

## Payroll Module Configurations

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 conversion and configuration related workbooks throughout UAT 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

## Position Funding

Error Messages	Configure Value	Business Unit	Position Number	Split Funding Position Number	OPS Indicator	Current FLAIR Account Code	Current FLAIR Org Code

Figure 1: Position Funding Worksheet (Panel 1)

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)	Comments

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.**

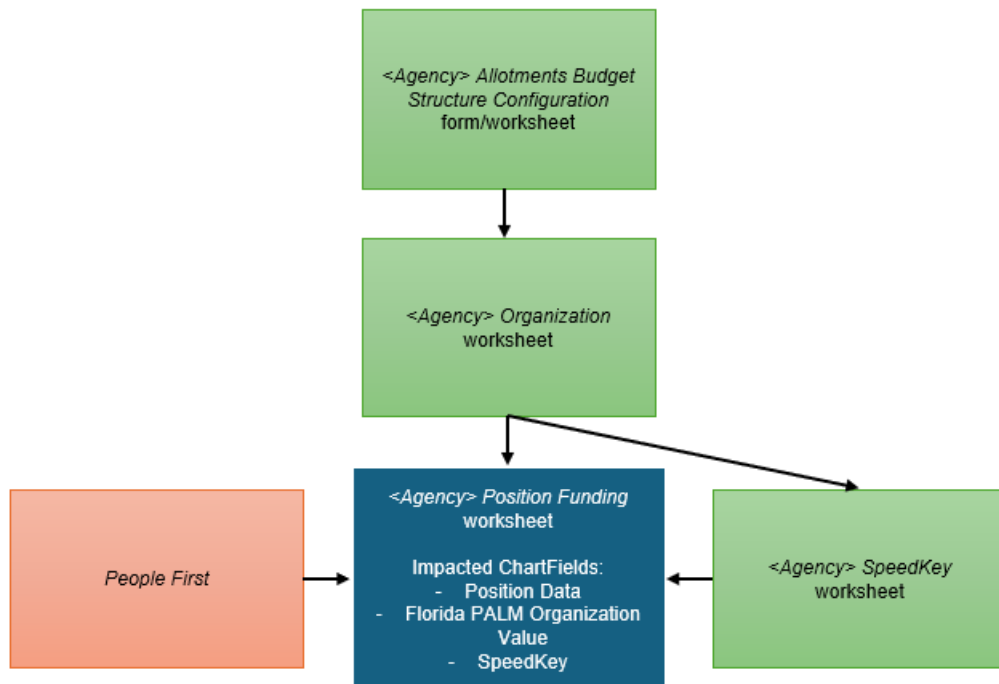


Figure 3: Cross-worksheet Connections for Position Funding

### *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.
- 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.

### *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
<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>Position Number</b>	Agency Position Number.	Required	Numeric	8	Project Provided
<b>Split Funding Position Number</b>	Agency Position Number that will be split funded across multiple SpeedKeys.	Required (based on prior column dependency)	Numeric	8	Agency Provided
<b>OPS Indicator</b>	Indicates if the position is an OPS position: (Y)es or (N)o.	Required	Character	1	Project Provided
<b>Current FLAIR Account Code</b>	FLAIR Account Code assigned to the Position in People First.	Required	Numeric	29	Project Provided
<b>Current FLAIR Organization Code</b>	FLAIR Org Code assigned to the Position in People First.	Required	Numeric	11	Project Provided
<b>Current Alternate FLAIR Account Code (Overtime)</b>	Alternate FLAIR Account Code for Overtime assigned to the Position in People First, if applicable.	Optional	Numeric	29	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Current Alternate FLAIR Account Code (On-Call)</b>	Alternate FLAIR Account Code for On-Call assigned to the Position in People First, if applicable.	Optional	Numeric	29	Project Provided
<b>Organization</b>	Identifies the organizational entity associated with a 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.	Required	Character	10	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>Distribution %</b>	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
<b>Primary Funding</b>	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	Required	Character	1	Agency Indicated

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	SpeedKey will be fed back to People First.				
<b>Alternate SpeedKey (Overtime)</b>	Indicates alternate funding for Overtime. This is replacing the Alternate FLAIR Account Code for Overtime. 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
<b>Alternate SpeedKey (On-Call)</b>	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
<b>Comments</b>	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:

**Department Budget Table USA**

Dept Budget Date Dept Budget Defaults **Dept Budget Earnings**

Set ID 43000 Department 1000000000 CHIEF FINANCIAL OFFICER Fiscal Year 2024  
 Budget Begin Date 07/01/2023 Offset Group STATE **Budget Cap**  
 Budget End Date 06/30/2024  Per Budget Level  Per Earn/Tax/Ded  
 Default Funding Source Option Distrib over Actual Earnings

**Level**

Department  Position

Position Number 00000123  
 \*Effective Date 07/01/2023 Eff Seq 0 \*Status Active Date Entered 02/13/2025  
 Budget Level Cap 0.00 \*Currency USD

**Earnings Distribution**

SpeedKey	SpeedKey Description	Funding End Date	Fiscal Year Budget Amount	Distribution %	Primary
1 000000040				100.000	<input checked="" type="checkbox"/>

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. Indicate "Yes" or "Update" as appropriate.
2. 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. 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 mark Configure Value as "Update" and update the SpeedKey value.
    - 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.

Position Number	Split Funding Position Number	OPS Indicator	Current FLAIR Account Code	Current FLAIR Org Code	Current Alternate FLAIR Account Code (Overtime)	Current Alternate FLAIR Account Code (On-Call)	Organization	SpeedKey	Distribution %	Primary Funding
12000001		N	12101000180731002000001000000	12100101000			1001010000	SPEEDKEY1	75.000	Y

Figure 5: Allocating Funds

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

Position Number	Split Funding Position Number	OPS Indicator	Current FLAIR Account Code	Current FLAIR Org Code	Current Alternate FLAIR Account Code (Overtime)	Current Alternate FLAIR Account Code (On-Call)	Organization	SpeedKey	Distribution %	Primary Funding
12000001		N	12101000180731002000001000000	12100101000			1001010000	SPEEDKEY1	75.000	Y

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.

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	OVERTIME1	
		1001010000	SPEEDKEY2	25.000	N		

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).

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	OVERTIME1	
		1001010000	SPEEDKEY2	25.000	N		

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.