

## Payroll Module Configurations

This workbook contains multiple worksheets, for applicable agencies, that represent core configurations in Florida PALM and/or People First. Column/Field definitions and instructions are provided below. This configuration workbook contains the following Payroll (PR) module configuration for which agencies will review and update (as needed) the values that will be setup in Florida PALM:

- Criminal Justice Incentive Pay (CJIP) Funding

**NOTE:** The CJIP configuration values are only required from select agencies whose employees currently receive those types of payments.

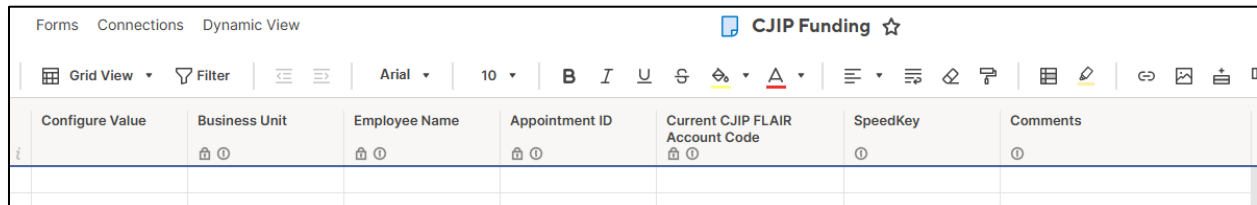
**Applicable Agencies:** APD, DACS, DBPR, DCF, DEP, DFS, DLA, DOL, FDC, FDLE, FLHSMV, FGCC, FSDB, FWC, JAC, SCS

**NOTE:** Payroll data was pulled on February 18, 2025. If a position is deactivated following that date, for each Payroll configuration worksheet, insert the word “Deactivate” into the Comments column. All positions activated following February 18, 2025, will appear in future RW Task 657.

### Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Payroll (PR)

## Criminal Justice Incentive Pay (CJIP) Funding



Configure Value	Business Unit	Employee Name	Appointment ID	Current CJIP FLAIR Account Code	SpeedKey	Comments

Figure 1: CJIP Funding Worksheet

## Configuration Value Definition

CJIP Funding is used to assign funding to payments related to Criminal Justice Incentive Pay (CJIP) in People First. All active employees with this recurring payment in People First must have a valid CJIP SpeedKey created in Florida PALM and assigned in People First. CJIP Funding is only relevant to agencies who have employees that receive CJIP and only for time periods where the employee is in a CJIP eligible position.

**NOTE:** The CJIP Funding configuration worksheet is only required to be completed by the following agencies: APD, DACS, DBPR, DCF, DEP, DFS, DLA, DOL, FDC, FDLE, FLHSMV, FGCC, FSDB, FWC, JAC, SCS

## Business Process and Subprocess

The CJIP Funding configuration supports the following business process and subprocess:

Table 1: CJIP Business Process and Subprocess

Business Process	Business Subprocess
N/A	N/A

## Configuration Value Purpose and Use

- The CJIP Funding configuration provides agencies an initial load and set up of their funding information for employees who receive CJIP in People First.
- Eligible SpeedKeys for CJIP are being collected and transmitted to People First for initial load. These will be provided on the applicable earnings and will override funding distributions in Florida PALM.

## Configuration Design Details

The following design considerations are applied when defining an employee's CJIP Funding in Florida PALM:

- The SpeedKey must be valid in Florida PALM to be assigned to the employee's CJIP payment in People First.
- The SpeedKey must be marked eligible for payroll use to be assigned to the employee's CJIP payment in People First.
- The SpeedKey must be eligible for the payment type. CJIP Funding is required to have the category delegated for those payment types.
- CJIP SpeedKey will be stored and updated on the employee's CJIP record in People First after initial load.

## Assumptions

The following assumptions are considered when defining an employee's CJIP Funding:

- The employee that CJIP Funding is being assigned to exists in Florida PALM.
- The employee that CJIP Funding is being assigned to belongs to the Business Unit provided.
- The employee receiving the CJIP Funding has an active recurring payment for CJIP in People First.
- The Business Unit that funding is being assigned to exists in Florida PALM.

## Configuration Field Details

Agencies must provide the following Criminal Justice Incentive Pay Funding related configuration values as listed in the <Agency> CJIP Funding worksheet in Smartsheet.

Table 2: CJIP Funding Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Error Messages</b>	Real-time worksheet errors generated by Florida PALM using Agency provided data	N/A	N/A	N/A	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configure Value</b>	Configure Value: "Yes" or "Update".	Required	Character	6	Agency Indicated
<b>Business Unit</b>	Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions.	Required	Numeric	5	Project Provided
<b>Employee Name</b>	Name of the employee receiving Criminal Justice Incentive Pay (CJIP).	Required	Character	30+	Project Provided
<b>Appointment ID</b>	Employee's People First Appointment ID.	Required	Numeric	10	Project Provided
<b>Current CJIP FLAIR Account Code</b>	FLAIR Account Code assigned to the CJIP Recurring Payment in People First.	Required	Numeric	29	Project Provided
<b>SpeedKey</b>	Unique Florida PALM SpeedKey ChartField value which will be used by agency transaction processors to populate one or more ChartField values.	Required	Alphanumeric	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional	Character	254	Agency Provided

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> CJIP Funding worksheet.

**Task Completion Requirement:** For this task (RW Task 567-N) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

**NOTE:** This workbook will remain locked and will be unavailable for editing or selection if your agency has not yet completed work on RW Task 567-P SpeedKey configuration workbook activities. Meaning that this task (RW Task 567-N) cannot be completed and marked as 100% submitted in your agency RW Task Tracker in Smartsheet. Once work has been completed on RW Task 567-P SpeedKey configuration workbook activities, the Project team will unlock this workbook.

1. Review the Error Messages provided. This column will auto populate as you complete your workbook. If red text appears in a cell or the cell turns purple, refer back to the Error

Messages column to see the error message. Once the error gets corrected, the Error Message will disappear.

2. Review the worksheet and determine whether the configured values from Task 541-C need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of a configured position.
3. In the *Configure Value* column:
  - a. Select "Yes" to confirm the configured position is correct and no updates are needed.
  - b. Select "Update" if the configured position needs to be updated.
    - i. For example, if there is red text, it indicates that the current SpeedKey value is no longer valid based on Task 567-P submission. You will mark Configure Value as 'Update' and update the corresponding items.
4. SpeedKey – Select the desired SpeedKey value your agency would like assign to the employee's recurring CJIP payment in People First.
  - a. The SpeedKey must be eligible for Payroll use and for the employee type (e.g., payment type must not be for OPS payments).
  - b. The SpeedKey ChartField value is **required**, and the field will remain yellow until a value is entered for each Position Funding configuration.
  - c. If the SpeedKey cell turns purple, review the error message.
5. Use the Comments field, optionally, for your internal purposes.