

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)

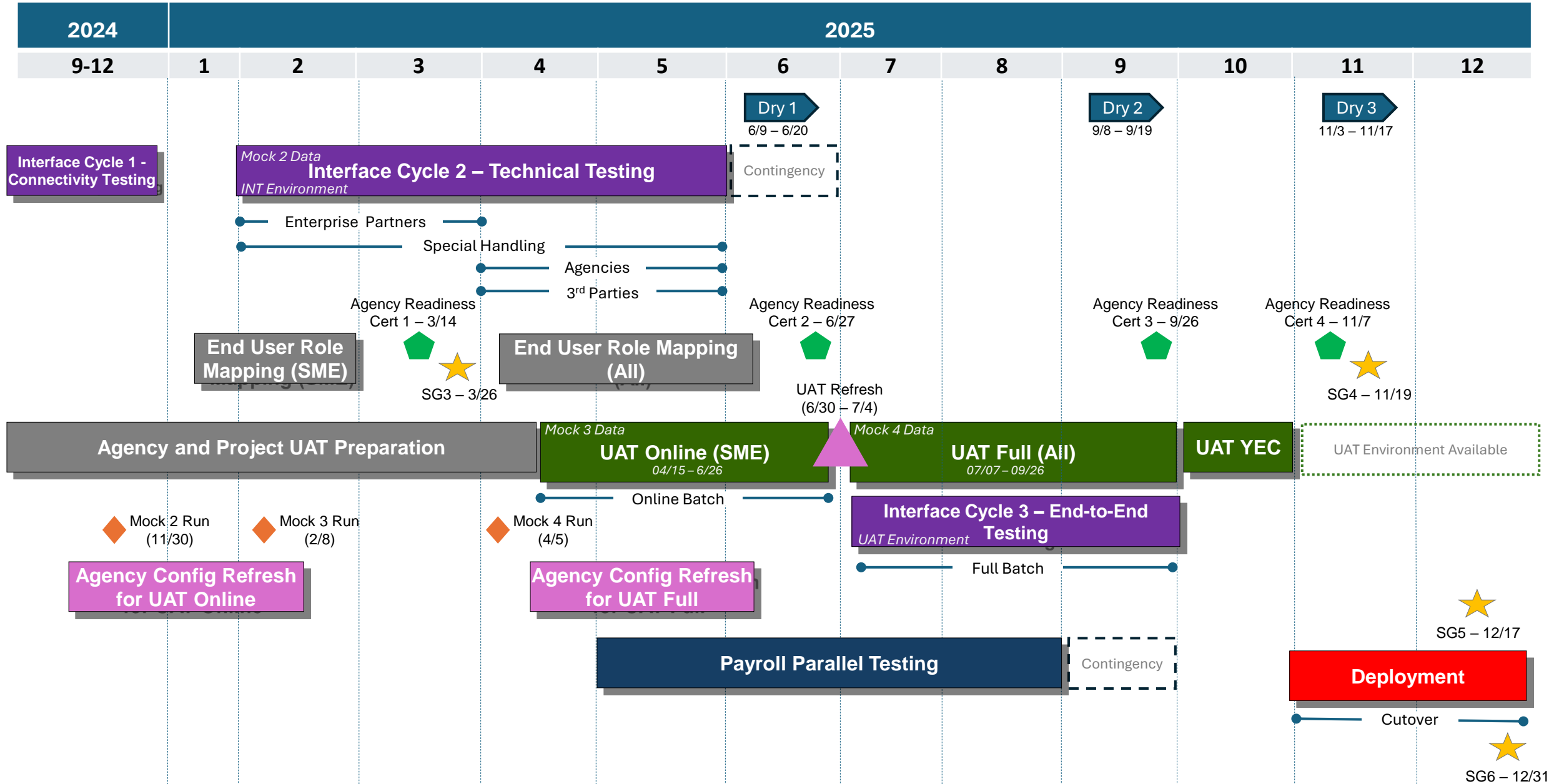


AGENCY TESTING DATES

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 2025: 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

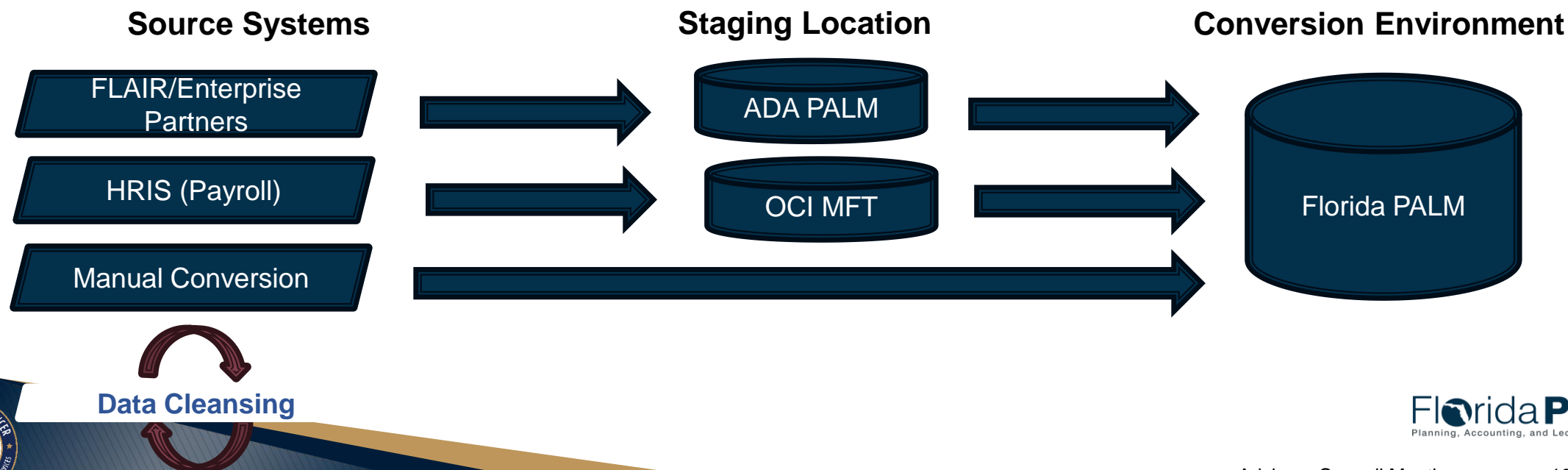
Conversion Process Overview

- ▶ 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

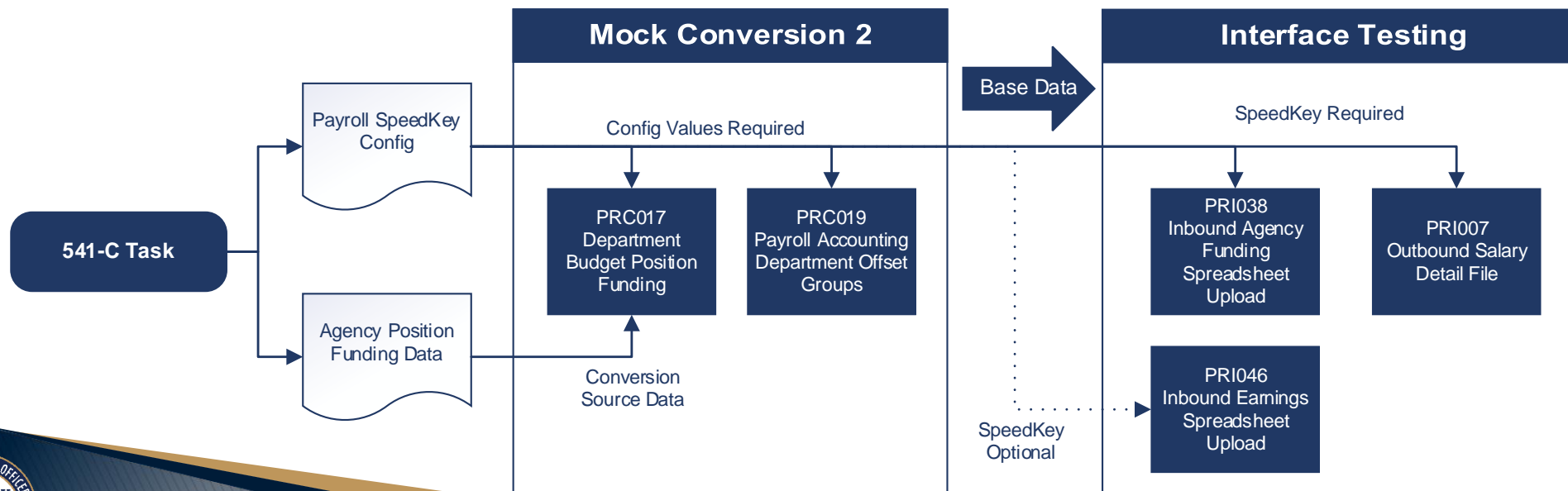
- ▶ Provide data values for required information that does not exist in FLAIR (collected through readiness activities)
- ▶ Resolve data issues between each conversion run (i.e., data cleansing in FLAIR/source systems)
- ▶ Update source system business processes to ensure data cleansing issues do not 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	<p>Test Conversion Extract, Transform and Load (ETL) programs.</p> <p>Provide conversion errors to agencies for data cleansing in source system(s)</p>	<p>Test Conversion ETL programs and support system and interface testing activities to validate RICEFW builds.</p> <p>Provide conversion errors to agencies for data cleansing in source system(s)</p>	<p>Test Conversion ETL programs, plus support UAT testing activities for agency subject matter expert testing.</p> <p>Provide conversion errors to agencies for data cleansing in source system(s)</p>	<p>Test Conversion ETL programs, plus support UAT and interface testing for end-to-end processing.</p> <p>Provide conversion errors to agencies for data cleansing in source system(s)</p> <p>Additionally, serves as the data set used for the first go-live dry run.</p>



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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