

# FloridaPALM

Planning, Accounting, and Ledger Management



# EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

FEBRUARY 28, 2024



# ADMINISTRATIVE

TOMMY WERNER



# Administrative - Budget

| FY 2023-2024 Spend Plan Summary as of January 31, 2024 |                     |                     |                     |                     |
|--|---------------------|---------------------|---------------------|---------------------|
| Category   | Projected FYTD      | Incurred FYTD       | Released FYTD       | Release Remaining   |
| <b>FLAIR System Replacement</b>                        | <b>\$20,001,553</b> | <b>\$19,824,422</b> | <b>\$32,635,645</b> | <b>\$12,811,223</b> |
| SSI Implementation Services                            | \$12,089,900        | \$12,089,900        |                     |                     |
| Facilities and Maintenance                             | \$242,487           | \$242,487           |                     |                     |
| Production Support                                     | \$5,282,826         | \$5,282,826         |                     |                     |
| Production Support Administration                      | \$35,943            | \$35,922            |                     |                     |
| Oracle Software and Maintenance                        | \$1,261,701         | \$1,229,556         |                     |                     |
| Project Administration                                 | \$101,231           | \$40,616            |                     |                     |
| Additional Facilities                                  | \$0                 | \$0                 |                     |                     |
| ERP and OC Support Services                            | \$987,465           | \$903,115           |                     |                     |
| QA Support Services                                    | \$0                 | \$0                 |                     |                     |
| IT Service Management                                  | \$13,148            | \$0                 | \$2,000,000         | \$2,000,000         |
| Contingency  | \$0                 | \$0                 | \$0                 | \$0                 |
| DMS IV&V Transfer                                      | \$6,053,061         | \$6,053,061         | \$6,053,061         | \$0                 |
| Salaries & Benefits                                    | \$3,936,479         | \$3,811,539         | \$9,743,087         | \$5,931,548         |
| HR Transfer and Risk Management Insurance              | \$20,283            | \$20,283            | \$32,587            | \$12,304            |
| <b>Total:</b>  | <b>\$30,024,524</b> | <b>\$29,709,305</b> | <b>\$50,464,380</b> | <b>\$20,755,075</b> |



# Administrative Risks and Issues

- ▶ No new Risks or Issues have been opened or closed
- ▶ Three Risks with score of 6 or higher:
  - Risk 4 - Agencies' ability to adequately engage and participate may impact agency readiness
  - Risk 5 - The timing and efficiency of information sharing between enterprise partners and agencies, and the Project could impact the success of the Project
  - Risk 6 - The execution of contracts and procurement activities outside of the Project may impact Florida PALM implementation and agency readiness



# Administrative Schedule

| Stage Gate  | Critical Path Item   | Status      |
|---|--|-------------|
| <p><b>SG2 - Ready to Begin System Testing</b><br/> <b>08/30/2024</b><br/>                     Criteria: Design is at least 95% complete and Segment I Build is complete<br/>                     Approval Level: Project Director - ESC Awareness</p> | Solution Design – Segment III (D641)                       | Complete    |
|   | Process Models – Payroll (D639)                            | Complete    |
|   | Master Data Configuration Workbooks (D640)                 | Complete    |
|   | Updated Technical Architecture Design (D642)               | In Progress |
|   | Update Process Models – Financials – Segment III (I-WP101) | In Progress |
|   | Build – Segment I (D646)                                   | In Progress |
|   | Solution Design – Segment IV (D644)                        | Future      |
|   | Update Process Models – Financials – Segment IV (I-WP101)  | Future      |
|   | Environment Builds – System Test Environment               | Future      |
| <p><b>SG4 – Agency Readiness</b><br/> <b>11/26/2025</b><br/>                     Criteria: Agency Readiness Certifications have been received<br/>                     Approval Level: ESC</p>  | Training Build (I-WP110)                                   | Future      |
|   | Role Mapping Worksheet (I-WP118)                           | Future      |
|   | Readiness Workplan (I-WP126)                               | Complete    |
|   | Agency Readiness Certification (I-WP128)                   | Future      |



# Administrative Schedule

| Stage Gate  | Critical Path Item                                    | Status      |
|---|---|-------------|
| <p><b>SG3 – Ready to Begin UAT</b><br/> <b>03/28/2025</b><br/>                     Criteria: Design is at least 95% complete and Segment I Build is complete<br/>                     Approval Level: ESC</p> | Establish DW/BI Environments (D647)                   | In Progress |
|   | Build – Segment II (D648)                             | Future      |
|   | Security Roles Matrix (WP405)                         | Future      |
|   | Environment Builds – Mock Conversion Test Environment | Future      |
|   | Environment Builds – Interface Test Environment       | Future      |
|   | Solution Design – DW/BI (D650)                        | Future      |
|   | Mock Conversion I (D651)                              | Future      |
|   | Build – Segment III (D649)                            | Future      |
|   | Build – DW/BI – Segment I (D653)                      | Future      |
|   | System Test – Segment I (D652)                        | Future      |
|   | Mock Conversion II (System Test) (D655)               | Future      |
|   | Build – Segment IV (D654)                             | Future      |
|   | Build – DW/BI – Segment II (D659)                     | Future      |
|   | Environment Builds - UAT Test Environment             | Future      |
|   | System Test – Segment II (D656)                       | Future      |
|   | Build – DW/BI – Segment III (D688)                    | Future      |
|   | Mock Conversion III (UAT) (D657)                      | Future      |
|   | System Test – DW/BI (D661)                            | Future      |



# INDEPENDENT VERIFICATION AND VALIDATION

CONTENT PROVIDED BY  
PUBLIC CONSULTING GROUP





# IV&V Update

## Project Management

- ▶ The IV&V Team tracks the delayed tasks and SPI in the Florida PALM Project Schedule
  - The Florida PALM Project Schedule had 123 delayed tasks, down from 159 from the Jan ESC meeting. Of those tasks, seventy-nine are related to D646 – Completion of Build Segment 1.
  - The Florida PALM Project Schedule SPI with a status date of 2/15/24 was .91 indicating the Project is progressing at 91% of the planned pace
  - The Florida PALM IV&V Team will continue to monitor delayed tasks and SPI and use data such as finish variance, free slack, and what-if analysis to determine if the delayed tasks are causing concerns to future Stage Gates dates
  - The Florida PALM IV&V Team also continues to review the agency's completion and participation of Project Management-related RW tasks to help determine potential impacts on the overall readiness plan



# IV&V Update

## Open Findings

- ▶ Finding 12 – Inconsistency in Requirements Traceability
  - Opened Issue in the IV&V September Monthly Report
  - Additional cross-checks in place to mitigate future inconsistencies
  - Florida PALM IV&V Team performs a bi-directional requirements traceability review between the Completion of Solution Design (Requirements) deliverables, the Requirements Traceability Matrix (RTM), and the individual Functional Designs (FDs) that are part of each Segment
    - Minor traceability inconsistencies were noted for Segment II and were corrected prior to acceptance of D637 Completion of Solution Design (Requirements) Segment II
  - The IV&V Team is currently reviewing the requirement traceability for Segment III designs and will provide results to the Florida PALM Project for review and update



# IV&V Update

## Open Findings

- ▶ Finding 13 – People First Vendor unable to participate in design discussions
  - Change Order was signed on 12/18/23
  - Continue to see active re-engagement between People First Vendor and Florida PALM Project
    - People First vendor has participated in numerous design review meetings in January and February
    - Two days of conversion meetings were also held on 2/7/24 and 2/8/24
  - The IV&V Team will continue to monitor the participation of the People First Vendor and re-evaluate the risk level of this finding



# IV&V Update

## Functional Design

- ▶ **Segment III Business Process Model (BPM) Workshops**
  - Florida PALM Project led Segment III BPM workshops with the various agency representatives
  - Provided another opportunity for Agencies identify and clarify questions related to the BPMs
  - Several follow-up items were identified
- ▶ **Segment III Design**
  - Segment III Functional Designs (FDs) were approved on schedule
  - 82 FDs are part of the Segment III design
  - IV&V is reviewing the FDs as part of reviewing D641 Completion of Solution Design (Requirements) Segment III to ensure quality and completeness
- ▶ **Segment IV Planning**
  - Pre-FD meetings have started on Segment IV design
  - There are 154 FDs identified as part of Segment IV and 22 are in a PCR Pending status
  - IV&V has increased the risk level to Medium High due to the volume of FDs in Segment IV and the concurrent effort to review Build Segment I Application Designs



# IV&V Update

## Development

### ▶ Segment I Development - Build

- Development has started on the first 52 functional designs that are part of build Segment I
- As of 2/15/24, 33 of the 46 application designs planned for completion have been drafted
- Currently this represents about a 1.5-week delay from the original plan that needs to be monitored closely going forward

### ▶ Segment I Development - Review

- Reviews have started on several of the Segment I Application Design
- As of 2/15/24, 20 of the 36 application designs planned for review have been completed
- Represents about a 3-week delay from the original plan
- Several reviews have taken longer than expected as multiple revisions due to:
  - Technical design limitations not known when FD was written
  - Build not functioning as expected



# IV&V Update

## Organizational Change Management

- ▶ The Florida PALM Project released a series of new tasks (Tasks 512-519) in late January and early February, which cover a wide variety of topics, from identifying end users to beginning business system remediation. Readiness Coordinators are actively discussing these tasks during Readiness Touchpoints.
  - Some agencies are still completing previous tasks, with Tasks 504 and 505 particularly having a lower completion rate. Participation in and completing these activities is important for progress in the Florida PALM Project. The further behind agencies get, the harder it will be to catch up, especially when testing activities begin.
- ▶ The Florida PALM IV&V Team notes that the Florida PALM Project Readiness Team is including technical resources in Readiness Touchpoints to facilitate technical discussions and considers this a positive development



# IV&V Update

## PCR 112 & 113 Review Approach

- ▶ IV&V Team is reviewing PCRs 112 and 113 to assess:
  - If existing requirements already address the customizations
  - If customizations can be met through PeopleSoft core functionality
  - If there is a justifiable business case for the customization
  - If cost estimates for the customization seem reasonable
- ▶ As part of the review, the IV&V Team:
  - Searched Requirements Traceability Matrix for related requirements (Completed)
  - Reviewed PowerPoint presentation associated with the PCR (Completed)
  - Reviewing the PCR narrative (In Process)
  - Reviewing the additional resources spreadsheet and costing information (In Process)



# READINESS AND IMPLEMENTATION

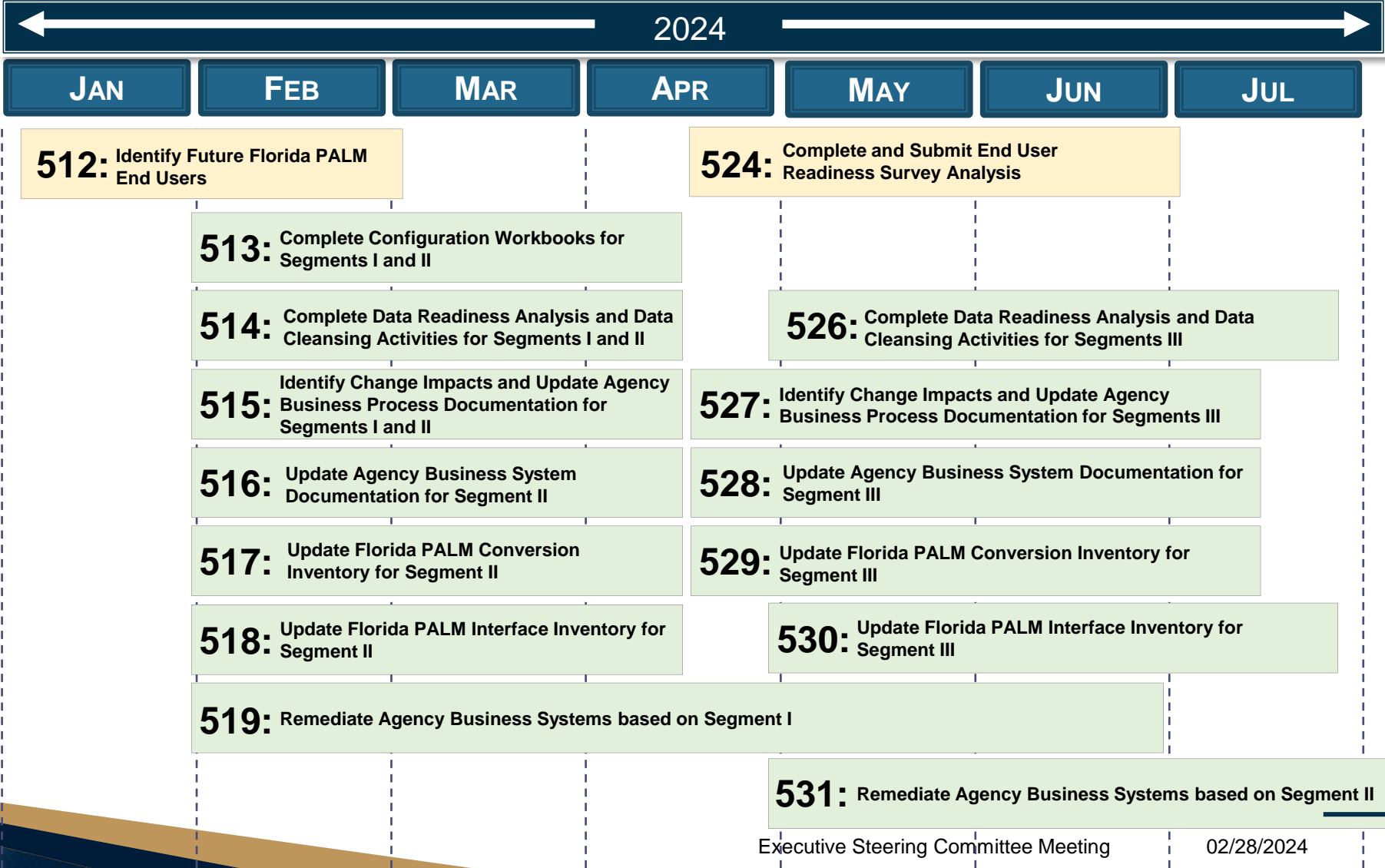
NIKKI KLEIN, STACEY TERRY





# Readiness and Implementation

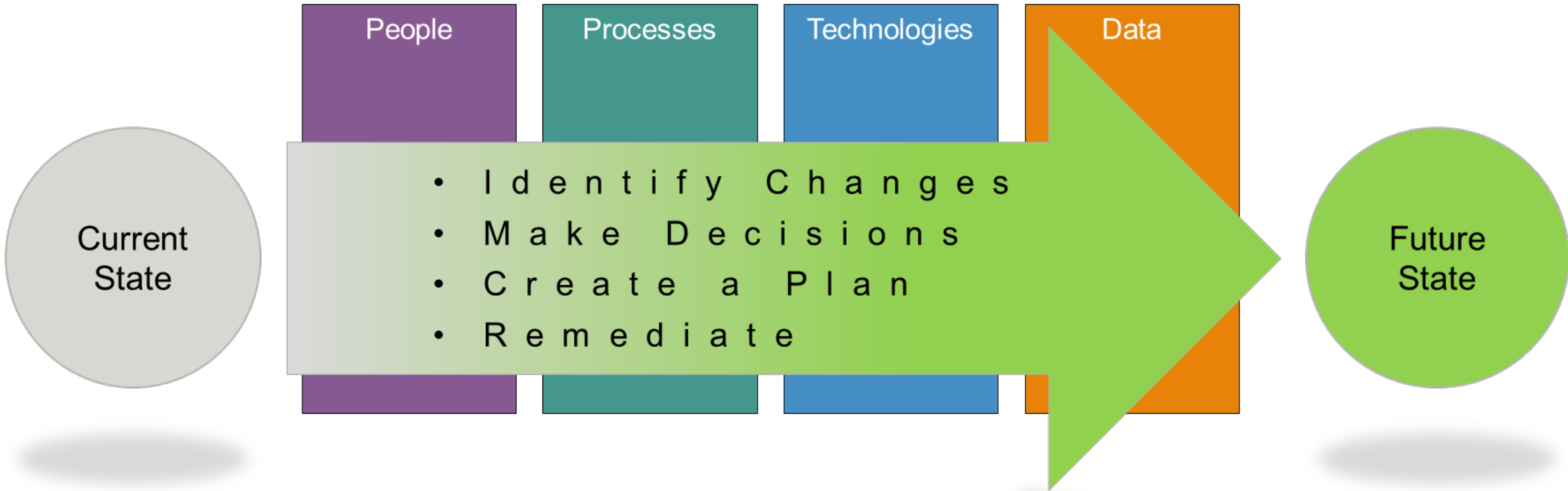
## Current and Upcoming RW Tasks



# Readiness and Implementation

## Readiness Activities

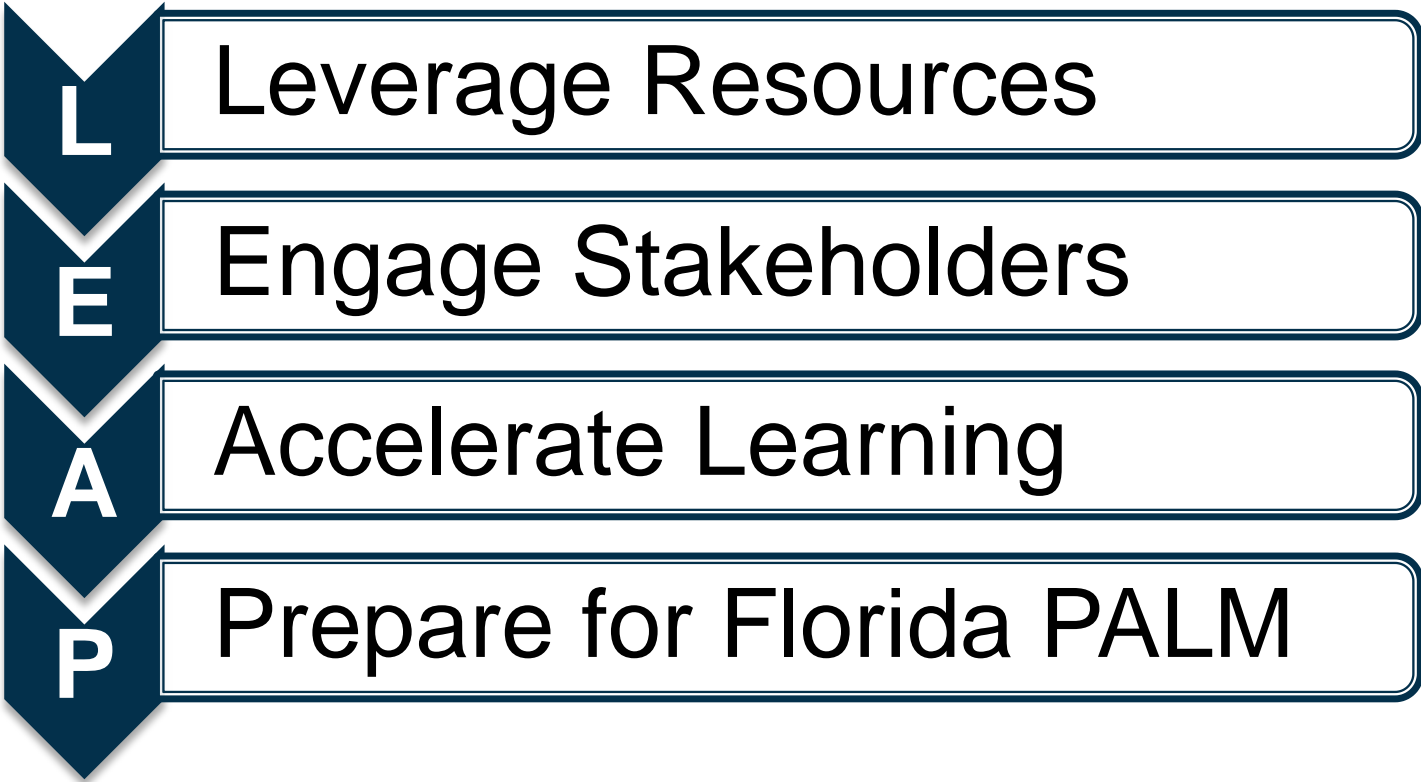
- ▶ Strategy for completing RW tasks



# Readiness and Implementation

## Readiness Activities

- ▶ 3<sup>rd</sup> OCM PALMcast – “Desire” has been published
- ▶ Tech Team participating in March touchpoints
- ▶ Task Talks now every Thursday
- ▶ CCN Townhall
  - Theme - LEAP
  - Agency Exchange – FDC and DEP

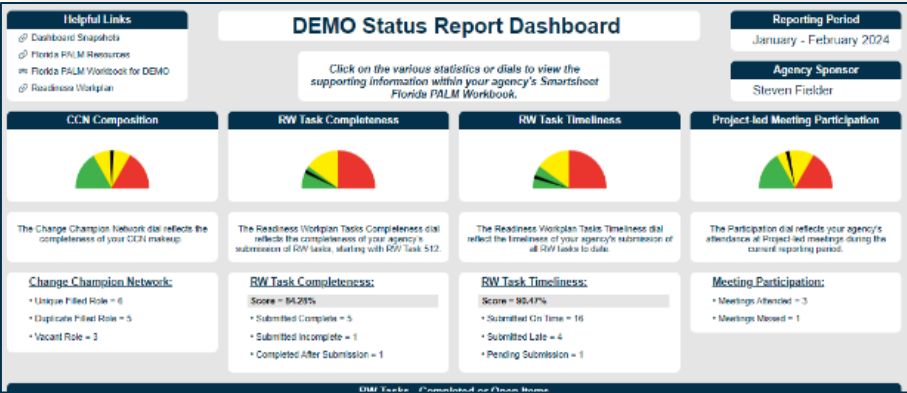


# Readiness and Implementation

## Agency Dashboard

- ▶ Updated Dial Placement
- ▶ Updated CCN Composition Scoring
- ▶ Updated Timeliness Dial and Scoring
- ▶ New Completeness Dial

| Project Impact | Operational Element | Task ID | Task Name   | Task Planned Start Date | Task Planned End Date | Agency Reported Task Progress                                       | Agency Submission Date | Status | Comments   | Project Verification of Completion | Agency Corrected Submission Date |
|----------------|---------------------|---------|---|-------------------------|-----------------------|---|------------------------|--------|--|------------------------------------|----------------------------------|
| N/A            | Technology          | 604     | Update Agency Business System Documentation for Segment I                     | 10/30/23                | 01/12/24              | 100% - Submitted  | 01/09/24               |        |  | Submission Complete                |                                  |
| N/A            | Technology          | 605     | Update Florida PALM Interface Inventory for Segment I                         | 10/30/23                | 01/12/24              | Pending Re-submission   | 01/12/24               |        | Awaiting internal agency decision meeting scheduled for 2/25/24 to finalize interface needs. Based on Segment I review, bus agency business systems will either be replaced or will need Florida PALM interface. | Submission Incomplete              |                                  |
| N/A            | Processes           | 608     | Review Payroll Work Business Process Models                                   | 11/02/23                | 01/26/24              | 75% Consolidating/Updating Information for Submission               |                        |        | On track to complete following internal meeting with Payroll unit on 2/26/24.  |                                    |                                  |
| N/A            | N/A                 | 609     | Submit Monthly Agency Readiness Status Report                                 | 12/28/23                | 01/10/24              | 100% - Submitted  | 01/10/24               |        |  | N/A                                |                                  |
| N/A            | N/A                 | 610     | Manage Agency Specific Implementation Schedule Risks and Issues               | 12/28/23                | 02/29/24              | 100% - Submitted  | 01/10/24               |        | Project Management Liaison currently making updates based on internal discussions. Planned to submit for external review on 2/15/24. On track to submit to Florida PALM by the due date.                         | N/A                                |                                  |
| N/A            | People              | 611     | Update CCI and Contacts   | 01/05/24                | 01/26/24              | 100% - Submitted  | 01/26/24               |        | Three of the four agency contact sheets have been completed, awaiting sponsor meeting scheduled for 1/25/24 to complete final review and update of CCI sheet.  | Submission Complete                | 01/27/24                         |
| Indirect       | People              | 612     | Identify Future Florida PALM End Users  | 01/16/24                | 03/01/24              | 75% Consolidating/Updating Information for Submission               |                        |        |  |                                    |                                  |
| Indirect       | Data                | 613     | Complete Configuration Workbooks for Segments I and II                        | 02/12/24                | 04/12/24              | 25% - Beginning Initial Internal Meetings and Information Gathering |                        |        |  |                                    |                                  |
| N/A            | Data                | 614     | Complete Data Readiness Analysis and Data Cleansing Activities for Segments I | 01/29/24                | 04/12/24              | 25% - Beginning Initial Internal Meetings and                       |                        |        |  |                                    |                                  |



- ▶ Updated RW Tasks Widget
  - New Project Impact
  - New Project Verification of Completion
  - New Agency Corrected Submission Date
- ▶ New Completeness Review:
  - Only applicable for current and future tasks
  - Review results provided on new form
  - New/Updated Agency Reported Task Progress values



# Readiness and Implementation

## Agency Dashboard

**Helpful Links**

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for DEMO
- Readiness Workplan

**DEMO Status Report Dashboard**

*Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.*

**Reporting Period**

January - February 2024

**Agency Sponsor**

Steven Fielder

**CCN Composition**

The Change Champion Network dial reflects the completeness of your CCN makeup.

**Change Champion Network:**

- Unique Filled Role = 6
- Duplicate Filled Role = 5
- Vacant Role = 3

**RW Task Completeness**

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

**RW Task Completeness:**

Score = 84.28%

- Submitted Complete = 5
- Submitted Incomplete = 1
- Completed After Submission = 1

**RW Task Timeliness**

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

**RW Task Timeliness:**

Score = 90.47%

- Submitted On Time = 16
- Submitted Late = 4
- Pending Submission = 1

**Project-led Meeting Participation**

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Meeting Participation:**

- Meetings Attended = 3
- Meetings Missed = 1

**RW Tasks - Completed or Open Items**

EXAMPLE



# Readiness and Implementation Agency Dashboard

## RW Task Completion Verification Form

| RW Tasks - Completed or Open Items |                              |         |  |                         |                       |   |                        |   |                                    |                                  |
|------------------------------------|------------------------------|---------|--|-------------------------|-----------------------|---|------------------------|---|------------------------------------|----------------------------------|
| Project Impact                     | Critical Operational Element | Task ID | Task Name  | Task Planned Start Date | Task Planned End Date | Agency Reported Task Progress                                       | Agency Submission Date | Status Comments   | Project Verification of Completion | Agency Corrected Submission Date |
| N/A                                | Technology                   | 504     | Update Agency Business System Documentation for Segment I                            | 10/30/23                | 01/12/24              | 100% - Submitted  | 01/09/24               |   | Submission Complete                |                                  |
| N/A                                | Technology                   | 505     | Update Florida PALM Interface Inventory for Segment I                                | 10/30/23                | 01/12/24              | Pending Resubmission  | 01/12/24               | Awaiting internal agency decision meeting scheduled for 2/23/24 to finalize interface needs. Based on Segment I review, two agency business systems will either be replaced or will need Florida PALM interfaces. | Submission Incomplete              |                                  |
| N/A                                | Processes                    | 508     | Review Payroll Wave Business Process Models  | 11/06/23                | 01/26/24              | 75% - Consolidating/Inputting Information for Submission            |                        | On track to complete following internal meeting with Payroll unit on 2/26/24.   |                                    |                                  |
| N/A                                | N/A                          | 509     | Submit Bimonthly Agency Readiness Status Report                                      | 12/28/23                | 01/10/24              | 100% - Submitted  | 01/10/24               |   | N/A                                |                                  |
| N/A                                | N/A                          | 510     | Manage Agency Specific Implementation Schedule, Risks and Issues                     | 12/28/23                | 02/29/24              | 100% - Submitted  | 01/10/24               | Project Management Liaison currently making updates based on internal discussions. Planned to submit for internal review on 2/15/24. On track to submit to Florida PALM by the due date.                          | N/A                                |                                  |
| N/A                                | People                       | 511     | Update CCN and Contacts  | 01/08/24                | 01/26/24              | 100% - Submitted  | 01/25/24               | Three of the four agency contact sheets have been completed, awaiting Sponsor meeting scheduled for 1/25/24 to complete final review and update of CCN sheet.   | Submission Complete                | 01/27/24                         |
| Indirect                           | People                       | 512     | Identify Future Florida PALM End Users   | 01/16/24                | 03/01/24              | 75% - Consolidating/Inputting Information for Submission            |                        |   |                                    |                                  |
| Direct                             | Data                         | 513     | Complete Configuration Workbooks for Segments I and II                               | 02/12/24                | 04/12/24              | 25% - Beginning Initial Internal Meetings and Information Gathering |                        |   |                                    |                                  |
| N/A                                | Data                         | 514     | Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II | 01/29/24                | 04/12/24              | 25% - Beginning Initial Internal Meetings and Information Gathering |                        |   |                                    |                                  |

EXAMPLE

**FloridaPALM**  
Planning, Accounting, and Ledger Management

Department of Financial Services  
**RW Task Completion Verification Form**

Task ID: \_\_\_\_\_  
Task Name: \_\_\_\_\_  
Task Start Date: \_\_\_\_\_  
Task Due Date: \_\_\_\_\_

Agency: \_\_\_\_\_  
Initial Submission Date: \_\_\_\_\_  
Project Verification: \_\_\_\_\_

| Task Completion Rubric |                          |          |
|------------------------|--------------------------|----------|
| Task Completion Rubric | Complete                 | Comments |
|                        | <input type="checkbox"/> |          |
|                        | <input type="checkbox"/> |          |
|                        | <input type="checkbox"/> |          |

Overall Comments:  
\_\_\_\_\_

Reviewer: \_\_\_\_\_  
Verification Date: \_\_\_\_\_

Page 1 of 1 03/01/2024







The Project will complete and attach the form in the RW Task Tracker for each RW task submission (starting with RW Task 512) that is determined to be **incomplete**.

New Columns



# Readiness and Implementation

## Implementation Activities

|  <p><b>Requirements Traceability Matrix</b><br/><i>May 2023 - May 2024</i></p> |  <p><b>RICEFW Inventory</b><br/><i>May 2023 - May 2024</i></p> |  <p><b>Business Process Models</b><br/><i>May 2023 - May 2024</i></p> |  <p><b>Configuration Workbooks</b><br/><i>May - December 2023</i></p> |  <p><b>Functional Design Specifications</b><br/><i>May 2023 - September 2024</i></p> |  <p><b>Security Roles Matrix</b><br/><i>May - July 2024</i></p> |
|---|---|--|--|---|--|
| Review/Update RTM Segment I ●   | Review/Update RICEFW Segment I ●  | Create Payroll BPMs ●  | Define & Load Non-Agency Configuration ●   | FD Segment I ●  | Define Security Roles Matrix ○   |
| Review/Update RTM Segment II ●  | Review/Update RICEFW Segment II ●   | Advisory Council Review – Payroll BPMs ●   | Create Agency Configuration Workbook Templates ●   | FD Segment II ●   |  |
| Review/Update RTM Segment III ●   | Review/Update RICEFW Segment III ◐  | ESC Approval – Payroll BPMs ●  |  | FD Segment III ●  |  |
| Review/Update RTM Segment IV ◐  | Review/Update RICEFW Segment IV ◐   | Update Financials BPMs by Segment ◐  |  | FD Segment IV ◐   |  |
| Review/Update RTM DW/BI ○   | Review/Update RICEFW DW/BI ○  |  |  | DW/BI Segment ○   |  |

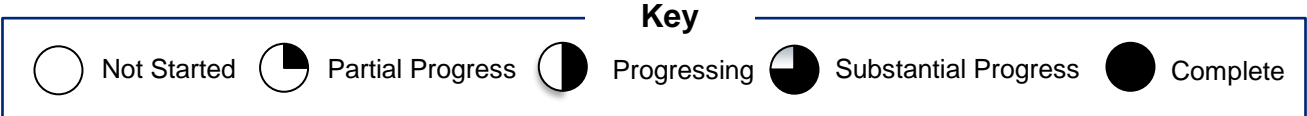
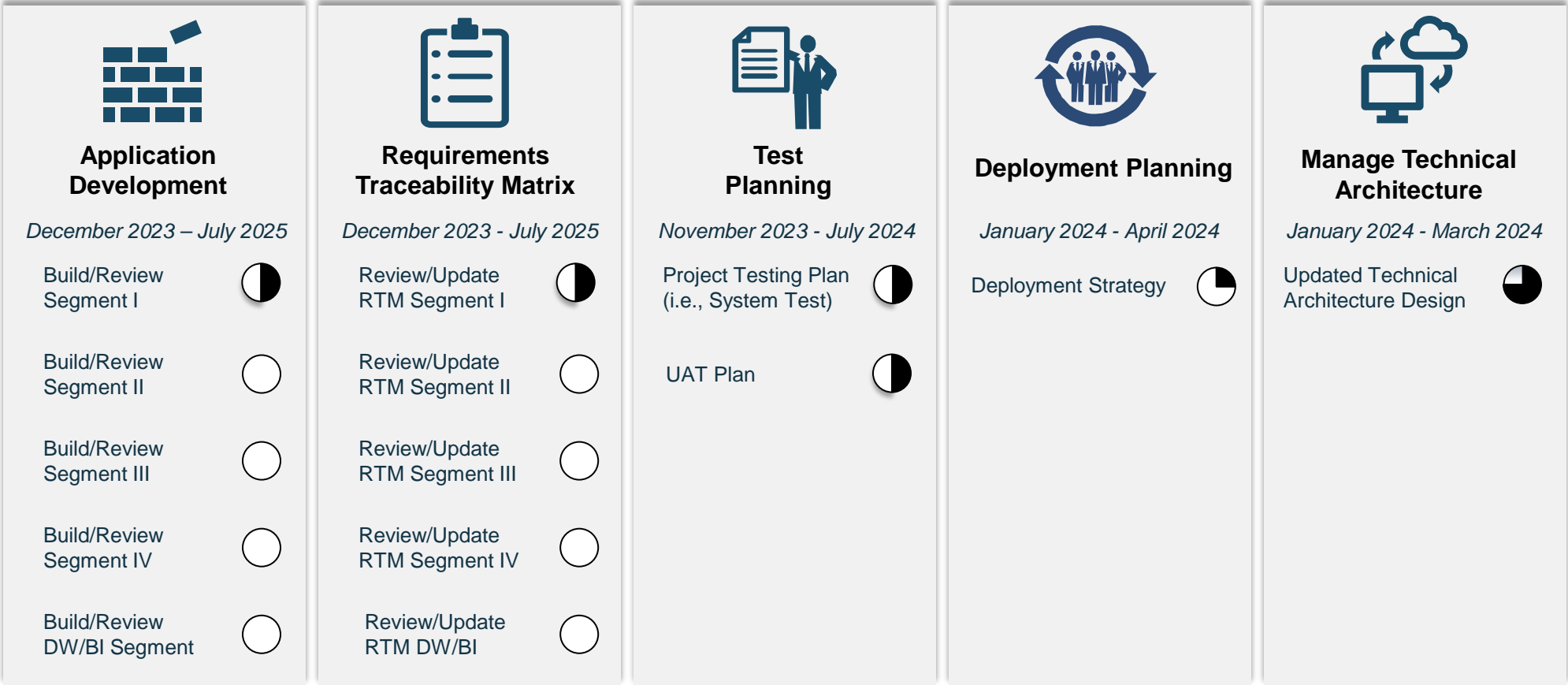
**Key**

○ Not Started   ◐ Partial Progress   ◑ Progressing   ◒ Substantial Progress   ● Complete



# Readiness and Implementation

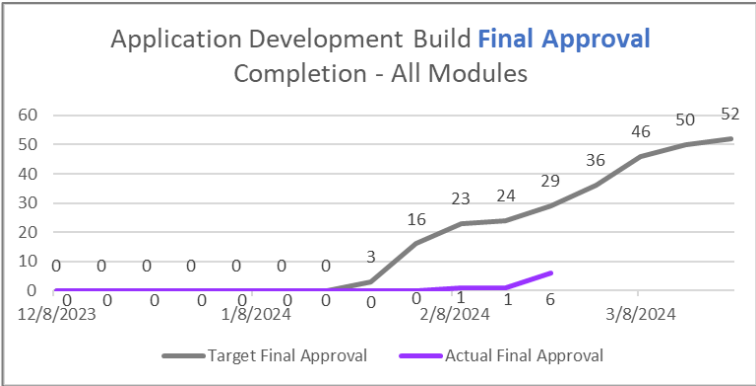
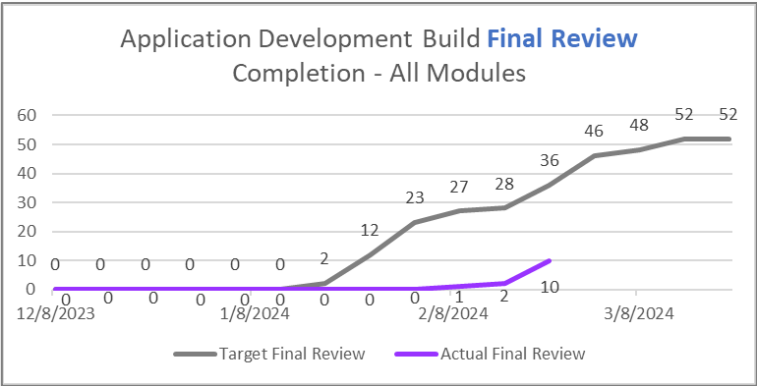
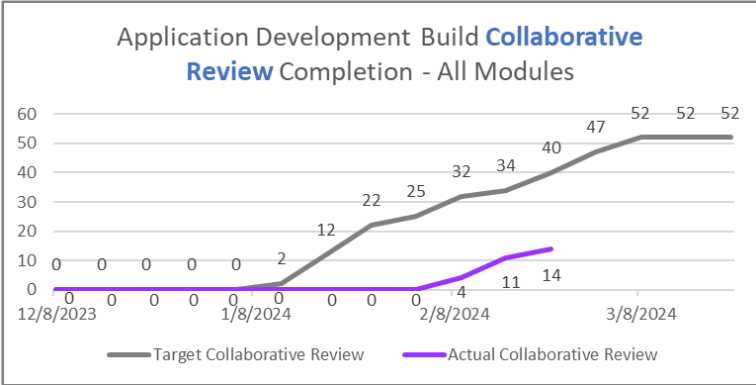
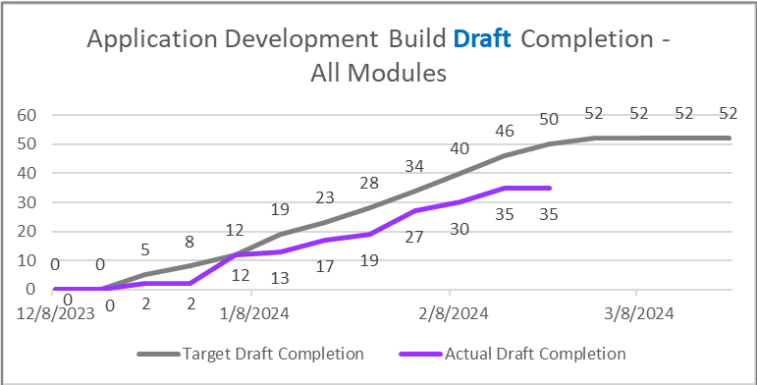
## Implementation Activities





# Readiness and Implementation

## Implementation Activities



### Segment I App Dev Build

- Build activities are trailing behind for the following key reasons:
  - App Dev draft creation delays
  - Design and/or administrative changes
  - Revisions post build
- Remediation activities include the following:
  - App Dev leadership change
  - Incorporating technical team earlier in the design process
  - Conducting additional detailed design discussions during handoff to technical team
  - Adding functional team peer reviews of unit testing results
  - Streamlining approval of design and administrative changes

## Segment I App Dev Build Status (as of 2/23/2024)



# OTHER

JIMMY COX, STEVEN FIELDER



# Advisory Council Update

## February Meeting

- ▶ Agency Dashboard updates
- ▶ Follow up from Segment III Business Process Models Review Meetings
  - AP payments
  - Monthly Closing Balances
  - Warrants
- ▶ Org Security design approach for implementation by module
  - Implementation of Org Security is planned for: AP, PO, AM
  - Remaining modules will not implement Org Security



# Project Change Request

## Voting PCR 111

- ▶ Project Change Request 111: Segment III Requirement Updates
  - Attachment 5.1 Business Requirements
    - *Updated:* (updates in red font)
      - 200.1092 (Revised) – Provide the ability for a user to update tax balances to enable reporting of state **and local** taxes on Form W-2 as required by the IRS and each state **or local government entity** when general deductions were used to deduct the state **and local** taxes from the employees' pay.
      - 30.0033 (Revised) – Provide ability to obtain data from the DFS Substitute W-9 **System or Vendor Portal with the results of TIN Matching and the Business Designation.**
      - 30.0034 (Revised) – Provide ability to send the results of the IRS/TIN Matching **as received from the W-9 System or Vendor Portal** to an external database (e.g., MFMP).
      - 30.0381 (Revised) – Provide ability to send and receive data with external databases **(e.g., the Substitute W-9 System, Vendor Portal)** to support vendor/payee management.



# Project Change Request

## Voting PCR 111

- ▶ Project Change Request 111: Segment III Requirement Updates
  - Requirements updated to support end state design for Financials and Payroll implementation.
  - 200.1092 – Clarified to include deductions for local government entity taxes via general deductions. Current process in FLAIR PYRL supports both state and local taxes. This process will continue in Florida PALM with implementation of the Financials and Payroll solutions.
  - 30.0033, 30.0034 and 30.0381 – Updated to support implementation of a separate vendor portal solution (to be procured by A&A). Requirements updated to integrate with that solution.



# Project Change Request

## Voting PCR 112

- ▶ Project Change Request 112: Segment IV Customizations and Requirement Updates
  - Attachment 5.1 Business Requirements
    - *Added:*
      - 70.1011 (New) – Provide the ability to generate payroll warrant and ACH payment cash accounting entries to support bank reconciliation processing. (C117)
      - 20.1008 (New) – Provide the ability to systematically default the appropriate ledger information when establishing project budgets. (C119)
      - 100.0543 (New) – Provide the ability to access and manage Inter/IntraUnit transactions and reports from a central workbench. (C120)
    - *Updated (associated to customization C118):*
      - 30.1012 – Provide the ability to establish payables in the Carry Forward/Certified Forward period.



# Project Change Request

## Voting PCR 112

- ▶ Project Change Request 112: Segment IV Customizations and Requirement Updates
  - Attachment 5.2 Customizations
    - *Added:*
      - C117 Payroll Payment Cash Accounting Entries (\$71,230)
        - Customization required to support the State's cash clearing and reconciliation processes.
        - As delivered, payments are made directly from HCM (Payroll) and do not go through the State's specific cash clearing and reconciliation processes.
        - If not implemented the entire process would be manual as the delivered solution does not meet the state's needs. Manually processing is not possible as the State issues 100,000's of payroll payments each month.
      - C118 Carry Forward Receipt Accrual (\$46,141)
        - Customization required to support the State's unique carry-forward process. As delivered, the carry forward process does not exist.
        - Customization scope was not known at the time of Amendment 8 execution. Requirement was marked as Customization with the customization number/scope as TBD (i.e., not included in Amendment 8 cost).
        - If not implemented, the carry forward process would not be possible within Florida PALM, which would lead to incorrect budgetary and financial reporting.



# Project Change Request

## Voting PCR 112

- ▶ Project Change Request 112: Segment IV Customizations and Requirement Updates
  - Attachment 5.2 Customizations
    - *Added:*
      - C119 Default Project Budget Ledger (\$17,669)
        - Customization required to prevent inaccurate selection of ledger group/values.
        - Full scope/functionality of the project costing module was not known at the time of Amendment 8 execution.
        - If not implemented, agency users could create appropriation or allotment budget journals that would increase the agencies spending authority.
      - C120 Inter/IntraUnit WorkCenter (\$108,039)
        - Inter/IntraUnit solution was scoped into Amendment 8. However, at that time it was not believed that a WorkCenter would be needed to support the solution (i.e., not included in Amendment 8 cost).
        - Based on the expected volume of transactions, it has been determined that a WorkCenter is critical functionality for the Inter/IntraUnit solution.
        - If not implemented, agencies would have significant inefficiencies in processing Interr/IntraUnit transactions, leading to additional work and delays in processing transactions.
    - *Cost: Approval: Requires ESC Approval (Vote)*
      - Consumes \$243,079 from the existing credit.





# Project Change Request

## Voting PCR 113

- ▶ Project Change Request 113: Segment IV Payroll Customizations and Requirement Updates
  - Attachment 5.1 Business Requirements
    - *Added:*
      - 200.1101 – Provide ability to sort third party paysheet transactions based on filters that are available to end users. (C101)
      - 200.1102– Provide ability for updates made to Position Funding earnings to automatically be applied to Position Funding Deductions and Taxes. (C103)
      - 200.1103 – Provide ability to designate a primary funding source within position funding setup. (C103)
      - 200.1104 – Provide the ability to load prior year payroll adjustments to the W-2c tables for processing. (C105)
      - 200.1105 – Provide the ability to process retroactive FRS contributions in the current payroll using FRS contribution rates that were previously in effect. (C106)
      - 200.1106 – Provide the ability to provide a consolidated supplier payment voucher from payroll to AP. (C107)
      - 200.1107 – Provide the ability to keep SpeedKeys configured in Financials in sync with HCM SpeedKeys, HCM Combination Codes, and HCM Account Codes, as well as systematically prevent users from selecting inactivated HCM SpeedKey, HCM Combination Codes, and HCM Account Codes. (C108)
      - 200.1108 – Provide the ability for agencies to select previously paid earnings that resulted in an overpayment and allow the adjustments to be calculated and processed with the next available payroll. (C109)



# Project Change Request

## Voting PCR 113

- ▶ Project Change Request 113: Segment IV Payroll Customizations and Requirement Updates
  - Attachment 5.1 Business Requirements
    - *Added:*
      - 200.1110 – Provide the ability for overpayment adjustments to be approved by specified personnel, before the payment is issued. (C109)
      - 200.1111 – Provide the ability for agencies to override funding associated with an overpayment adjustment. (C109)
      - 200.1112 – Provide the ability for agencies to review and make adjustments to payroll cost distributions prior to payroll being confirmed.(C110)
      - 200.1113 – Provide the ability to reissue payroll ACH returns without reversing the payroll expense accounting entries and generate the payroll accounting entries needed for reissuing lost payroll warrants.(C111)
      - 200.1114 – Provide the ability to track and manage tax payments made to taxing authorities. (C112)
      - 200.1115 – Provide the ability to employees to access historical FLAIR W-2 and Annual Earnings Statements via online self-service employee portal. (C114)
      - 200.1116 – Provide the ability to store employee garnishment related documents on the employee garnishment setup page. (C115)
      - 200.1117 – Provide the ability to generate payroll accounting liability and cash lines that can be recorded to the Enterprise Business Unit / Fund. (C116)



# Project Change Request

## Voting PCR 113

- ▶ Project Change Request 113: Segment IV Payroll Customizations and Requirement Updates
  - Attachment 5.1 Business Requirements
    - *Updated:* (updates in red font)
      - 200.0139 – Provide ability to calculate and produce final payments to deceased employee's beneficiaries and plaintiffs of settlements. (C102)
      - 200.0125 – Provide ability to calculate, recalculate and process prior period pay adjustments associated with payroll elements effective during the specified time period based on user specified parameters (e.g., deductions, retirement) with corresponding updates to payroll history and accounting entries. (C104)
      - 200.0060 – Provide ability to calculate or assign non-cash earnings (e.g., taxable value of life insurance over \$50,000, state-provide housing, state-provided vehicles, educational assistance in excess of \$5,250) to taxable and/or retirement wage base without allowing updates of other payline earnings by agencies. (C113)
      - 200.0064 – Provide ability to initiate a one-time payroll event that requires BOSP approval prior to being included on the next payroll cycle. (C113)
    - *Updated How Met: (disassociated from C55)*
      - 200.1004 – Provide the ability to calculate and process active and terminated employee leave payouts with data provided from human resource management systems per 110 F.S.



# Project Change Request

## Voting PCR 113

- ▶ Project Change Request 113: Segment IV Payroll Customizations and Requirement Updates
  - Attachment 5.2 Customization – Cancel (credit of \$37,352)
    - C55 - This customization will provide the ability to calculate and process active and terminated employee leave payouts with data provided from Human Resource Management systems per 110 F.S.
      - Ability to calculate leave payouts is delivered.
      - Ability to track historical leave payout payments will be handled through reporting.



# Project Change Request

## Voting PCR 113

- Attachment 5.2 Customizations - Added
  - C101 – Updates to Third Party Paysheet Transaction Page (\$25,911)
    - Customization supports editing, sorting and filtering of payroll preliminary data prior to loading to the paysheets.
    - Delivered functionality has very limited capabilities.
    - Without this customization it's nearly impossible to review payments prior to loading the paysheets. Specifically, without this customization BOSP would have to manually scoll through 10,000's of payroll records to find specific records and conduct pre-audit reviews.



# Project Change Request

## Voting PCR 113

- Attachment 5.2 Customizations - Added
  - C102 – Beneficiary Payment Process (\$67,477)
    - Supports the ability to make multiple payments to multiple beneficiaries.
    - Amendment 8 scope included the ability to process payments to one beneficiary at a time (delivered process). This would require adding, processing, deleting, then adding second beneficiary and so on.
    - Without this customization BOSP would have additional manual steps per deceased employee to complete beneficiary payments. Additionally, only the last beneficiary's information would be retained on the deceased members records (all others would only be stored on the payment details).



# Project Change Request

## Voting PCR 113

### Attachment 5.2 Customizations - Added

- C103 – Payroll Accounting Department Budget Table Entry Changes (\$64,054)
  - Simplifies end user entry of accounting details per position and creates a primary funding source. Primary funding sources will be communicated between Florida PALM and the related Human Resource Information Systems.
  - As delivered the process requires separate COA (SpeedKey) entries at the department and position level and required entry per earnings type, including deductions.
  - Without this customization:
    - Agencies would have to manage funding at both the department and position levels, as well as the earnings and deductions level.
    - Primary funding would be assigned purely based on the percentage assigned to a SpeedKey and not tied to the default funding for the position, likely leading to incorrect information being entered in the Human Resource Information Systems.

Post-Poned Until March ESC



# Project Change Request

## Voting PCR 113

- Attachment 5.2 Customizations - Added
  - C104 FRS Retroactive Adjustments (\$0)
    - Customization supports the ability to report retirement earnings (including retro earnings) to the Division of Retirement. Includes creating a new table to track the required data elements for retirement eligible earnings that have been sent/need to be sent, as well as the ability for BOSP to remove earnings that should not be sent.
    - Without this customization retro retirement earnings would have to be manually reported by BOSP to the Division of Retirement. Additionally, it's possible that retirement earnings could be sent multiple times.
  - C105 Load W-2C Table (\$0)
    - Customization supports automating the W-2C process.
    - Without this customization BOSP would have to manually adjust all prior-year employee records and manually generate the W-2C.





# Project Change Request

## Voting PCR 113

- Attachment 5.2 Customizations - Added
  - C106 – FRS Retroactive Calculation (\$167,305)
    - Customization supports the retro retirement contribution process, including calculating the retirement contribution based on the period the retro payment should have occurred. Process applies to various scenarios including the payment was made using the wrong retirement code, workers compensation, military leave, etc.
    - The delivered process calculates all payments based on the rate in effect at the time the payroll is processing.
    - Without this customization all retro retirement calculations would have to be manually calculated and processed by agencies outside of Florida PALM; agencies would have to process manual vouchers to the Division of Retirement; BOSP would have to manually adjustment the employee's record; and either BOSP would have to manually add the record to the retirement reporting table (C104), or the Division of Retirement would have to manually adjust the employee records in their system.



# Project Change Request

## Voting PCR 113

- Attachment 5.2 Customizations - Added
  - C107 Consolidated AP Supplier Voucher (\$33,030)
    - Customization to consolidate supplier payment vouchers and to process the voucher out of the enterprise fund.
    - As delivered the process generates the voucher by business unit and is generated directly out of the agencies fund, not the enterprise fund.
    - Without this customization the delivered process would be used, creating confusion by the vendors, leading to issues with the individuals accounts.
  - C108 HCM SpeedKey Functionality (\$46,682)
    - Customization to synchronize SpeedKey values into HCM (Payroll), from Financials, to ensure only valid (i.e., active and payroll eligible) SpeedKeys are available for use in HCM. Supports synchronization within HCM across both the delivered HCM Combination Code and HCM Account Code tables.
    - Without this customization inactive Speedkeys could be selected for use and would potentially cause payroll posting issues. Additionally, SpeedKey values would have to be manually maintained in multiple places within HCM.



# Project Change Request

## Voting PCR 113

- Attachment 5.2 Customizations - Added
  - C109 Salary Overpayment Extension (\$340,215)
    - Customization supports the salary overpayment process to ensure salary overpayments can be processed and reported in accordance with Federal Regulations.
    - As delivered the process offsets the current period wages, for prior period overpayments. As part of the delivered solution, adjustments are not associated to prior reporting periods (e.g., prior-year overpayments are simply treated as a reduction in current year earnings and prior-year earnings are not adjusted).
    - Without this customization, BOSP would have to process adjustments for all salary overpayments and updating of employee records.



# Project Change Request

## Voting PCR 113

### Attachment 5.2 Customizations - Added

- C110 – Payroll Accounting Position Allocation Process (\$134,002)
  - Customization to support processing payroll actuals calculations multiple times for each payroll run. Process will support agencies in identifying potential issues (e.g., insufficient budget) that need to be resolved in advance of payroll being finalized.
  - Additionally, this customization supports processing the payroll actuals calculations for off-cycle payrolls.
  - Without this customization, payroll actuals calculations would not be processed until payroll is confirmed. This would result in agencies not knowing accounting or budget issues until the day prior to payroll warrant date. Additionally, off-cycle accounting entries would not be created or posted until the next on-cycle payroll run.

Post-Poned Until March ESC



# Project Change Request

## Voting PCR 113

- Attachment 5.2 Customizations - Added
  - C111 – Payroll Payment Reissue and Cancellation Process (\$334,536)
    - Customization provides the ability to reissue a payment as a warrant or reverse an existing payment without reissuing.
    - As delivered, when an ACH payment is reissued, all accounting is reversed and reapplied to the warrant.
    - Without this customization, the delivered process would be used, creating accounting and budgetary issues for the agencies. Additionally, payroll payment reissues would not have correct accounting associated with them.



# Project Change Request

## Voting PCR 113

- Attachment 5.2 Customizations - Added
  - C112 Tax Deposit Tracking and Reporting (\$146,053)
    - Customization supports automating the tracking and monitoring of Tax Deposit and Tax Reporting for BOSP.
    - As delivered Tax Reporting information is accessible via reporting, but related Tax Deposit information is not tracked within the system.
    - Without this customization, BOSP would have to use multiple queries within Florida PALM, in addition to external tools (e.g., Excel spreadsheets), to track this information to accurately complete these complex processes.



# Project Change Request

## Voting PCR 113

- Attachment 5.2 Customizations - Added
  - C113 Payment Requests and Non-Cash Adjustments (\$161,299)
    - Customization will support the processing of Non-Cash adjustments and request for payments that cannot be processed through the applicable Human Resource Information System.
    - Without this customization, BOSP would have to manually process all Non-Cash adjustments on behalf of the agencies, as well as manually add payments that could not be processed through the Human Resource Information System.
  - C114 Historical W-2 and Annual Earnings Statements (\$0)
    - Customization to load historical W-2, Earnings Statements and Annual Earnings Statements.
    - Without this customization employees would no longer have access to this historical information once the Employee Information Center is archived. This would result in BOSP having to manually print and provide this information to employees when needed.



# Project Change Request

## Voting PCR 113

- Attachment 5.2 Customizations - Added
  - C115 Garnishments Attachments (\$20,512)
    - Customization will support including attachments within the employee garnishment setup page.
    - Without this customization BOSP would have to maintain these documents external from the garnishment records (i.e., in a separate system).





# Project Change Request

## Voting PCR 113

### Attachment 5.2 Customizations - Added

- C116 Payroll Accounting Entries (\$153,596)
  - Customization required to support State of Florida specific budgetary and accounting processes. Process will take funding from agencies, including cash, and place into the appropriate enterprise accounts for distribution.
  - As delivered, all payments are distributed from the original source funding and are not moved to or distributed from an enterprise account.
  - Without this customization, cash would not be consumed from agencies until the Warrant Date, creating negative cash balances on payment date. Additionally, the state would lose transparency and tracking for the enterprise funds and would not be able to consume the non-operating appropriations for these funds.

**Post-Poned Until March ESC**



# Project Change Request

## Voting PCR 113

- *Cost: Approval:* Requires ESC Approval (Vote)
  - Consumes Remaining Credits
  - Requires additional project funding



# Project Change Requests

## Credit Tracker

**Slide Updated**

- ▶ Total Available Credits:
  - Beginning Balance: \$1,374,807
  - New Balance if PCRs are Approved: \$0

| Enhancement                       | Source   | Credit Change     | Credit Balance         |
|-----------------------------------|----------|-------------------|------------------------|
| Segment IV Customizations         | PCR #112 | \$ (243,079.00)   | \$ 1,131,728.00        |
| Segment IV Payroll Customizations | PCR #113 | \$ (1,305,668.00) | \$ (173,940.00)*       |
| <b>Total Remaining Credit:</b>    |          |                   | <b><u>\$ 0.00*</u></b> |

\* Credits exhausted and requires \$173,940 in new project funding. Will be requested from Florida PALM Contingency Funding for FY 24/25.



# Project Change Requests

## Voting Action

- ▶ Request for public comments
- ▶ Voting action for PCR 112
- ▶ Voting action for PCR 113



# UPCOMING

JIMMY COX



# Upcoming

- ▶ Florida PALM Town Hall – February 29
- ▶ Florida PALM Data Day – March 26 *\*date change*
- ▶ Segment III Design Workshops – March 27-28, April 3-4
- ▶ Agency Sponsor Summit – April 11



# NEXT MONTHLY MEETING

MARCH 27, 2024

DEPARTMENT OF CHILDREN AND FAMILIES



# CONTACT INFORMATION

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