

100.5 Miscellaneous Processing

Revision History

Version	Date	Revision Notes
1.0	08/20/2023	Draft
2.0	09/15/2023	Draft Update for Financials Wave

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Business Process Overview

Miscellaneous Processes in payroll are activities outside of the normal on-cycle processing, off-cycle processing, and end of period payroll processes. These are processes that occur on a daily or pre-determined schedule.

The Miscellaneous Processing models include the following:

- 100.5.1 – Validate SSA Information – Allows enterprise users to create an electronic file that can be submitted to the Social Security Administration for verification of employee information. 100.5.1 – Validate SSA Information – Allows enterprise users to create an electronic file that can be submitted to the Social Security Administration (SSA) for verification of employee information.
- 100.5.2 – Manage Stale Payroll Warrants – The Manage Stale Payroll Warrants business subprocess describes the steps to manage stale payments and transfer monies to Unclaimed Property, or as applicable, the originating fund.
- 100.5.3 – Run Outbound Miscellaneous Interfaces – Run outbound miscellaneous interfaces periodically on an as needed basis.

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).

- There are no dependencies and constraints identified. These processes can occur at any time or during a pre-determined schedule.

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, swim lanes are a 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.

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

100.5.1 – Validate SSA Information

Table 1: Validate SSA Information

100.5.1 – Validate SSA Information		
Module	Payroll	
Related Module(s)	N/A	
Swim Lanes – Definition	Agency: Agency role responsible for updating data outside of Florida PALM. BOSP Tax Maintainer: BOSP role responsible for managing tax payment processes with the ability to update configuration. Agency: Agency role responsible for updating data outside of Florida PALM.	
Process Step ID	Process Step Title	Description of Process
1	Create SSN Verification File	<p>The BOSP Tax Maintainer can create the electronic file for submission to the Social Security Administration (SSA).</p> <p>This file can be submitted periodically through the year to identify and correct SSN errors before beginning year-end processing.</p>
2	SSN Verification File	Florida PALM generates a file to submit to the SSA.
3	Send File to SSA for Processing	The BOSP Tax Maintainer will submit and upload the file to the SSA.
4	Review Report Received from SSA	<p>BOSP Tax Maintainer receives and reviews an error report from the SSA. Some examples may include:</p> <ul style="list-style-type: none"> • SSN not in file (Never issued). • Name matches; Date of Birth does not match. • Name does not match; Date of Birth not checked. • SSN did not verify, other reason. • Employee is deceased.
5	Notify Agencies of Errors	BOSP Tax Maintainer will notify the agencies of failed verifications for active employees.
6	Update Employee Record	<p>The Agency will resolve any outstanding errors received by BOSP from the SSA return file in the source Human Resource Information System (HRIS).</p> <p>Once the processor makes the necessary updates to the employee’s record, the changes will be fed into and reflected in Florida PALM via interface as shown in 100.2.1 Personal Data.</p>

100.5.2 – Manage Stale Payroll Warrants

Table 2: Manage Stale Payroll Warrants

100.5.2 – Manage Stale Payroll Warrants	
Module	Payroll
Related Module(S)	Inter Unit

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Swim Lane – Definition	<p>Agency Payroll Reporter: Agency role responsible for reviewing and/or distributing payroll reports.</p> <p>BOSP Payroll Maintainer: BOSP role with the ability to run and monitor payroll cycle processes and update configuration.</p>	
Process Step ID	Process Step Title	Description of Process
1	Review Outstanding Payroll Warrants	The Agency Payroll Reporter reviews payroll warrant status report (PRR035), which lists the warrant status to identify outstanding payments.
2	Contact Employee	The Agency Payroll Reporter contacts the employees whose payments are outstanding, to encourage them to present the warrant to the bank.
3	Process Stale Payroll Payments	<p>Florida PALM transfers applicable payments to the Unclaimed Property Trust Fund for administration by the Unclaimed Property Processor on a scheduled basis.</p> <p>Any warrants containing federal dollars or other funds exempt from transfer to Unclaimed Property are redistributed and the exempt funds revert to the originating fund. The agency accounts for the federal funds or other funds which cannot be transferred.</p> <p>Warrants not containing federal dollars or funds exempt from transfer to Unclaimed Property are included in the Outbound Stale Payments File to Unclaimed Property.</p>
4	Review Funds Exempt from Transfer to Unclaimed Property Report	<p>The Payroll Funds Transferred to Unclaimed Property and Funds Exempt from Transfer to Unclaimed Property report is available for agencies in the Data Warehouse to monitor and review to ensure the appropriate transactions were exempt from transfer to Unclaimed Property.</p> <p>If transfer errors were made, the agency will determine appropriate action and either transfer to Unclaimed Property or request Unclaimed Property to transfer to the appropriate fund. Please refer to 110.1 Inter/Intra Unit Transactions.</p>
5	Outbound Stale Payroll Payments File to Unclaimed Property (PRI050)	Outbound interface containing stale payments to identify the employee payment information for use by Unclaimed Property.

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100.5.3 – Run Outbound Miscellaneous Interfaces

Table 3: Run Outbound Miscellaneous Interfaces

100.5.3 – Run Outbound Miscellaneous Interfaces		
Module	Payroll	
Related Module(s)	N/A	
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	Create Outbound Interface Files	Scheduled processing in Florida PALM to create miscellaneous outbound interface file one at a time. Each process has separate run parameters and timing that occurs outside of a normal payroll cycle.
2	Outbound Data Interface Files	Outbound Interface Files include: Outbound External Employee Data Files (PRI009), Outbound Payroll Totals by Classification File for Risk Management (PRI011), Outbound Optional Retirement Program (ORP) Data to Division of Retirement (PRI014), Outbound Student Loan Default File (PRI019), Outbound Deferred Compensation Employee Data File (PRI023), Outbound Monthly Retirement Plan File (PRI030), Outbound Employee Data to Department of Revenue (PRI033), Outbound Personal and W-4 Data to Department of Revenue (PRI034)

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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
PR12	Stale Payment Cash Reversal – Non-Federal - Enterprise Fund	Debit: Cash Clearing(S) Credit: Cash (S)	Decreases/Increases Spendable Cash	Debit: Cash Clearing Credit: Cash
PR12	Stale Payments to Unclaimed Property – Non-Federal - Unclaimed Property Fund	Debit: Cash (S) Credit: Unclaimed Property Liability (S)	Increases Spendable Cash	Debit: Cash Credit: Unclaimed Property Liability
PR13	Stale Payment Cash Reversal - Federal - Enterprise Fund	Debit: Cash Clearing (S) Credit: Cash (S)	Decreases/Increases Spendable Cash	Debit: Cash Clearing Credit: Cash
PR13	Stale Payment Cash Reversal - Federal - Agency Fund	Debit: Cash (S) Credit: Revenue (S)	Increases Spendable Cash Increases Collected Revenue	Debit: Cash Credit: Revenue

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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	PRR035	Payroll Warrant Status Report – A report that lists payroll warrant details and status (i.e., cleared, outstanding, State Dated or cancelled).	PeopleSoft	Periodic	DFS
R2	PRR046	Payroll Funds Transferred to Unclaimed Property and Funds Exempt from Transfer to Unclaimed Property Report – A report that lists payroll payment information for funds transferred to the Unclaimed Property Trust Fund or those that are exempt from Transfer to Unclaimed Property, pursuant to Sections 17.26 and 717.117, Florida Statutes, and payment information for funds returned to the original source.	DW	Periodic	DFS

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 6: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
PRC015	Prior Year PYRL Warrant Conversion - Conversion of PYRL warrants from prior calendar year for stale warrant processing	FLAIR PYRL

² <https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5>

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 7: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
PRI009	Outbound External Employee Data Files - Outbound interface to send employee information to internal and external parties (Deferred Compensation, Department of Children and Families, First Florida Credit Union).	Periodic	Florida PALM	Enterprise Systems
PRI011	Outbound Payroll Totals by Classification File for Risk Management - Outbound interface to send totals by class code to Department of Financial Services, Division of Risk Management.	Periodic	Florida PALM	Department
PRI014	Outbound Optional Retirement Program (ORP) Data to Division of Retirement - Outbound interface to send ORP reporting data to Department of Management Services, Division of Retirement.	Periodic	Florida PALM	Division of Retirement
PRI019	Outbound Student Loan Default File - Outbound interface to send a listing of employee matches of defaulted student loan data to third party provider.	Periodic	Florida PALM	3 rd Party Provider
PRI023	Outbound Deferred Compensation Employee Data File - Outbound interface containing employee names, addresses	Periodic	Florida PALM	Fidelity Information Services

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

Interface Number	Interface Description	Interface Frequency	Source	Target
	and payroll deductions to deferred compensation third party administrator.			
PRI030	Outbound Monthly Retirement Plan File - Monthly outbound interface to send retirement reporting data to Department of Management Services, Division of Retirement.	Periodic	Florida PALM	Florida Retirement System
PRI033	Outbound Employee Data to Department of Revenue - Outbound interface containing new hire employee data to Department of Revenue.	Periodic	Florida PALM	Department of Revenue
PRI034	Outbound Personal and W-4 Data to Department of Revenue - Outbound interface containing personal and W-4 related data for employees who have been paid in the last 30 days to Department of Revenue.	Periodic	Florida PALM	Department of Revenue
PRI004	Outbound Stale Payroll Payments File to Unclaimed Property - Florida PALM creates a file of stale payments to identify the employee payment information for use by Unclaimed Property.	Periodic	Florida PALM	UPMIS

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.

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

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
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 10: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
N/A		

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