

Cruising into Florida PALM Updates

Design Summary and UAT Prep Workshop

Design Summary and TEST PREPARATION Workshop

November 12-14
Tallahassee Automobile Museum

ONLINE OPTION AVAILABLE

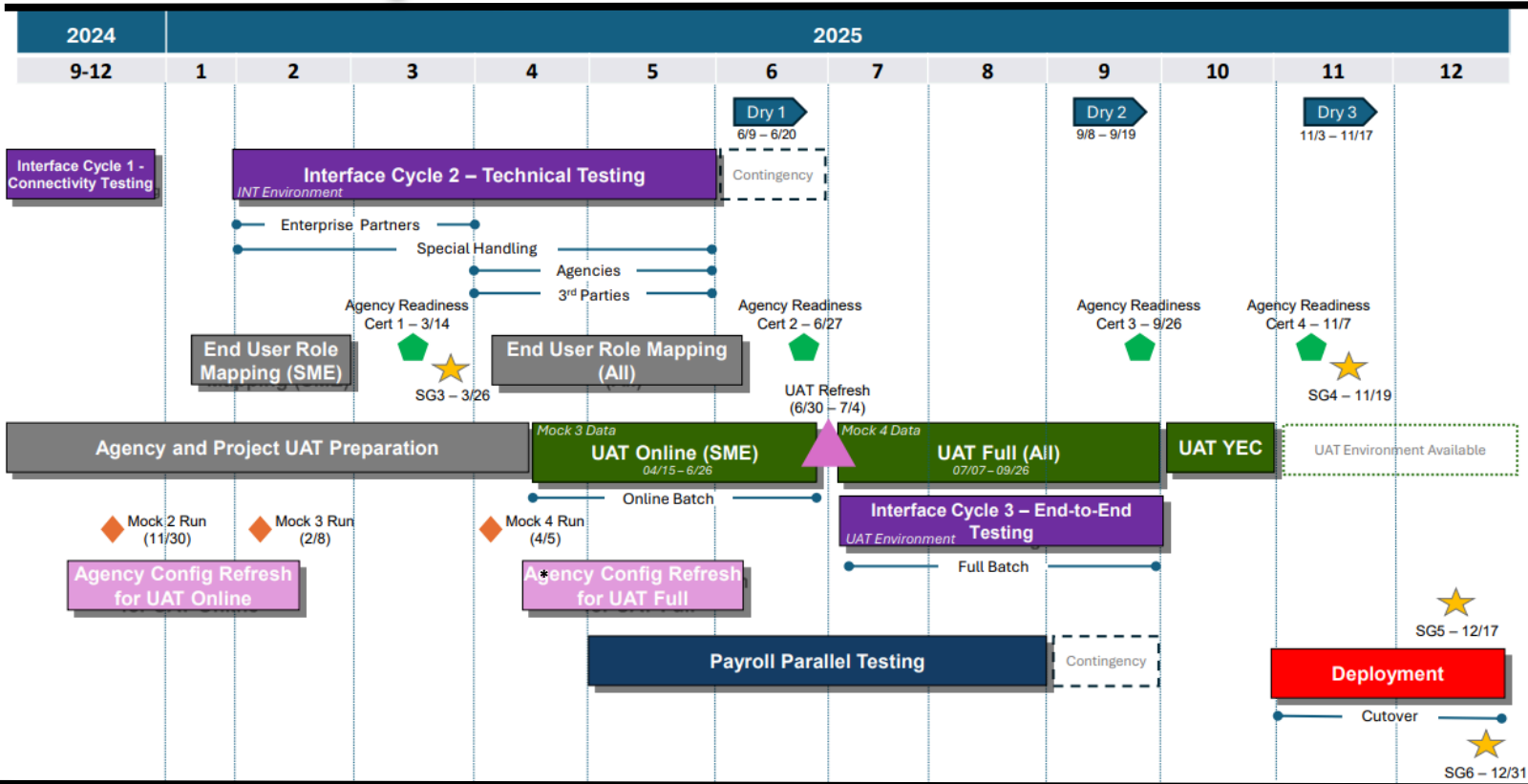
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Employee Self-Service Access

- Replaces EIC website at go-live.
- **ALL employees** must create a new UserID and Password.
- Allows employees to maintain his or her W-4, **Direct Deposit*** information, consent to **electronic W-2***, as well as view paystubs, employee reimbursements, and other employee payment related information.
- W-4 and Direct Deposit information will be loaded on users behalf at go-live but **W-2 consent must be re-elected.**
- Requires multifactor authentication login that is different from Florida PALM.
- Accessible 4 years after employment separation.

***Activities will NO LONGER be performed in People First at go-live**

Updated UAT Timeline



UAT Preparation Can Start Now!

One important component to UAT that all end users should start learning is the Business Process Models. The Project has provided a great training resource to help you understand How to Read A Business Process Model.

Attachments in Florida PALM



Florida PALM functionality allows for documentation to be attached to transactions and vouchers. DFS - Accounting & Auditing will provide additional guidance on its intended use as we get closer to go-live.

Questions?

Do you have questions for us regarding Florida PALM? Drop us your questions on our new Questions Board.

