Payroll Module Configurations

Last Updated: 09/01/2026

Summary of Change: Added requirement for SpeedKeys to contain at least one ChartField value and for agencies to have at least one generic OPS and one generic payroll SpeedKey.

This workbook contains multiple worksheets 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 to which agencies will review and update (as needed) the values that will be set up in Florida PALM:

- Position Funding

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

Ongoing Data Maintenance

Agency worksheets are used to support the Project performed Dry Runs and will be loaded into Florida PALM for the final cutover at go-live as shown in the Testing Timeline. Therefore, agencies are required to maintain and submit conversion and configuration related workbooks throughout UAT and for go-live based on the RW tasks listed below.

- Task 697 – Maintain Configuration and Conversion Workbooks
- Task 699 – Maintain Configuration and Conversion Workbooks
- Task 701 – Submit Configuration and Conversion Workbooks
- Task 703 – Maintain Configuration and Conversion Workbooks
- Task 706 – Submit Configuration and Conversion Workbooks
- Task 709 – Submit Configuration and Conversion Workbooks
- Task 714 - Submit Configuration and Conversion Workbooks in Preparation for Go-Live

Position Funding

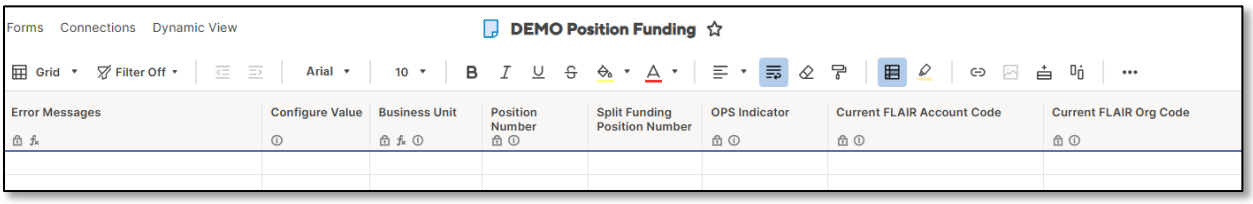


Figure 1: Position Funding Worksheet (Panel 1)

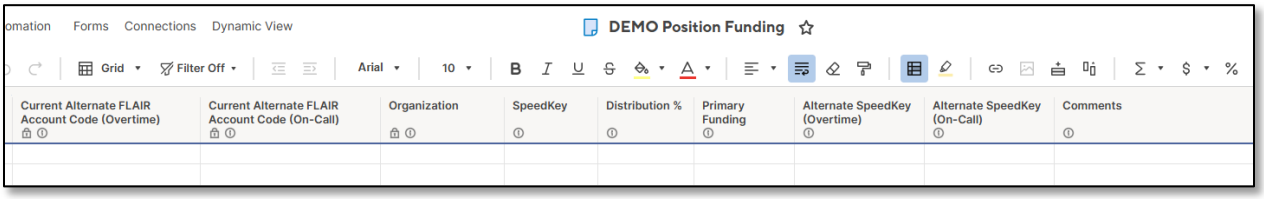


Figure 2: Position Funding Worksheet (Panel 2)

Configuration Value Definition

Position Funding is used to distribute payroll expenses to one or more funding sources by position. ***All active positions must have valid Position Funding in Florida PALM.***

Business Process and Subprocess

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

Table 1: Position Funding Business Process and Subprocess

Business Process	Business Subprocess
100.7 Payroll Accounting Distributions	100.7.1 Set Up Position Distributions

Configuration Value Purpose and Use

- The Position Funding configuration provides agencies an initial load and setup of their Position Funding information for their payroll distribution.
- Alternate SpeedKeys for Overtime and On-Call are being collected and transmitted to People First for initial load. These values are optional, even if an alternate account is being used currently in People First and notated in the workbook. If provided, then Alternate SpeedKeys will be used on the applicable earnings, which will override the Position Funding distributions in Florida PALM. If an agency wants to use the Position Funding for these earnings, leave these fields blank.

The ChartField values that are being utilized in the Position Funding worksheet are sourced from related agency worksheets, People First, and statewide values (Figure 3) to ensure the most current information is available in associated ChartField drop-down selections as you complete your agency's configuration workbooks.

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

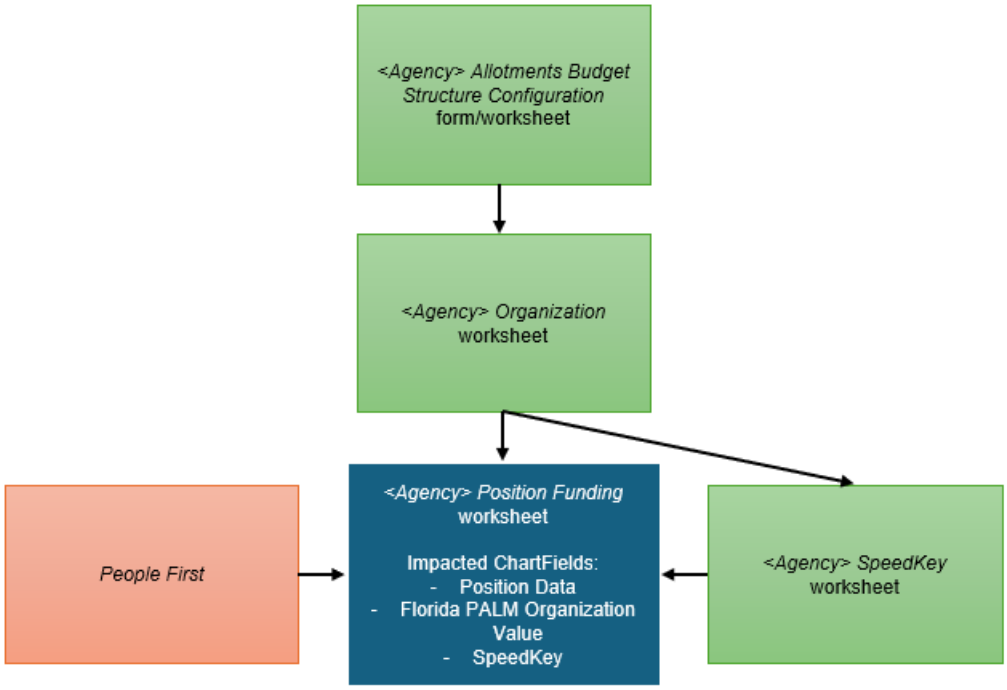


Figure 3: Cross-worksheet Connections for Position Funding

Configuration Design Details

The following design considerations are applied when defining a position's Position Funding in Florida PALM:

- Distribution percentage for any Position Funding must add up to 100.000 (i.e., 100%), otherwise the Position Funding will error.
- Every position is required to have **one, and only one,** SpeedKey marked as the Primary Funding, otherwise the Position Funding will error.
- Florida PALM payroll distributions will not be dependent on third party Human Resource Information Systems (HRIS), unless an override is sent for the earnings.
- The SpeedKey must be valid in Florida PALM to be assigned to a position.
- The SpeedKey must be marked eligible for payroll use to be assigned to a position.
- The SpeedKey must be eligible for the position type (i.e., OPS or Salaried).
    - OPS positions cannot use a SpeedKey with a Category of 010000.
    - Salaried positions cannot use a SpeedKey with a Category of 030000.
- All SpeedKeys must contain at least one ChartField, such as Organization, Account, Fund, Budget Entity, Category, State Program, Grant ID, Contract, OA1, OA2, or Project.
- SpeedKey marked as Primary Funding will be stored in Florida PALM and People First but will only be updated in Florida PALM after the initial load.
- SpeedKey marked as Primary Funding must have the same Organization Code assigned to the position.
- SpeedKey allocations will be stored and updated in Florida PALM after initial load.
- Alternate SpeedKey for Overtime (if the agency wants to override the Position Funding for this earnings type) will be stored and updated in People First after initial load.
- Alternate SpeedKey for On-Call (if the agency wants to override the Position Funding for this earnings type) will be stored and updated in People First after initial load.

- Alternate SpeedKeys for Overtime and On-Call will only be funded by the SpeedKey identified by the agency. This serves as a complete override for the applicable earnings and the Position Funding allocation will be ignored.
- All agencies should have at least one Payroll SpeedKey that uses Category 010000 and does not contain ChartFields other than Account, Transactional Fund, Budget Entity, Category, State Program, and Organization. This SpeedKey will be used at cutover to default any salary positions that did not have a SpeedKey assigned in the position funding workbook.
- All agencies should have at least one Payroll SpeedKey that uses Category 030000 and does not contain ChartFields other than Account, Transactional Fund, Budget Entity, Category, State Program, and Organization. This SpeedKey will be used at cutover to default any OPS salary positions that did not have a SpeedKey assigned in the position funding workbook.

NOTE: *Agencies will be asked to identify the SpeedKeys to be used as default values prior to cutover.*

Assumptions

The following assumptions are considered when defining a position's Position Funding in Florida PALM:

- Position Funding will be able to be updated manually on the delivered Department Budget Earnings Page or via the Inbound Agency Position Funding Spreadsheet Upload (PRI038).
- Position Funding is associated to a Fiscal Year and will need to be reloaded into Florida PALM at the beginning of each new Fiscal Year.
- Agency users with certain security roles will only be able to update Position Funding for Business Units for which they have access.
- The position that Position Funding is being assigned to exists in Florida PALM.
- The position that Position Funding is being assigned to belongs to the Business Unit provided. The Business Unit that Position Funding is being assigned to exists in Florida PALM.
- Distribution percentage for any Position Funding must add up to 100.000 (i.e., 100%), otherwise the Position Funding will error.
- SpeedKeys for Payroll values must be established in the SpeedKey configuration workbook prior to adding it in the Payroll Position Funding workbook.

Configuration Field Details

Agencies must provide the following Position Funding related configuration values as listed in the *<Agency> Position Funding* worksheet in Smartsheet.

Table 2: Position Funding Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Error Messages	*Real-time "[RT]" and/or interfaced "[API]" messages, which*	N/A	N/A	N/A	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.				
Configure Value	Configure Value: "Yes"	Required	Character	3	Agency Indicated
Business Unit	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
Position Number	Agency Position Number.	Required	Numeric	8	Project Provided
Split Funding Position Number	Agency Position Number that will be split funded across multiple SpeedKeys.	Required *(based on prior column dependency)*	Numeric	8	Agency Provided
OPS Indicator	Indicates if the position is an OPS position: *(Y)es* or *(N)o*.	Required	Character	1	Project Provided
Current FLAIR Account Code	FLAIR Account Code assigned to the Position in People First.	Required	Numeric	29	Project Provided
Current FLAIR Organization Code	FLAIR Org Code assigned to the Position in People First.	Required	Numeric	11	Project Provided
Current Alternate FLAIR Account Code (Overtime)	Alternate FLAIR Account Code for Overtime assigned to the Position in People First, if applicable.	Optional	Numeric	29	Project Provided
Current Alternate FLAIR Account Code (On-Call)	Alternate FLAIR Account Code for On-Call assigned to the Position in People First, if applicable.	Optional	Numeric	29	Project Provided
Organization	Identifies the organizational entity associated with a	Required	Character	10	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. Must match the Organization assigned in the Primary SpeedKey.				
SpeedKey	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
Distribution %	The percentage of the position's earnings to be applied to the SpeedKey. The sum of the distribution percentages for each position funding must be equal to 100.000.	Required	Character	7	Agency Provided
Primary Funding	Indicates if the SpeedKey listed on that line is the primary funding for the position: *(Y)es* or *(N)o*. Every position must have one primary SpeedKey. This SpeedKey will be fed back to People First.	Required	Character	1	Agency Indicated
Alternate SpeedKey (Overtime)	Indicates alternate funding for Overtime. This is replacing the Alternate FLAIR Account Code for Overtime. This SpeedKey should only be entered on the line	Optional	Alphanumeric	10	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	that notates the Primary Funding and cannot be split funded. This SpeedKey will be fed back to People First.				
Alternate SpeedKey (On-Call)	Indicates alternate funding for On-Call. This is replacing the Alternate FLAIR Account Code for On-Call. This SpeedKey should only be entered on the line that notates the Primary Funding and cannot be split funded. This SpeedKey will be fed back to People First.	Optional	Alphanumeric	10	Agency Provided
Comments	Agency comments.	Optional	Character	254	Agency Provided

Configuration Page(s)

The following provides an example of the configuration page where the defined Position Funding field values will be set up in Florida PALM:

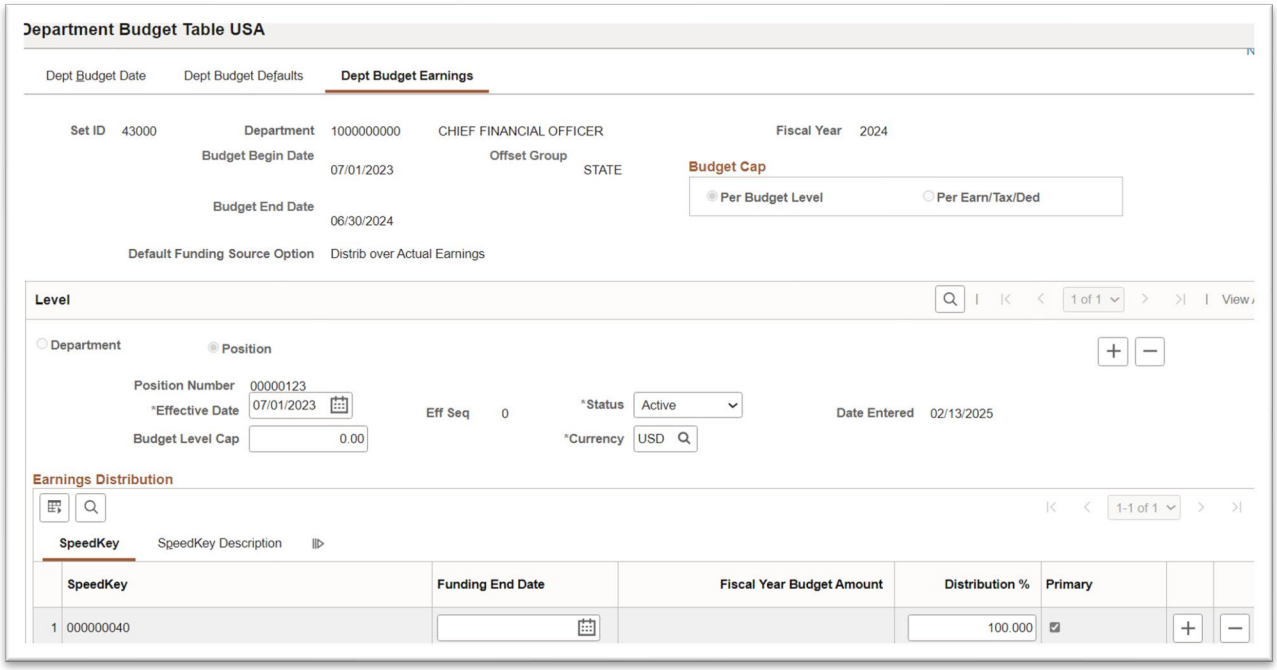


Figure 4: Position Funding Configuration Page

Worksheet Instructions

The below information provides detailed instructions on how to complete the *<Agency> Position Funding* worksheet. Continue to update Position Funding values for your agency as needed.

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 configured position.

2. In the *Configure Value* column:
    a. Select "Yes" to confirm the configured position is correct.
        i. If you previously selected "Yes" and no changes are required to the row, no action is required.
        ii. If the Project has added a new row or made a change to a row, the *Configure Value* column will be blank, requiring agency action.

    b. If an update is needed, make the applicable updates and then select "Yes" to confirm the information is correctly configured. For example, if there is red text, it indicates that the current SpeedKey value is no longer valid based on your *<Agency> SpeedKey* worksheet. You will update the corresponding items and then mark "Yes" in the *Configure Value* column.
        i. SpeedKey – Select the desired SpeedKey value your agency would like assigned to the position in Florida PALM.
            1. The SpeedKey must be eligible for Payroll use and for the employee type (i.e., an OPS position is required to have a SpeedKey with category that is eligible for OPS expenditures). An OPS Indicator has been provided to help with this step. OPS Indicator = (Y)es or

(N)o. "Y" indicates an OPS position and "N" indicates a Salaried position.

2. The SpeedKey ChartField value is **required,** and the field will remain yellow until a value is entered for each Position Funding configuration.
3. Once the SpeedKey is selected, the Organization column will auto-populate based on the configured Organization value set up with the selected SpeedKey within your *<Agency> SpeedKey* worksheet.
4. SpeedKey updates or additions that have been made in your *<Agency> SpeedKey* worksheet will appear for selection in your *<Agency> Position Funding* worksheet via overnight processing.

ii. Distribution % - Provide the percentage of the position's earnings that is being allocated to the SpeedKey listed. Every position is **required** to have a distribution percentage totaling 100.000. If your agency has determined the need to split funding across multiple SpeedKeys, you are required to insert a row directly beneath the corresponding position and repeat the position number that is being split within the *Split Funding Position Number* column. Only one row is provided for each position. See specific instructions below.

1. Locate the position that you need to allocate funds to another SpeedKey.

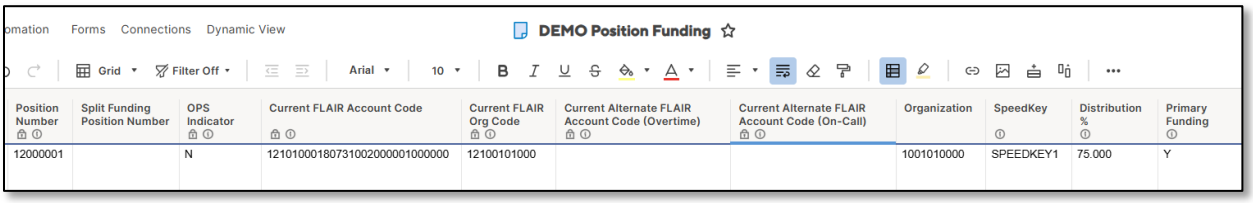


Figure 5: Allocating Funds

2. Insert a row beneath that position's row.

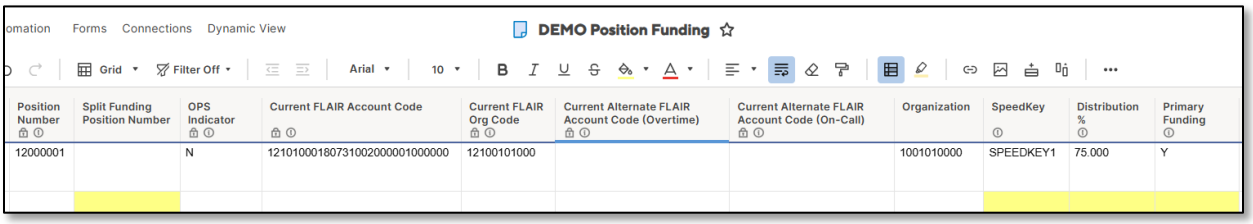


Figure 6: Row Insert

3. Complete the *Split Funding Position Number*, *SpeedKey*, and *Distribution %* fields within the newly added row. For distribution percentages, each line of a single position can have a different percentage, but the total of all line percentages for that position must equal 100.000.

4. The Distribution % ChartField value is **required,** and the field will remain yellow until a value is entered for each Position Funding configuration.

iii. Primary Funding – Select a value of *(Y)es* or *(N)o* for each SpeedKey listed.

1. Only one Primary Funding SpeedKey is allowed per position.

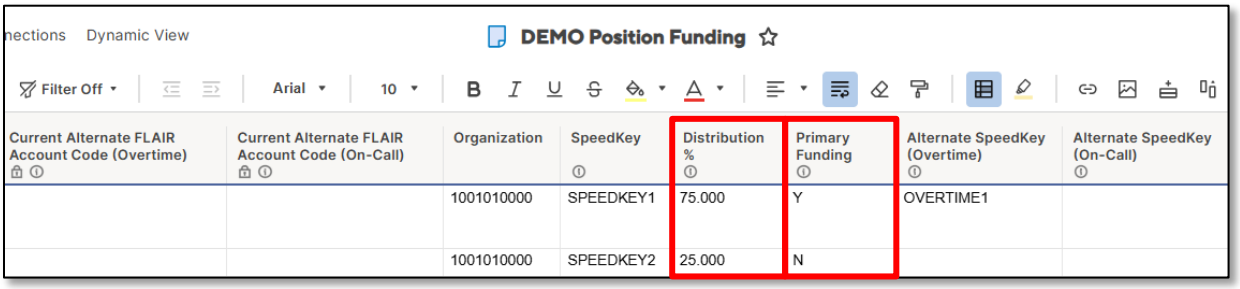


Figure 7: Primary Funding and Distribution %

iv. Alternate SpeedKey (Overtime) (Optional) – Select the alternate SpeedKey value your agency would like assigned to the position in Florida PALM for Overtime payments.

1. This alternate SpeedKey should only be listed on the row marked as Primary Funding, only for Overtime eligible positions and only if the agency does not want to use the Position Funding for Overtime payments.
2. This SpeedKey will be relayed back to People First and will be used for all Overtime payments for this position.
3. The SpeedKey must be eligible for Payroll use and for the employee type (i.e., an OPS position is required to have a SpeedKey with an OPS category).

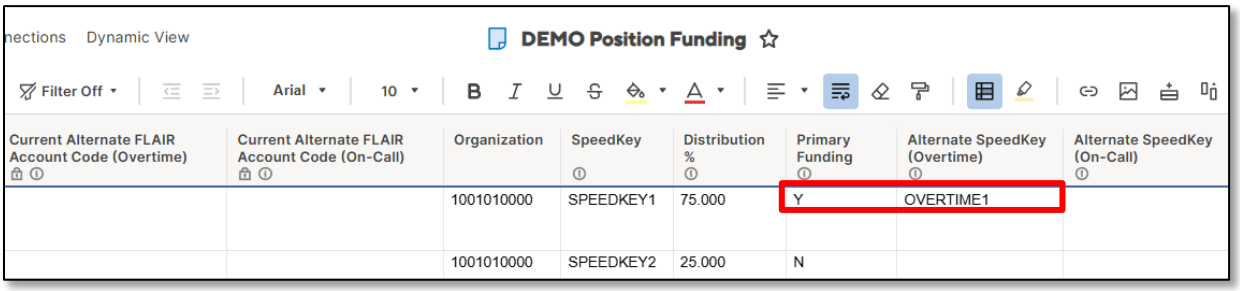
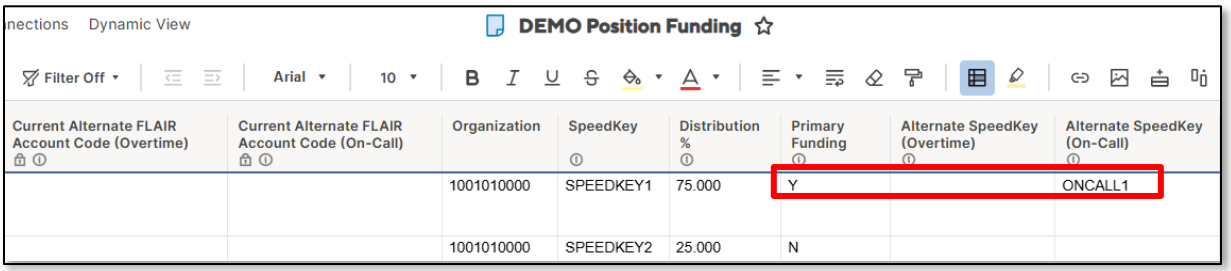


Figure 8: Overtime SpeedKey

v. Alternate SpeedKey (On-Call) (Optional) – Select the alternate SpeedKey value your agency would like assigned to the position in Florida PALM for On-Call payments.

1. This alternate SpeedKey should only be listed on the row marked as Primary Funding, only for On-Call eligible positions and only if the agency does not want to use the Position Funding for On-Call payments.

2. This SpeedKey will be relayed back to People First and will be used for all On-Call payments for this position.
3. The SpeedKey must be eligible for Payroll use and for the employee type (e.g., payment type must not be for OPS payments).



Current Alternate FLAIR Account Code (Overtime)	Current Alternate FLAIR Account Code (On-Call)	Organization	SpeedKey	Distribution %	Primary Funding	Alternate SpeedKey (Overtime)	Alternate SpeedKey (On-Call)
		1001010000	SPEEDKEY1	75.000	Y		ONCALL1
		1001010000	SPEEDKEY2	25.000	N		

Figure 9: On-Call SpeedKey

3. Review and correct any errors identified in the *Error Messages* column.

4. Use the Comments field, optionally, for your internal purposes.