

# FloridaPALM

Planning, Accounting, and Ledger Management



# ADVISORY COUNCIL MEETING

OCTOBER 16, 2024



# **ePAY EMPLOYEE SELF-SERVICE (ESS) ACCESS IN FLORIDA PALM**

JIMMY COX



# Payroll Access in Florida PALM

## Employee Self-Service Access

- ▶ User access is **not** tied to the agency's Active Directory/IDP process; SAMs will not be involved in providing ESS access
- ▶ Similar to EIC access today, a separate login is required
- ▶ All employees are required to register, creating a new Username and complex Password
- ▶ Required use of multifactor authentication (phone only; text or call) in accordance with 60GG, F.A.C. requirements
- ▶ Online password process; support through Florida PALM Solution Center
- ▶ Access for 4-years after termination



# Payroll Access in Florida PALM

## Employee Self-Service Access

- ▶ All employees are required to re-consent to receive W-2's electronically
- ▶ Employees will maintain their W-4, Direct Deposit, and consent for Electronic W-2 within ePay
  - Current W-4 and Direct Deposit information preloaded from FLAIR; electronic W-2 consent must be re-elected
- ▶ View Paycheck, Annual Statements, W-2, W-2c, Employee Reimbursements, Tuition Waiver Verification
  - Historical Information: W-2 (3 years) and Earning Statements (1 year)



# 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 agency's Active Director/IDP process to login
  - Login issues will be worked through agency SAM/IDP administrator
  - Florida PALM Solution Center will assist trouble shooting where needed
- ▶ Agency Administrators will have access to view their employee's information in Florida PALM HCM
  - This information includes W-4 data, Paycheck, Employee Reimbursements, W-2, W-2c, Tuition Waiver Verification
- ▶ Unlike the Master Personnel Access in EIC, a separate login is not required



# ATTACHMENTS IN FLORIDA PALM

JIMMY COX



# Attachments in Florida PALM

- ▶ Attachments are generally **optional**; Policy Units (e.g., A&A, Treasury) will communicate when required for a given transaction
- ▶ Applies to Financials and Cash Management transactions only
- ▶ All attachments are limited to 10mbs or less (applies to each attachment, not the transaction)
- ▶ Confidential attachments must include CFD at the beginning of the attachment name
  - CFD naming convention is used for public record purposes only and does not have any system functionality tied to it
- ▶ Can be included within the transaction in Florida PALM, or sent via interface
- ▶ Inbound Attachments (SDI009) can be used to load attachments for transactions in stead of loading within the screens in Florida PALM
  - Transaction must exist and the applicable Florida PALM transaction ID (e.g., voucher ID, journal ID, etc.) must be used to associate the attachment to a transaction
- ▶ Florida PALM is not a document management system; attachments are stored in association with transactions only
- ▶ Agencies remain responsible for maintaining supporting documentation (not Florida PALM)



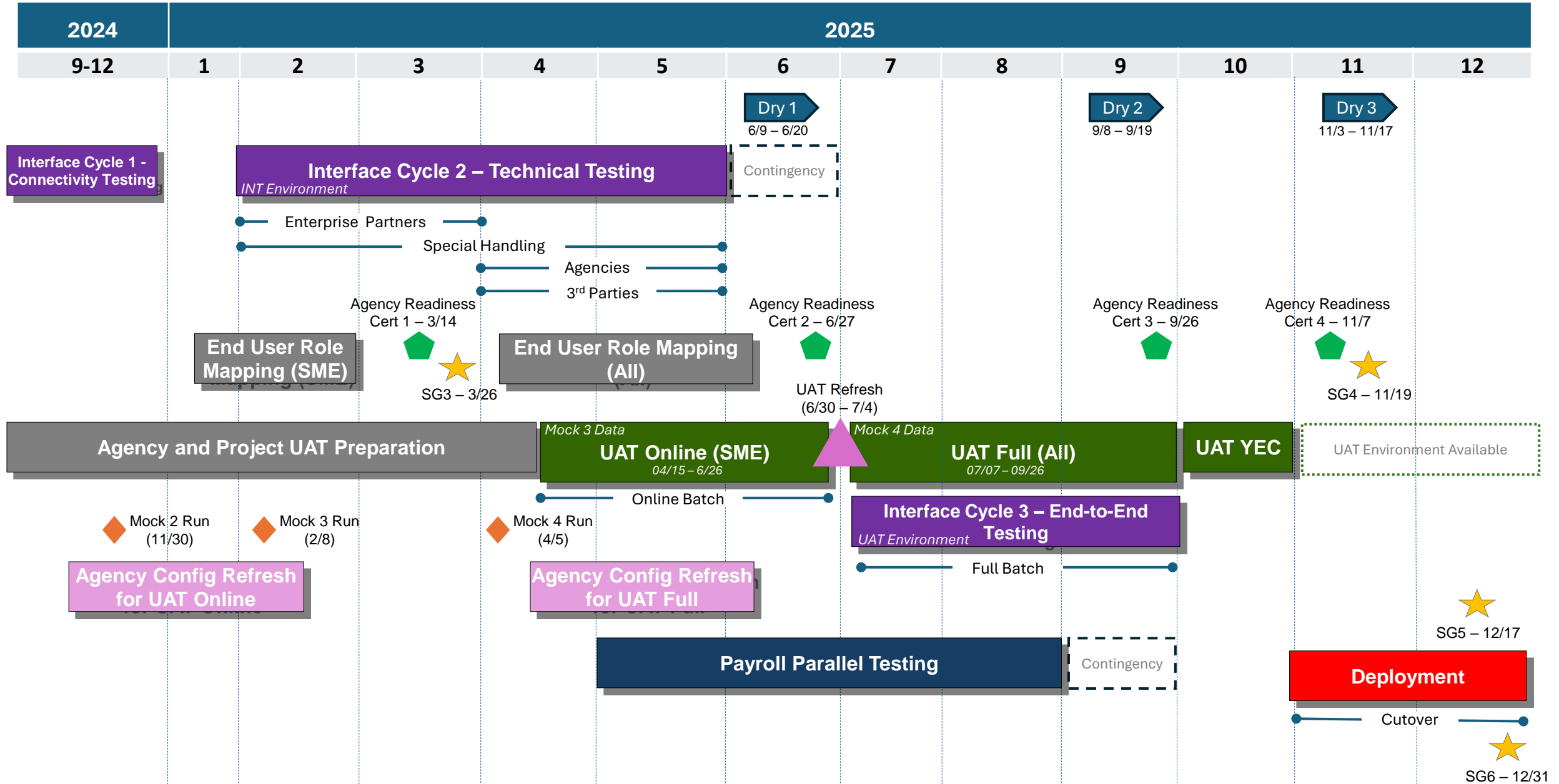


# AGENCY TESTING DATES

JIMMY COX



# Testing Timeline



# Agency Testing Dates – Interface Testing

## ▶ Interface Testing

### ◦ Cycle 2 Technical Testing

- Requires a high level of constant contact between the Project and interface partners
  - Interface testing file exchanges is performed manually using the MFT connection; no automated batch schedule
- February – March 2025 – Enterprise Systems (others where possible/ready)
  - Project is still aligning with each enterprise system to determine their capabilities and when each partner will be ready to test
- April – May 2025 – Agency Business Systems
- Contingency – June 2025

### ◦ Cycle 3 End-to-End Testing

- July – September 2025
- Will be processed in (inbound) and generated from (outbound) the UAT environment based on agency transactions processed (online, spreadsheet uploads and interface files) in the environment
- Must successfully test interface in Cycle 2 to participate in Cycle 3
- Florida PALM interface batch process will be setup and processing in UAT



# Agency Testing Dates – UAT

- ▶ User Acceptance Testing (UAT)
  - April 15 – June 26, 2025: Project hosted agency sessions (Financials and Payroll)
    - Data will be as of February 8, 2025 (Mock Conversion 3)
    - SMEs will join the Florida PALM team to familiarize themselves with Florida PALM and test agency transactions
    - Recommended agency approach: document transactions completed in FLAIR between February 10 and April 4, 2025, and reprocess transactions in the Florida PALM UAT environment
    - Florida PALM online batch processes will be setup and processing in UAT
  - June 2025: Data Warehouse will become available in UAT (exact date is TBD)
  - June 27 – July 6, 2025: UAT environment will be **unavailable** while a data refresh occurs



# Agency Testing Dates – UAT

- ▶ User Acceptance Testing (UAT), *continued*
  - July 7 – September 26, 2025: Agency hosted agency sessions
    - Agency SMEs who have participated in the first part of UAT will host agency-led UAT sessions with other agency users
    - Data will be as of April 5, 2025 (Mock Conversion 4)
    - Recommended agency approach: document transactions completed in FLAIR between April 7 and June 30, 2025, and reprocess transactions in the Florida PALM UAT environment
    - Florida PALM online and interface batch process will be setup and processing in UAT
  - October 2026: Project hosted year-end session
    - Sessions will focus on completing year-end activities in the UAT environment
    - Will occur based on data in UAT environment, a separate refresh is not planned



# CONVERSION APPROACH

MATT BREEDING



# Conversion Level Setting

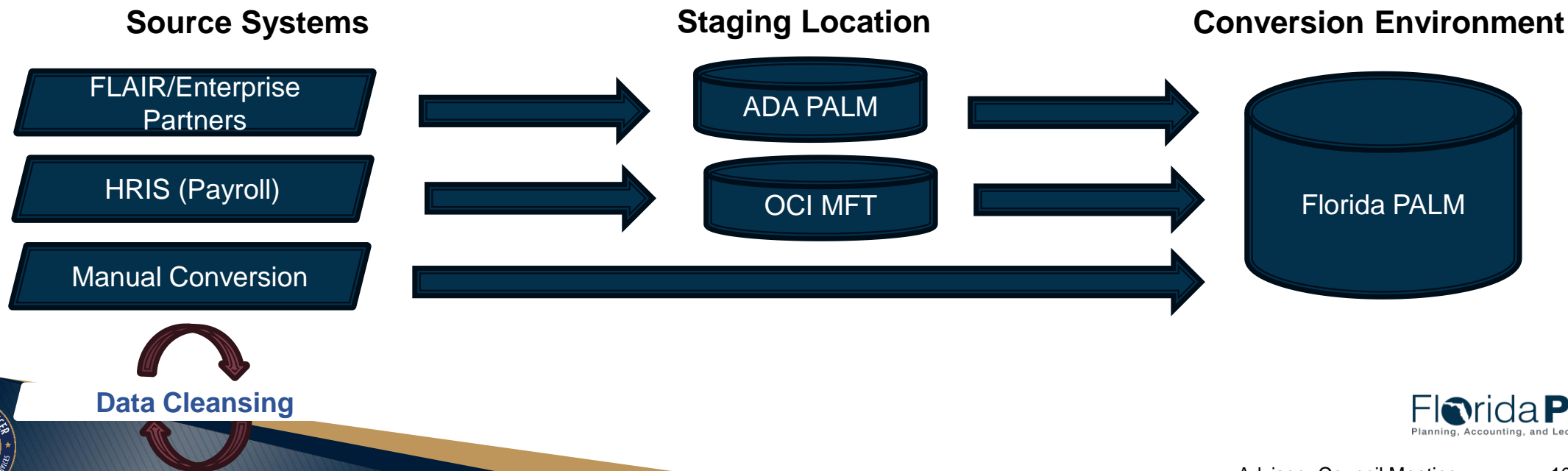
## Conversion Process Overview

- ▶ Performed for each planned Conversion work unit
- ▶ Time boxed events designed to be executed and validated within hours during cutover period
- ▶ Gaps or quality issues in source data must be addressed before final cutover conversion
- ▶ The goal is to accurately and efficiently convert data to provide a stable and functional foundation for day 1 operation, not perfectly simulating day forward PALM production data or converting all historical transactions



# Data Conversion Overview

- ▶ Source Systems Data Extraction Readiness
- ▶ Data Extraction and File Upload
- ▶ Pre-load Validation
- ▶ Load Conversion Data
- ▶ Perform any necessary Manual Conversion
- ▶ Post-load Validation / Reconciliation / Business Signoff





# Agency Role

## Mock Conversion 1 and 2

- ▶ Review conversion results – Mock 1 and 2
  - The following output will be provided for each agency conversion:
    - Copy of conversion file
    - Conversion error log; intended to help direct data cleansing efforts
    - Extracts of successfully converted data (all records or subset depending on volume)
- ▶ Mock 1 and 2 results are only available via the Secure File Share
  - No online access is available to review in Florida PALM



# Agency Role

## Mock Conversion 3 and 4

- ▶ Review conversion results in action – Mock 3 and 4
  - The following output will be provided for each agency conversion:
    - Copy of conversion file
    - Conversion error log; intended to help direct data cleansing efforts
- ▶ Agencies will have access to review successfully converted data in Florida PALM UAT environment
- ▶ Mock 3 conversion results will be loaded into the user acceptance testing (UAT) environment for Project hosted UAT sessions beginning April 15, 2025
- ▶ Mock 4 conversion results will be loaded into the UAT environment for agency hosted UAT sessions starting July 7, 2025



# Agency Role

## Mock Conversions and UAT

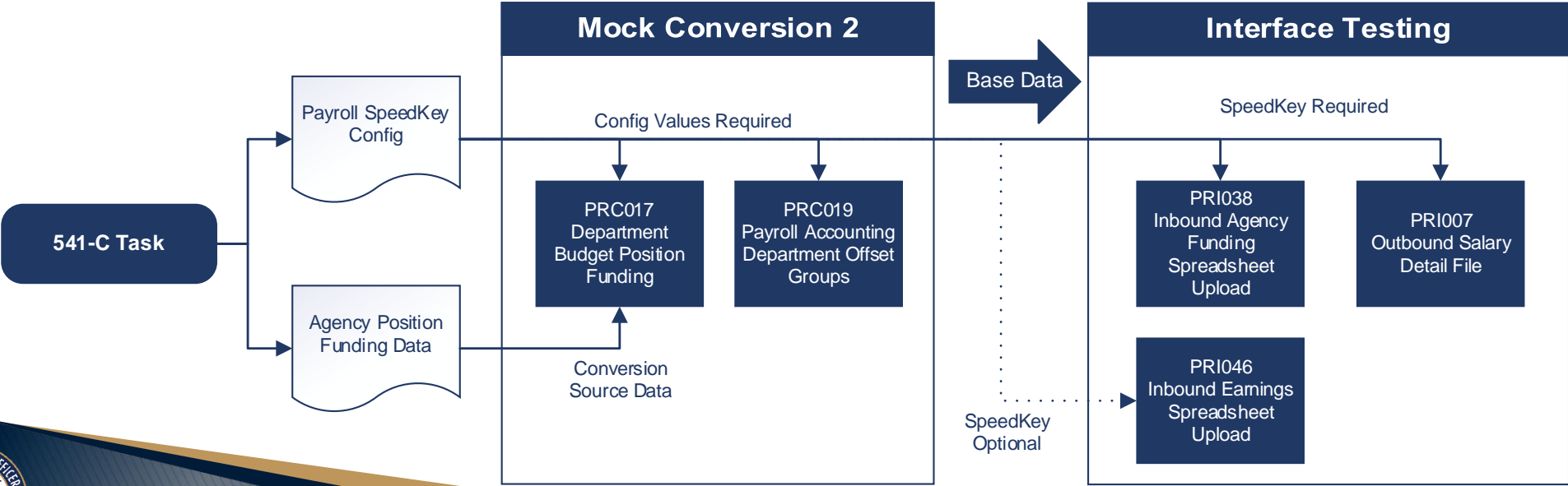
- ▶ Provide data values for required information that does not exist in FLAIR (collected through readiness activities)
- ▶ Resolve data issues between each conversion run (i.e., data cleansing in FLAIR/source systems)
- ▶ Update source system business processes to ensure data cleansing issues do not recur for new transactions/master records
- ▶ Confirm data issues are resolved in subsequent conversion run
- ▶ Additional SmartSheet resources are being designed to help agencies identify and prioritize data cleansing areas of need



# Agency Role

## RW Task Impacts to Conversion and Testing

- ▶ Timely completion of configuration readiness tasks has downstream impacts on Mock Conversion and Interface Testing
- ▶ Delay in providing config values can create delays in testing
  - Example: 541-C - Provide the agency-specific configurations needed for SpeedKey and Payroll (PR)
    - Currently tracking late with roughly 50% agency submission



# Mock Conversion Timeline

	Mock 1	Mock 2	Mock 3	Mock 4
Dates	9/11 – 11/22/2024	12/2 - 1/10/2025	2/10 - 3/14/2025	4/1 - 4/30/2025
Load Environments	Conversion Environment	Conversion and System Testing Environments (SIT)	Conversion, SIT and User-Acceptance Testing (UAT)	Conversion, SIT, UAT and Dry Run 1
Purpose	Test Conversion Extract, Transform and Load (ETL) programs.  Provide conversion errors to agencies for data cleansing in source system(s)	Test Conversion ETL programs and support system and interface testing activities to validate RICEFW builds.  Provide conversion errors to agencies for data cleansing in source system(s)	Test Conversion ETL programs, plus support UAT testing activities for agency subject matter expert testing.  Provide conversion errors to agencies for data cleansing in source system(s)	Test Conversion ETL programs, plus support UAT and interface testing for end-to-end processing.  Provide conversion errors to agencies for data cleansing in source system(s)  Additionally, serves as the data set used for the first go-live dry run.



# AGENCY READINESS OPEN DISCUSSION

NIKKI KLEIN, ANGIE ROBERTSON



# Agency Readiness Open Discussion

- ▶ How are you approaching data cleansing?
- ▶ Are there challenges with your technical and functional staff working together?
- ▶ What is your approach for preparing your agency to participate in UAT?
- ▶ Have you determined what are your critical “must do” or “must haves” to be ready for go-live across people, technology, and data?



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