

## 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 set up 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 as of July 17, 2025.

### Smartsheet Navigation:

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

## Criminal Justice Incentive Pay (CJIP) Funding

Error Message	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 or reviewed 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.

The ChartField values that are being utilized in the CJIP Funding worksheet are sourced from a related agency worksheet (Figure 4) to ensure the most current information is available in associated ChartField drop-down selections as you complete RW Task 662 – Submit Updated Configuration Workbooks.

***Failure to complete the <Agency> SpeedKey configuration worksheet will result in SpeedKey ChartField values being unavailable for selection by your agency in the Payroll configuration worksheets.***

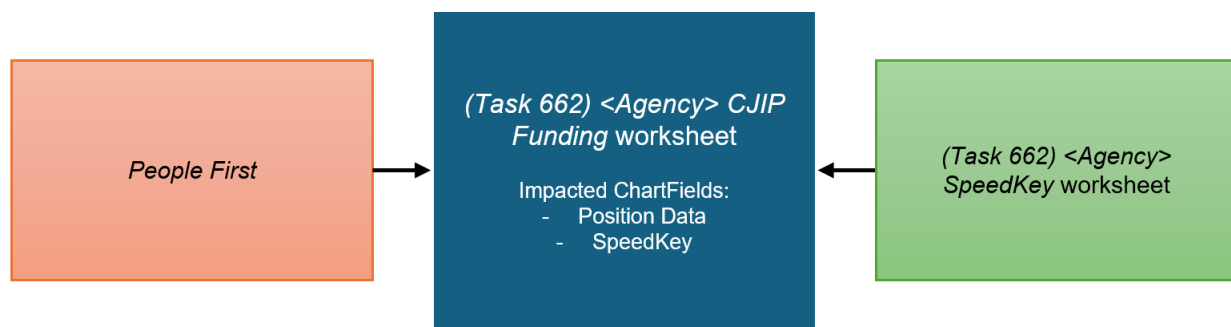


Figure 2: Cross-worksheet Connections for CJIP

### *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 "[RT]" and/or interfaced "[API]" messages, which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.	N/A	N/A	N/A	Project Provided
<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 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 662) 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.

1. Review the worksheet and determine whether the configured values need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of the disposition of a configured employee that receives CJIP Funding. Indicate "Yes" or "Update" as appropriate.
2. In the *Configure Value* column:
  - a. Select "Yes" to confirm the configured employee is correct and no updates are needed.
  - b. Select "Update" to update the configured SpeedKey. For example, if there is red text, it indicates that the current SpeedKey value is no longer valid based on your current (Task 662) <Agency> SpeedKey worksheet. You will mark Configure Value as 'Update' and update the corresponding items.
    - i. Select the desired SpeedKey value your agency would like assign to the employee's recurring CJIP payment in People First.
      1. The SpeedKey must be eligible for Payroll use and for the employee type (e.g., payment type must not be for OPS payments).
      2. If the SpeedKey cell turns purple, review the error message.
      3. The SpeedKey must be eligible for the payment type. If the SpeedKey cell turns red, review the category assigned to the SpeedKey. The only categories permissible for CJIP payments are 103290 and 104166.
3. Review and correct any errors identified in the *Error Messages* column.
4. Use the Comments field, optionally, for your internal purposes.