)	<p>BOSP Payroll Processor will review off-cycle payroll transactions. BOSP will have auditing criteria designated for off-cycle transactions. These transactions can be reviewed at this point.</p> <p>If transactions are denied, continue to step 8. If transactions are approved, they will be picked up with the next scheduled payroll following the process described in 100.3 On-Cycle Payroll.</p>
5	Enter Transactions to Off-Cycle Request Page	Along with using spreadsheet upload functionality, agencies can request off-cycle transactions directly in Florida PALM. There will be an off-cycle request page in which the Agency Payroll Processor can enter transactions along with the reason for the transaction.
6	Off-Cycle Notification Sent (PRW007)	Upon saving these transactions to the request page, a notification will be sent to the Agency Payroll Approver to review.
7	Review Transactions on Off-Cycle Request Page	<p>Agency Payroll Approver will review the entries made on the off-cycle request page and can approve or deny the transactions.</p> <p>If approved, the process will load off-cycle transactions as described in step 3 and continue to step 4 for BOSP</p>

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Process Step ID	Process Step Title	Description of Process
		review. If denied, the Agency Payroll Processor will be notified as described in step 8.
8	Off-Cycle Denial Notification Sent	If an off-cycle request is not approved, the system will send a message notifying the Agency Payroll Processor.

## 100.4.2 – Beneficiary Payments

Table 2: Beneficiary Payments

100.4.2 – Beneficiary Payments		
Module	Payroll	
Related Module(S)	Accounts Payable, InterUnit	
Swim Lane – Definition	<p><b>Agency:</b> Agency role responsible for updating data outside of Florida PALM.  <b>BOSP Employee Record Maintainer:</b> BOSP role responsible for ensuring accuracy of personal data, job data, and retirement code.  <b>BOSP Payroll Processor:</b> BOSP role responsible for auditing an employee's pay in the system with the ability to view, enter, and update transactions.  <b>BOSP Tax Maintainer:</b> BOSP role responsible for managing tax payment processes with the ability to update configuration.</p>	
Process Step ID	Process Step Title	Description of Process
1	Agency Notified of Employee Death	The Agency receives notification of employee death. If an employee's Personnel Action Request (PAR) is not processed before payroll cutoff and a payment has been issued via warrant, then the agency will reverse the payment, as described in 100.6.3 Reverse Unreconciled Warrants, and reissue to the beneficiary.
2	Update Employee Record	The Agency will update employee record in the HRIS to reflect date of death.
3	Inbound Job/Payroll Data File (PRI001)	Inbound interface to import job/payroll data. This interface contains employee date of death.
4	Update Employee Record	Employee record in Florida PALM will be updated via Inbound Job/Payroll Data File to reflect Action/Action Reason of Death which will deactivate their payroll status. Deactivation of payroll status will ensure that paysheets for the deceased employee are not automatically created during payroll processing.
5	Notify BOSP of Employee Death	The Agency will notify the BOSP of employee death.
6	Manage Deceased Employee's Information	BOSP Payroll Processor will manage the deceased employee's payroll information received by the agency. The Processor will work with the BOSP Employee Record Maintainer to ensure the employee's record has been updated.
7	Update/Validate Employee Record	BOSP Employee Record Maintainer will verify if the employee's death has been recorded in Florida PALM. If not, they will update the employee's record. The

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Process Step ID	Process Step Title	Description of Process
		Maintainer will collaborate with the BOSP Payroll Processor to ensure the appropriate actions have been taken to maintain accurate employee records and stop any potential payments from being made to the deceased.
8	Gather Beneficiary Information	The Agency will be required to submit a legible copy of the deceased employee's Certificate of Death to BOSP and will gather beneficiary affidavit, beneficiary's birth certificate, and W-9 Form for 1099-MISC processing.
9	Audit Deceased Employee Documentation	BOSP Payroll Processor will audit the information received by the Agency and determine what update to job and personal data the BOSP Employee Record Maintainer will need to make prior to making the beneficiary payment.
10	Update Deceased Employee Information	BOSP Employee Record Maintainer will verify Job Data Action/Action Reason is correctly reflected as Termination/Deceased, verify/update the date of death on the employee's record per the Certificate of Death, and remove direct deposit. The Maintainer will unenroll the employee from benefit elections and stop recurring deductions.
11	Update Paycheck Name	BOSP Employee Record Maintainer will update the employee's paycheck name to the employee's beneficiary to cut a warrant in the beneficiary's name or to the estate of.
12	Update Employee Tax Override as Needed	BOSP Employee Record Maintainer will modify one-time tax overrides to add/remove Federal, FICA, and unemployment withholdings as needed.  The payment to the beneficiary will be made following the process described in 100.4.1 Off-Cycle Processing.
13	Create Beneficiary Supplier	BOSP Employee Record Maintainer will create the beneficiary supplier record following the 30.1.1 Set Up and Maintain Suppliers business process using either manual input or spreadsheet upload.
14	Create Beneficiary 1099 Balance	BOSP Tax Maintainer will create the beneficiary 1099 balance as detailed in 30.6.1 Process 1099 Reporting.
15	Notify Agency of Unpaid Wage Payments	Agencies have 1 year from the date the deceased state employee's wages became payable to obtain information and submit to BOSP. After a year has passed and BOSP has not received all the required beneficiary information to process a beneficiary payment, BOSP will notify the Agency requesting the unpaid wages to be sent to Division of Unclaimed Property in that name of the deceased state employee.
16	Submit Unpaid Compensation to Unclaimed Property	The Agency will report through the Unclaimed Property website and process interunit transfer to Unclaimed

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Process Step ID	Process Step Title	Description of Process
		Property as described in 110.1 Inter/IntraUnit Transactions.

### 100.4.3 – Online Check

Table 3: Online Check

100.4.3 – Online Check		
Module	Payroll	
Related Module(s)	N/A	
Swim Lanes – Definition	<p><b>BOSP Online Check Processor:</b> BOSP role responsible for entering and processing online checks.</p> <p><b>BOSP Payroll Approver:</b> BOSP role responsible for reviewing and approving (or denying) payroll transactions.</p> <p><b>DFS Print Room Operations:</b> DFS role responsible for printing and distribution of warrants.</p>	
Process Step ID	Process Step Title	Description of Process
1	Receive Online Check Request from Agency	BOSP Online Check Processor receives a request for an online check (same-day payment) from an agency.
2	Request Online Check Approval	BOSP Online Check Processor requests approval to create and generate an online check from BOSP Payroll Approver.
3	Review Request for Online Check	BOSP Payroll Approver reviews, and either approves or denies the request for an online check. If request is denied, continue to step 4. If request is approved, continue to step 5.
4	Notify Processor of Denial	BOSP Payroll Approver notifies the BOSP Online Check Processor that agency request of online check has been denied. The process to generate an online check ends with a denial.
5	Enter Online Check	Once the request for an online check has been approved, the BOSP Online Check Processor will enter the required information on the Florida PALM online check page.
6	Calculate Online Check	BOSP Online Check Processor will save and calculate the online check and review calculation results.
7	Review Payroll Error Messages	BOSP Online Check Processor will review payroll error messages to see if the calculation of the online check generated any errors. If there are no errors present, continue to step 9. If there are errors present, continue to step 8.
8	Resolve Errors	BOSP Online Check Processor will be responsible for resolving any errors generated by calculating the online check. If the error cannot be resolved by BOSP, the processor can collaborate with the requesting agency to enter the appropriate information to resolve the error. Once the error has been resolved, the BOSP Online

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Process Step ID	Process Step Title	Description of Process
		Check Processor should calculate the online check again to ensure the calculation does not produce another error (step 6).
9	Confirm and Print Online Check	<p>If no errors are present, the BOSP Online Check Processor can confirm and print the online check. At this point, the online check calculation has been finalized, employee balances are updated, and warrant and advice numbers are assigned.</p> <p>The process to record payments for bank reconciliation and send the positive pay file to the bank is detailed in 100.3.6 Warrant Distribution. Online checks will not be present on the Outbound Payroll Warrant Print Extract as shown on 100.3.6. The online check data will also follow 100.7.2 Generate Payroll Accounting Distributions.</p>
10	Distribute Online Check	DFS Print Room Operations will print and deliver warrants to BOSP for special handling.

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## 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 4: 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 5: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	PRR037	<b>Beneficiary Payment Report</b> – a report that identifies payments to beneficiaries with updated personnel records.	Data Warehouse	Periodic	BOSP

**Note:** A complete list of reports may be found in the [Reports Catalog](#)<sup>2</sup>.

<sup>2</sup> <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 6: 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](#)<sup>3</sup>.

## Interfaces

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

Table 7: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
PRI001	<b>Inbound Job/Payroll Data</b> - Inbound interface to import Job / Payroll data.	Daily	Third Party HRIS Systems (People First, Highline)	Florida PALM
PRI049	<b>Inbound Off-Cycle Spreadsheet Upload</b> - Inbound spreadsheet to upload off-cycle transactions to Florida PALM.	Daily	Agency	BOSP

**Note:** A complete list of interfaces may be found in the [Catalog of Interface Offerings](#)<sup>4</sup>.

<sup>3</sup> <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

<sup>4</sup> <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

## Forms

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

Table 8: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	Audience
N/A		

## Workflows

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

Table 9: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	Audience
PRW007	<b>Off-Cycle Payroll Request Workflow</b> – Workflow that routes transactions entered in off-cycle request page to agency payroll approver to process transactions for off-cycle payroll.	Agency, BOSP

## 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 10: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
N/A		