

FloridaPALM

Planning, Accounting, and Ledger Management



FLORIDA PALM ADVISORY COUNCIL

MAY 15, 2024



PAYROLL ACCESS IN FLORIDA PALM



Payroll Access in Florida PALM

There are two types of user access for payroll in Florida PALM



ESS (ePay) Access

- **Employee Self-Service (ESS)** access through ePay
- Employees are able to view/update information that is unique to them
- Access is defined automatically when an employee is hired, based on job data attributes



Core Access

- **Core** user access (e.g., HR, Accounting).
- Access “beyond” ESS (ePay) activities
- Access granted manually based on requests from Security Access Manager (SAM) (same process as today for CMS)

Payroll Access in Florida PALM

Payroll ESS Access

▶ Key ESS Process Information:

- Separate login page; not tied to Active Directory; SAM users are not involved in providing access
- Registration process will be required
- Separate user ID and password - complex passwords will be required
- Required use of multifactor authentication in accordance with 60GG, F.A.C. requirements
- Planning online password reset process
- Access for 4-years after termination

▶ Cutover

- New registration will be required (i.e., EIC login credentials/passwords will not be converted)
- Users will have to provide applicable information for security purposes (e.g., phone number capable of receiving text messages)
- More to come!!!



Payroll Access in Florida PALM

Payroll Core User Access

- ▶ Key Process Information (same process used for Financials):
 - SAMs will assign security access
 - Users will use Active Director process to login
 - Login issues will be worked through agency SAM
 - Solution Center will assist trouble shooting where needed



“WALK ON” TOPICS



“Walk On” Topics

Sponsor Summit

- ▶ Focused on supporting Agency Sponsors to lead their agency’s transition by discussing:
 - Funding challenges, opportunities, and plans
 - Bimonthly Agency Status Report data
 - A look-ahead to agency planning, build, testing, and go-live activities
- ▶ 24 agencies were represented - 19 Agency Sponsors; 5 other CCN Roles → One-on-one meetings being held for those unable to attend
- ▶ Materials are posted on the Meetings & Workshops page of the Florida PALM website



“Walk On” Topics

Sponsor Summit

▶ Key Takeaways:

- Check in on your people
- Expand and strengthen your CCN and SMEs
- Anticipate the many key activities in FY 24/25:
 - Data Conversion
 - Data Clean Up
 - Testing (Interface & UAT)
 - Configuration Workbooks
 - Business System and Process Remediation
 - Training
 - Readiness Certification
- Prepare for UAT (*It can't be over emphasized!*)
- Request LBR funding / plan for FY 26/27 and post go live support



“Walk On” Topics

RW Task Uses

- ▶ The Project’s use is generally described in the “*How will Florida PALM use this information?*” section within the RW Task Instructions
- ▶ The recently added “Project Impact” designation indicates whether an agency’s effort or information will have a:
 - **Direct** impact → be used by the Project to complete implementation or cutover activities
 - **Indirect** impact → be used in a future activity or be used to produce future information used by the Project to complete implementation or cutover activities
 - **No** impact → used to support agency readiness
- ▶ **Current State Tasks:**
 - Meant to enhance your agency’s understanding of itself – build a foundation!
 - Using the new designation, could be categorized as **Indirect** (e.g., used by a drop down in a future task) or **No** Project Impact



CONTACT INFORMATION

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