

Change Request Information <i>(completed by PCR Requestor)</i>											
Requested by		Submitted By									
Name	Deana Metcalf	Name	Stacey Terry								
Phone	850.410.9023	Phone	512.350.6460								
Email	deana.metcalf@myfloridacfo.com	Email	stacey.terry@myfloridacfo.com								
Title	Florida PALM Functional Architect	Title	Accenture Functional Lead								
Requesting Department Name	Department of Financial Services	Date Requested	9/15/2023								
PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	<p>To process retiree benefit payments, the Florida Retirement System (FRS) will interface retiree and voucher information to Florida PALM at the Financials Wave for payment processing. FRS has a requirement to print remittance advice information on retiree payments (i.e., warrants), which at a minimum includes gross payment, deduction, and net pay information for the current and calendar year-to-date payment amounts.</p> <p>As delivered, Florida PALM records the following remittance advice information on a warrant as a single line of data for each invoice associated to a supplier payment:</p> <ol style="list-style-type: none"> 1) Invoice Date (10 characters) 2) Invoice ID (up to 30 characters) 3) Payment Amount (up to 23 numbers) 4) Payment Message (up to 70 characters) <ul style="list-style-type: none"> • e.g., 9/1/2023 Invoice 12345 2500.00 Payment for services rendered <p>The required retiree payment remittance information will exceed the delivered Florida PALM character length and standard format. As a result, a new Retiree Payment Remittance Information (C92) customization is requested to store, view and print the required payment remittance information on retiree payments (i.e., warrants) generated in Florida PALM. The following new Attachment 5.1 – Business Requirement will be created to correlate to the C92 customization:</p> <ul style="list-style-type: none"> • 30.1022 (New) – Provide ability to store retiree payment remittance information on vouchers and display on retiree warrants. <p>This PCR would implement the following:</p> <ol style="list-style-type: none"> 1) Create a new custom record to store retiree remittance advice information. 2) Modify the Voucher Payments page to display the custom retiree payment remittance information with adequate user security. 3) Create a new custom payment form with advice (BI Publisher PDF) to display the retiree payment remittance information on generated warrants. 4) Create a new custom Pay Cycle Step that includes logic to populate the custom remittance information on retiree payments during pay cycle processing. <p>The table below summarizes the retiree payment RICEFW items related to the requested customization:</p> <table border="1"> <thead> <tr> <th>RICEFW ID / Name</th> <th>RICEFW Type</th> </tr> </thead> <tbody> <tr> <td>APE017 – Retiree Payment Remittance Information (New)</td> <td>Customization to enable remittance information to be recorded, viewable on the Voucher Payments page and printed on retiree warrants.</td> </tr> <tr> <td>API015 – Inbound Supplier Load</td> <td>Inbound interface to establish a supplier record for retiree payees, to include ACH bank information to support prenoting and payment processing. Retiree supplier records will be entered/maintained under a SetID separate from the statewide supplier file.</td> </tr> <tr> <td>API129 – Inbound Retiree Payment Load</td> <td>Inbound interface for FRS to send retiree payments as AP vouchers as well as remittance information for payment processing.</td> </tr> </tbody> </table>			RICEFW ID / Name	RICEFW Type	APE017 – Retiree Payment Remittance Information (New)	Customization to enable remittance information to be recorded, viewable on the Voucher Payments page and printed on retiree warrants.	API015 – Inbound Supplier Load	Inbound interface to establish a supplier record for retiree payees, to include ACH bank information to support prenoting and payment processing. Retiree supplier records will be entered/maintained under a SetID separate from the statewide supplier file.	API129 – Inbound Retiree Payment Load	Inbound interface for FRS to send retiree payments as AP vouchers as well as remittance information for payment processing.
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	API038 – Outbound FRS Retiree Information	Outbound interface to FRS containing retiree supplier record information to include prenote status.										
Business Benefit/ Justification <i>(Provide the tangible/intangible value(s) that support the for the Project's goals)</i>	This PCR makes the following changes: 1) Attachment 5.1 – Business Requirements Working: • Add new requirement 30.1022 and reference C92 customization. 2) Attachment 5.2 – Customizations Working: • Add new customization C92 – Retiree Payment Remittance and associate new requirement 30.1022 3) Requirements Traceability Matrix (RTM) Working document: • Add new requirement 30.1022 and reference C92 customization 4) RICEFW Inventory Working document: • Add new RICEFW ID APE017 – Retiree Payment Remittance related to customization C92 5) Requirements Traceability Matrix (RTM) Work Product (WP402): • Include requirement 30.1022 and associated C92 customization in Segment II, when documented 6) RICEFW Inventory Work Product (WP403): • Include RICEFW ID APE017 and associated C92 in Segment II, when documented											
Implications of Not Making the Change <i>(If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)</i>	Retirees would receive standard remittance information as delivered in Florida PALM which would contain limited information from what they currently receive. As these retirees are primarily the older retirees, this is the only way these members receive these details. If the information is not provided as part of the Warrant, these members will be upset and will likely flood the retirement service center with calls each month when they receive their Warrants.											
Project Goals <i>(Please choose all that apply)</i>	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="381 1241 836 1272">Goal</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1272 440 1335"><input type="checkbox"/></td> <td data-bbox="440 1272 1528 1335">Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability</td> </tr> <tr> <td data-bbox="381 1335 440 1398"><input checked="" type="checkbox"/></td> <td data-bbox="440 1335 1528 1398">Improve state and agency specific decision making by capturing a consistent and an expandable set of data</td> </tr> <tr> <td data-bbox="381 1398 440 1461"><input type="checkbox"/></td> <td data-bbox="440 1398 1528 1461">Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future</td> </tr> <tr> <td data-bbox="381 1461 440 1514"><input type="checkbox"/></td> <td data-bbox="440 1461 1528 1514">Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies</td> </tr> </tbody> </table>		Goal		<input type="checkbox"/>	Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability	<input checked="" type="checkbox"/>	Improve state and agency specific decision making by capturing a consistent and an expandable set of data	<input type="checkbox"/>	Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future	<input type="checkbox"/>	Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies
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Initial Review <i>(completed by PMO Team)</i>												
PCR Title	PCR-105-Retiree Payment Remittance											
Initial Review Date	9/22/2023	PCR ID 105										
PCR Historical Information <i>Please enter the following IDs from the Project SharePoint logs (when applicable)</i>												
Decision ID	Enter Decision ID	Decision Name Enter Decision Name										
Risk ID	Enter Risk ID	Risk Name Enter Risk Name										
Issue ID	Enter Issue ID	Issue Name Enter Issue Name										
Impact Analysis <i>(completed by Florida PALM Project team members)</i>												
PCR Analysis Resources	Name	Role										
	Deana Metcalf	State Functional Architect										
	Stacey Terry	Accenture Functional Lead										
	Enter Name	Enter Role										

	Enter Name	Enter Role	
	Enter Name	Enter Role	
Tier Specification	<input type="radio"/> Tier 1 (Project Director Approval Required) <input checked="" type="radio"/> Tier 2 (ESC Approval Required)		
Scope	Changes that do not relate to additions or deletion of Business Requirements	Addition or deletion of Business Requirements	
Schedule	Changes not associated with Major Project Deliverables or Stage Gate Decision due dates	Changes to Major Project Deliverables or Stage Gate Decision due dates	
Cost	Changes within the budgeted spend plan categories, provided it does not result in overall Project cost overruns	Changes resulting in request for funds from the Legislative Budget Committee (LBC) or in the cost of a deliverable over \$250,000	
Alternatives to Making the Change <i>(Describe solution options to fulfilling the change request)</i>	Viable <input type="radio"/> Yes <input checked="" type="radio"/> No	FRS could post the remittance information on the FRS payment website for applicable retiree payments. Alternatively, printed remittance information could be manually inserted into mailed warrant envelopes (or sent separately) for the subset of retiree payments that are not maintained on the agency website.	
	Risk(s) Associated with Making the Change Risk Category Cost <input type="checkbox"/> Schedule <input type="checkbox"/> Scope <input type="checkbox"/>	Explain Impact	
Is Contract Affected?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Updates to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations.	
Project Cost Impact	Planned to deduct from credit available for future PCRs		
Low - No impact to Cost			
Project Schedule Impact	N/A		
Low - No impact to Stage Gate Decisions			
Project Scope Impact	Added a new business requirement and customization		
Critical - Adjustment requiring ESC acceptance			
Implementation Plan <i>(document name)</i>	Enter Document Name		
Additional Resource Requirements <i>(insert rows as needed)</i>			
	Hours Effort	Hours Cost	Cost
Functional Analyst	Enter Number of Hours	Enter Cost Per Hour	\$9,411
Functional Consultant	Enter Number of Hours	Enter Cost Per Hour	\$14,588
Functional Manager	Enter Number of Hours	Enter Cost Per Hour	\$15,360
Functional Director	Enter Number of Hours	Enter Cost Per Hour	\$4,561
Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	\$2,162
Sr. Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	\$5,046
Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	\$1,225
Sr. Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	\$2,899
	Subtotal		\$55,252
See PCR105-Additional Resource Requirements_Retiree Payment Remittance for additional costing details			

Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	\$55,252
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CCB Recommendation *(completed by Department PMO)*

CCB Members	Final CCB Recommendation	CCB Recommendation Date	9/24/2023
<input checked="" type="checkbox"/> Deputy Project Director <input type="checkbox"/> Reporting Architect <input checked="" type="checkbox"/> Technical Architect <input checked="" type="checkbox"/> Functional Architect <input checked="" type="checkbox"/> Stakeholder Architect	Approved	Comments	
		CCB Comments	

Authorization

This PROJECT CHANGE REQUEST is bound to the signed Project Charter and/or Contract Statement of Work and the PCR approval date. The following signatures authorize work described herein to be performed.

TIER 1

TIER 2 *(when applicable)*

 Signature Date

Jimmy Cox, CPA, PMP, FCCM, FCCN
 Florida PALM Project Director

 Signature Date

Steven Fielder, Chair
 Florida PALM Executive Steering Committee