

100.8 End of Period Processing

Revision History

Version	Date	Revision Notes
1.0	07/06/2023	Draft Created
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Business Process Overview

End of Period Business processes occur at the end of the day, month, quarter, fiscal year, and calendar year for the managing and reporting of payroll processing and taxes. At the end of each processing period, updates to tax reporting tables or system processing tables are required to ensure the State of Florida follows federal and state tax reporting requirements. The business subprocess to support these requirements include the following:

- 100.8.1 – Process Daily Payroll Tax Data
- 100.8.2 – Reconcile Monthly Payroll Taxes
- 100.8.3 – Prepare Quarterly Payroll Taxes
- 100.8.4 – Produce Employee W-2 Forms
- 100.8.5 – Produce Employee W-2c Forms
- 100.8.6 – Maintain Fiscal Year End Updates
- 100.8.7 – Process Year End Off-Cycles
- 100.8.8 – Reset Employee W4 Exempt Status

Process Daily Payroll Tax Data encompasses the daily gathering of employee tax withholdings, employer tax liabilities and tax payments made to taxing authorities. Tax payments due are also calculated and managed daily along with the reconciliation of the tax trust accounts.

Reconcile Monthly Payroll Taxes includes the monthly reconciliation between the Florida PALM payroll activity and the Florida PALM tax data table containing the daily tax transaction activity.

Prepare Quarterly Payroll Taxes encompasses all quarterly reconciliation activities needed to prepare tax forms 941, 941 Schedule B, and 941-X.

Produce Employee W-2 Forms outlines the standard steps taken on an annual basis to produce W-2 forms and perform reporting to the Social Security Administration (SSA). The steps may change from year to year depending on tax law changes. Florida PALM will undergo an annual year-end tax reporting update with instructions for W-2 processing in December of each calendar year.

Produce Employee W-2c Forms outlines the steps to create W-2c's when Florida PALM determines a W-2c is needed due to prior year payroll adjustments.

Maintain Fiscal Year End Updates encompasses the update activities performed by Bureau of State Payrolls (BOSP) prior to payroll processing in the next fiscal year.

Process Year End Off-Cycles acknowledges the need for a year end payroll cycle for employee pay updates prior to creating W-2s.

Reset Employee W-4 Exempt status outlines the processing steps to notify and reset employees W-4 exempt status on a yearly basis during January and February of each calendar year.

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

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

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).

- Payroll Confirmation must be completed.
- Any adjustments must be completed before payroll is confirmed. Any adjustments entered in Florida PALM after reports and files have been generated will be reported in the following processing period.
- The state must follow federal guidelines and deadlines when producing end of period reporting.
- Final W-2 reporting cannot begin until the last tax update of the calendar year from PeopleSoft has been made.

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.

100.8.1 – Process Daily Payroll Tax Data

Table 1: Process Daily Payroll Tax Data

100.8.1 – Process Daily Payroll Tax Data		
Module	Payroll	
Related Module(S)	Accounts Payable	
Swim Lane – Definition	BOSP Tax Maintainer: BOSP role responsible for managing tax payment processes with the ability to update configuration.	
Process Step ID	Process Step Title	Description of Process
1	Tax Data Table Update Process	After the payroll cycle completes for the day, all tax related employee withholdings and employer liabilities will be stored in the tax data table for reporting and tracking.
2	Review Daily Tax Reports	BOSP Tax Maintainer will review the Daily Tax Activity Report and the Projected Tax Liability Report.
3	Reconcile Tax Trust Funds	BOSP Tax Maintainer will use the Tax Balance Report to reconcile tax data table balances with the tax trust fund balances. If a tax deposit is needed, the BOSP Tax Maintainer will process a voucher request through Accounts Payable as described in 30.3 Enter and Process Vouchers.
4	Enter Tax Payments into Tax Data Table	If a tax deposit is made, the BOSP Tax Maintainer will enter the type of tax paid along with the amount into the tax data table for future reconciliations.

100.8.2 – Reconcile Monthly Payroll Taxes

Table 2: Reconcile Monthly Payroll Taxes

100.8.2 – Reconcile Monthly Payroll Taxes		
Module	Payroll	
Related Module(s)	N/A	
Swim Lanes – Definition	BOSP Tax Maintainer: BOSP role responsible for managing tax payment processes with the ability to update configuration.	
Process Step ID	Process Step Title	Description of Process
1	Run Monthly Tax Reports	BOSP Tax Maintainer will manually run the reports needed for monthly payroll tax reconciliations.
2	Reconcile Tax Trust Funds	BOSP Tax Maintainer will use the Tax Balance Report to reconcile tax data table balances with the tax trust fund balances.

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Process Step ID	Process Step Title	Description of Process
3	Reconcile Tax Reports to Tax Data Table	BOSP Tax Maintainer will use the Monthly Tax Reconciliation Report to reconcile between the tax data table and what the system has processed over the past month. The Monthly Tax Deposit Report will be used to reconcile tax payments entered in the tax data table and the system reported tax liabilities for the month.
4	Enter Tax Data Table Adjustments	After the monthly reconciliations, the BOSP Tax Maintainer will enter any needed adjustments into the tax data table and re-run the monthly reconciliation reports for verification.

100.8.3 – Prepare Quarterly Payroll Taxes

Table 3: Prepare Quarterly Payroll Taxes

100.8.3 – Prepare Quarterly Payroll Taxes		
Module	Payroll	
Related Module(s)	N/A	
Swim Lanes – Definition	BOSP Tax Maintainer: BOSP role responsible for managing tax payment processes with the ability to update configuration.	
Process Step ID	Process Step Title	Description of Process
1	Run Quarterly Tax Reports	After performing the monthly reconciliation process, the BOSP Tax Maintainer will manually run the reports needed for quarterly payroll tax reporting.
2	Reconcile Tax Reports to Quarterly 941 Report	BOSP Tax Maintainer will reconcile the Quarterly 941 report to the tax reconciliation report. If there are adjustments needed, continue to step 3. If no adjustments are needed, continue to step 4 and step 5.
3	Enter Tax Data Table Adjustments	BOSP Tax Maintainer will enter adjustments needed to the tax data table. Then, the Maintainer will re-run the quarterly reports. If no adjustments are needed, steps 4 & 5 are completed.
4	Prepare 941 & 941-B	BOSP Tax Maintainer will prepare the 941 and 941-B forms from the data on the Quarterly 941 report.
5	Prepare 941-X's	BOSP Tax Maintainer will prepare the required 941-X tax forms from the data on the Quarterly 941-X reports.

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100.8.4 – Produce Employee W-2 Forms

Table 4: Produce Employee W-2 Forms

100.8.4 – Produce Employee W-2 Forms		
Module	Payroll	
Related Module(s)	N/A	
Swim Lanes – Definition	<p>Agency: Agency role responsible for updating data outside of Florida PALM. BOSP Year End Processor: BOSP role responsible for managing year end processes with the ability to run Year End processes, generate reports and forms. DFS Print Room Operations: DFS role responsible for printing and distribution of warrants. Employee: Employee role with access to view earnings statements, W-2 and W-2c.</p>	
Process Step ID	Process Step Title	Description of Process
1	Employee Reminder to Submit W-2 Consent and Update Home and Mailing Address	The Agency will send a reminder to all agency employees to elect the W-2/W-2c electronic election in Florida PALM ePay and to update their home and mailing address in their HRIS prior to W-2 processing.
2	Update Tax Forms Definitions and Parameters	BOSP Year End Processor will update and define all needed W-2 parameters for the current year W-2 processing.
3	Update Retirement Plan Check Boxes	BOSP Year End Processor will update and run the W-2 update retirement plan process to ensure the retirement check box on W-2s is applied correctly for all employees.
4	Run and Review Year End Set Up Error Audit Report	BOSP Year End Processor will run and review the Year End Audit Report to identify any current year end configuration errors. If errors are present, continue to step 5. If errors are not present, continue to step 6.
5	Correct Year End Audit Errors	BOSP Year End Processor will correct year end configuration errors after reviewing Year End Audit Report and re-run the audit process to validate errors are no longer present (step 4).
6	Load Employee Year End Records	BOSP Year End Processor will load the employee year end personal and earnings data into the Florida PALM W-2 processing tables.
7	Run and Review Year End Employee Record Error Report	BOSP Year End Processor will run and review the Year End Employee Record Error Report to detect errors related to employee data that will be used on the W-2. If errors are present continue to step 8. If errors are not present, continue to step 9.
8	Correct Year End Employee Errors	After reviewing the Year End Record Error Report, the BOSP Year End Processor will correct errors by processing a year end calendar off-cycle payroll. The

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Process Step ID	Process Step Title	Description of Process
		processor will re-run the Year End Record Error Report to validate errors are no longer present (step 7).
9	Load Final Year End Records	BOSP Year End Processor will load the final employee W-2 data for the creation of W-2 Forms.
10	Create W-2 Print File	BOSP Year End Processor will run the process to create a PDF print file for the employees who did not request an electronic W-2.
11	W-2 Print File (PRI050)	DFS Print Room Operations will receive the delivered W-2 print file for employees who did not request an electronic W-2.
12	Print & Distribute W-2 To Agencies	DFS Print Room Operations will print the W-2 print file and distribute to agencies.
13	Distribute W-2 Forms	Agencies will distribute W-2 Forms to their employees.
14	Create Online W-2	BOSP Year End Processor will run the process to create all W-2s for online viewing in Florida PALM ePay.
15	Notify Employee W-2 Available Online	After online W-2 Forms are created, BOSP will execute a job that automatically notifies employees via email that their W-2 Forms are available for viewing and printing in Florida PALM ePay. If an email returns due to an invalid email address, continue to step 17. If it is not returned, continue to step 16.
16	View W-2 Online	Employees can view their online W-2 in Florida PALM ePay.
17	Employee Notification Mailed	If the email notifying the employee that their W-2 is available for online view returns undeliverable, the BOSP Year End Processor mails a letter to the employee notifying them how to access or receive their W-2.
18	Employee Online Election Removed	If the email notifying the employee that their W-2 is available for online view returns undeliverable, the BOSP Year End Processor will remove that employee from the W-2 electronic notice election.
19	Create and Send W-2 File to SSA	BOSP Year End Processor will run the job to produce and send the electronic W-2 file to the SSA.
20	Create and Send W-3 File to SSA	BOSP Year End Processor will run the job to produce and send the electronic W-3 file to the SSA.
21	Create Annual Earnings Statement	BOSP Year End Processor will run the job to create the employee annual earnings statements for the prior year.

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Process Step ID	Process Step Title	Description of Process
22	View Annual Earnings Statement Online	Employees can view their annual earnings statement online in Florida PALM ePay.

100.8.5 – Produce Employee W-2c Forms

Table 5: Produce Employee W-2c Forms

100.8.5 – Produce Employee W-2c Forms		
Module	Payroll	
Related Module(s)	N/A	
Swim Lanes – Definition	<p>Agency Payroll Processor: Agency role responsible for ensuring employee's pay is accurate with the ability to view, enter, and update transactions.</p> <p>BOSP Year End Processor: BOSP role responsible for managing year end processes with the ability to run Year End processes, generate reports and forms.</p> <p>Employee: Employee role with access to view earnings statements, W-2 and W-2c.</p>	
Process Step ID	Process Step Title	Description of Process
1	Load W-2c Process	A nightly automated process will run, identify, and load any prior calendar year activity into the W-2c processing tables.
2	Create and Review W-2c Audit Report	<p>BOSP Year End Processor will run the W-2c Audit process that generates the W-2c Audit Report. The processor will review the report to validate amounts and personal data on loaded W-2c amounts.</p> <p>If W-2c amounts are not correct, continue to step 3.</p> <p>If W-2c amounts are correct, but personal data is not correct, continue to step 5.</p> <p>If W-2c amounts and personal data are correct, continue to step 8.</p>
3	Remove W-2c and Notify Agency	If the amounts on the W-2c are not correct, the BOSP Year End Processor removes the W-2c from the batch and notifies the agency.
4	Process Payroll Correction	Agency Payroll Processor will submit an off-cycle payroll, as described in 100.4.1 Off-Cycle Processing, to correct the error and the prior year correction would be picked up on the next W-2c load process.
5	Update W-2c Personal Data	If employee personal data on the W-2c is incorrect, the BOSP Year End Processor will update the information in Florida PALM prior to processing the W-2c.
6	Notify Agency of Personal Data Updates	If the BOSP Year End Processor made updates to employee personal data on the W-2c, they will notify the appropriate agency.

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Process Step ID	Process Step Title	Description of Process
7	Update Personal Data in HRIS	Agency Payroll Processor will update the employee's personal data in the agency's HRIS to ensure that the updates made to the employee's personal data by the BOSP Year End Processor are reflected in the source HRIS.
8	Create W-2c PDF Files	BOSP Year End Processor will run the process to create the W-2c's for all employees in the batch.
9	Review W-2c PDF File	BOSP Year End Processor will review the W-2c PDF file for accuracy. If W-2c's are correct, continue to step 10. If a W-2c is not correct, the BOSP Year End Processor will need to review that W-2c again and confirm if the amounts and personal data on the W-2c are correct. They will have to run the process (step 8) again to create the corrected W-2c.
10	Create W-2c for Online View	BOSP Year End Processor will run the process to create the W-2cs for online viewing.
11	Notify Employee W-2c Available Online	BOSP Year End Processor will run the process to notify the employees, via email, that their W-2c's are available for online view. If an email returns due to an invalid email address, continue to step 13. If it is not returned, continue to step 12.
12	View Online W-2c	Employees can view their W-2c online in Florida PALM ePay.
13	Employee Notification Mailed	If the email notifying the employee that their W-2c is available for online view returns undeliverable, the BOSP Year End Processor mails a letter to the employee notifying them how to access or receive their W-2c.
14	Employee Online Election Removed	If the email notifying the employee that their W-2c is available for online view returns undeliverable, the BOSP Year End Processor will remove that employee from the W-2c electronic notice election.
15	Close W-2c Processing Batch	BOSP Year End Processor will run a process to close the W-2c batch for that processing day.
16	Print W-2c PDF and Create Employee Letter	BOSP Year End Processor will print the W-2c along with an explanation letter for the employee.
17	Mail W-2c and/or Explanation to Employee	Agency Payroll Processor will mail the W-2c and letter of explanation to the employee.
18	Create and Send W-2c File to SSA	BOSP Year End Processor will run the job to produce and send the electronic W-2c file to SSA.

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Process Step ID	Process Step Title	Description of Process
19	Create and Send W-3c File to SSA	BOSP Year End Processor will run the job to produce and send the electronic W-3c file to SSA.

100.8.6 – Maintain Fiscal Year End Updates

Table 6: Maintain Fiscal Year End Updates

100.8.6 – Maintain Fiscal Year End Updates		
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	Update FRS Rates	BOSP Payroll Maintainer will insert new effective dated rows for the FRS rates each fiscal year.
2	Update Fiscal Year Periods	BOSP Payroll Maintainer will insert new fiscal quarters for the new fiscal year.
3	Communicate Last Fiscal Year Payroll Cycle Schedule to Agencies	BOSP Payroll Maintainer will notify agencies of the last payroll cycle of the fiscal year along with any payroll deadlines.
4	Run First Payroll of New Fiscal Year	BOSP Payroll Maintainer will run the first payroll of the new fiscal year and validate the FRS deduction amounts.

100.8.7 – Process Year End Off-Cycles

Table 7: Process Year End Off-Cycles

100.8.7 – Process Year End Off-Cycles		
Module	Payroll	
Related Module(s)	N/A	
Swim Lanes – Definition	BOSP Year End Processor: BOSP role responsible for managing year end processes with the ability to run Year End processes, generate reports, and forms.	
Process Step ID	Process Step Title	Description of Process
1	Create Year End Off Cycle Calendar	During the production of employee W-2s, as detailed in 100.8.4 Produce Employee W-2 Forms, off-cycle payrolls may be needed to adjust employee balances. BOSP Year End Processor will create the needed year end off-cycle calendar entries for year end processing.

Process Step ID	Process Step Title	Description of Process
2	Enter Employee Adjustments	BOSP Year End Processor will enter and process the manual checks and adjustments needed to update any employee balances needed for W-2 processing. To process any adjustments needed, see 100.4.1 Off-Cycle Processing.

100.8.8 – Reset Employee W-4 Exempt Status

Table 8: Reset Employee W-4 Exempt Status

100.8.8 – Reset Employee W-4 Exempt Status		
Module	Payroll	
Related Module(s)	N/A	
Swim Lanes – Definition	<p>Agency Payroll Processor: Agency user who enters transactions in Florida PALM with update/display access.</p> <p>BOSP Year End Processor: BOSP role responsible for managing year end processes with the ability to run Year End processes, generate reports, and forms.</p>	
Process Step ID	Process Step Title	Description of Process
1	W-4 Exempt Reset Employee Email Notification	<p>BOSP Year End Processor will run the process to notify employees via email who are setup as exempt on their W-4 that their W-4 will reset to single/zero if they do not add a new W-4 entry prior to February 15th.</p> <p>If the email is returned due to an invalid email address, continue to step 2. If not returned, continue to step 3.</p>
2	Mail Employee Notification	BOSP Year End Processor will mail a letter to the employee notifying them when their W-4 will be reset and what to do to avoid a reset.
3	Run W-4 Exempt Employee Listing	Agency Payroll Processor will run a query to identify all employees whose W-4's are set to exempt.
4	Notify Employees of Feb 15th Reset	Agency Payroll Processor will notify their employees of the W-4 exempt reset as an additional courtesy.
5	Run W-4 Exempt Renewal Process	BOSP Year End Processor will run the employee W-4 exempt renewal process.
6	Run Report of Employees Who Were Reset	Agency Payroll Processor will run a report of all employees whose W-4 was reset from exempt to single/zero.
7	Notify Employees of W4 Reset	Agency Payroll Processor will notify all employees whose W-4 was reset from exempt to single/zero.

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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 9: 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	N/A	N/A	N/A	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 10: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	PRR038	Daily Tax Activity Report – A report that lists all activity on the tax data table for that day.	PeopleSoft	Daily	BOSP
R2	PRR039	Projected Tax Liability Report – A report of projected upcoming tax deposits.	PeopleSoft	Daily	BOSP
R3	PRR040	Tax Balance Report – A report of the tax balances that have not been paid to use to reconcile to the tax trust accounts.	PeopleSoft	Daily	BOSP

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Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R4	PRR041	Tax Reconciliation Report – A report comparing the tax withholdings to the tax data table for the period requested.	PeopleSoft	Monthly	BOSP
R5	PRR042	Tax Deposit Report – A report reconciling the system tax withholdings with the tax deposits for the period requested.	PeopleSoft	Monthly	BOSP
R6	PRR043	Quarterly 941 Report – Report of the information needed to prepare the 941 and 941-B for the quarter requested.	PeopleSoft	Quarterly	BOSP
R7	PRR044	Quarterly 941X Report – A report of the information need to prepare any 941X's from the last quarters processing.	PeopleSoft	Quarterly	BOSP
R8	PRR047	Year End Error Audit Report - A report listing the setup and configuration errors associated to W-2 processing.	PeopleSoft	Yearly	BOSP
R9	PRR048	Year End Employee Record Error Report – A report listing employee errors related to employee data that will be used on the W-2.	PeopleSoft	Yearly	BOSP
R10	PRR049	W-2c Audit Report - A report listing the W-2c employee adjustments for processing.	PeopleSoft	On Demand	BOSP
R11	PRR045	Employee W-4 Reset Report – A report of all agency employees with a W-4 exempt status.	PeopleSoft	Yearly	BOSP, Agency

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

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

Conversions

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

Table 11: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
PRC003	Employee Payroll Balances – Conversion of employee earnings, deduction, and tax balances data from PYRL for 3 years back for W-2c processing.	FLAIR

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 12: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
PRI050	Outbound W-2 Print File - Outbound interface for printing W-2s for employees who opted out of an electronic copy.	Annually	Florida PALM	DFS Print Room Operations

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

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

⁴ <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 13: 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 14: 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 15: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
N/A		