

# FloridaPALM

Planning, Accounting, and Ledger Management



# SEGMENT IV DESIGN WORKSHOP

AUGUST 27-29, 2024



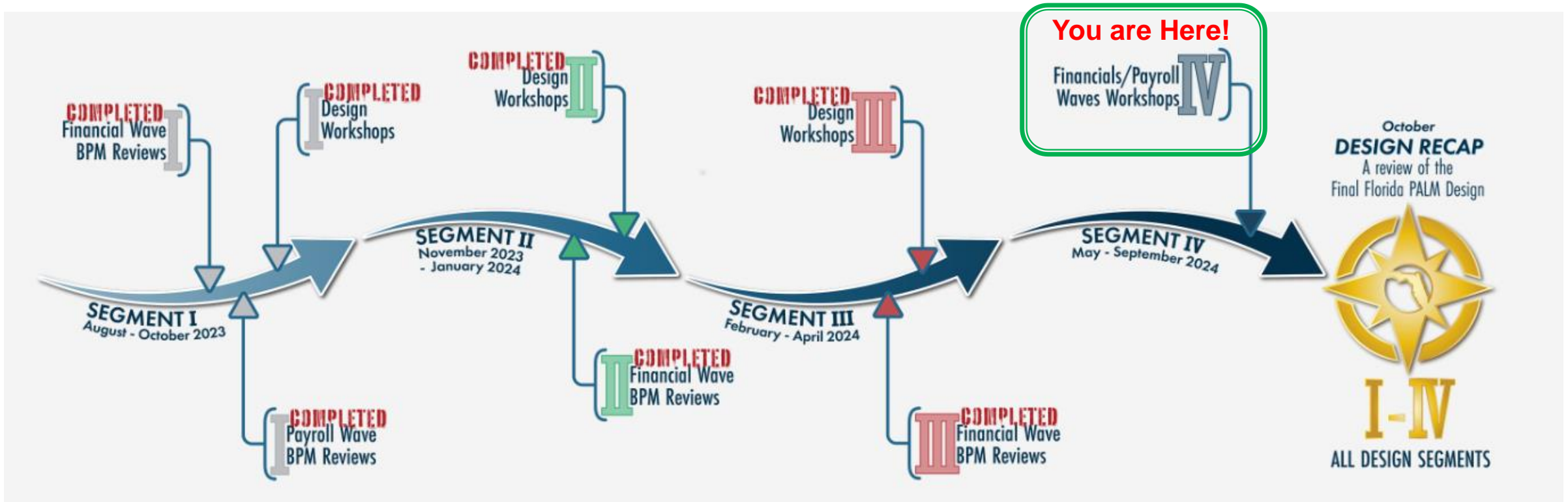
# Agenda

The listed topics will be discussed over the course of all three days

- ▶ Welcoming Remarks and Introductions
- ▶ Set Up/Maintain Position and Employee Data
- ▶ Payroll Processing
- ▶ Issue Employee Payments
- ▶ Set Up/Maintain Position Funding
- ▶ Payroll Accounting
- ▶ Payroll Adjustments
- ▶ Calendar Year End Processing
- ▶ Wrap Up



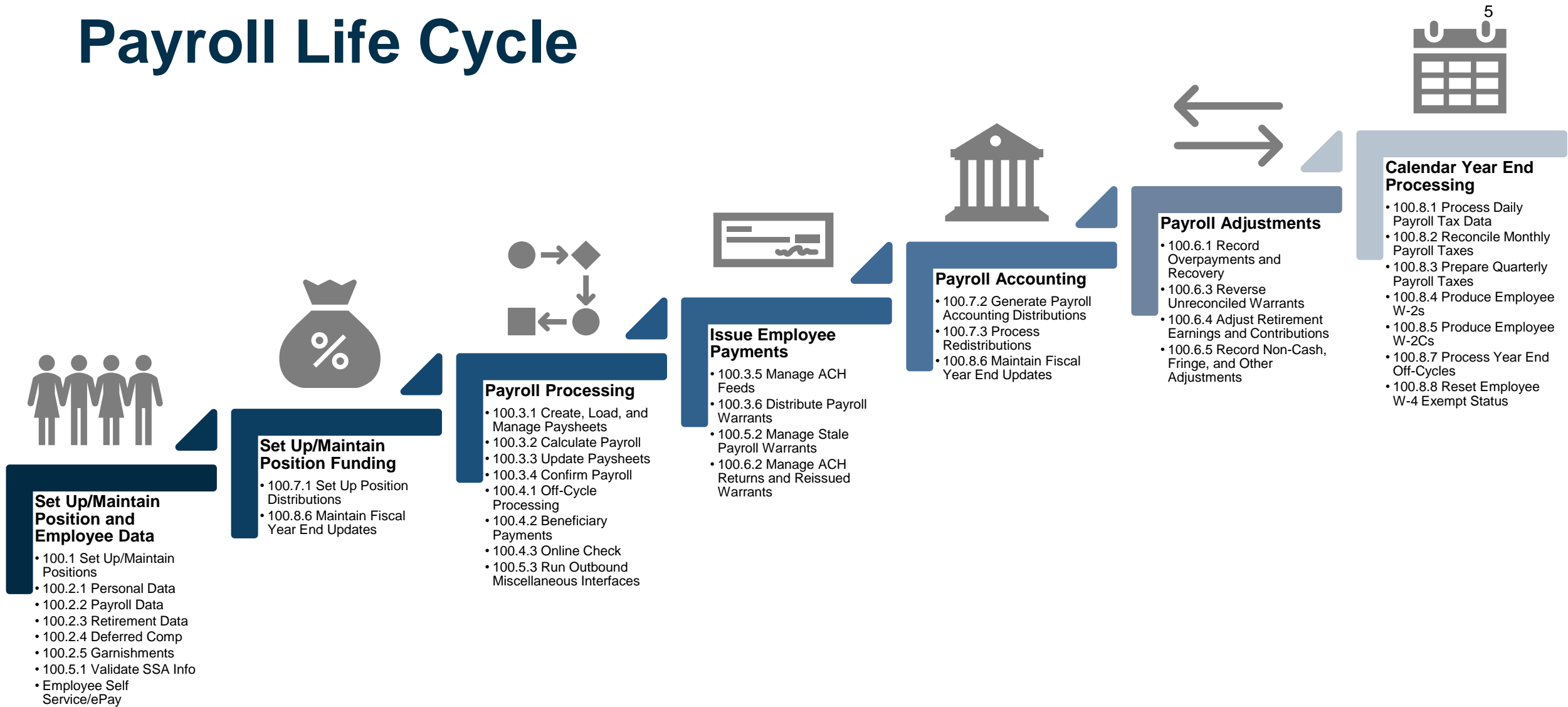
# Design Phase Overview



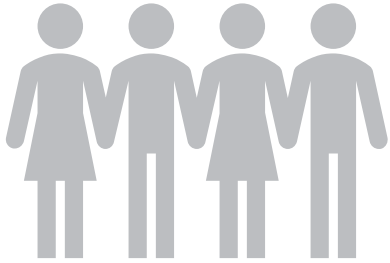
For more information, listen to [Episode #11: The Design Phase](#)



# Payroll Life Cycle



# SET UP/MAINTAIN POSITION AND EMPLOYEE DATA

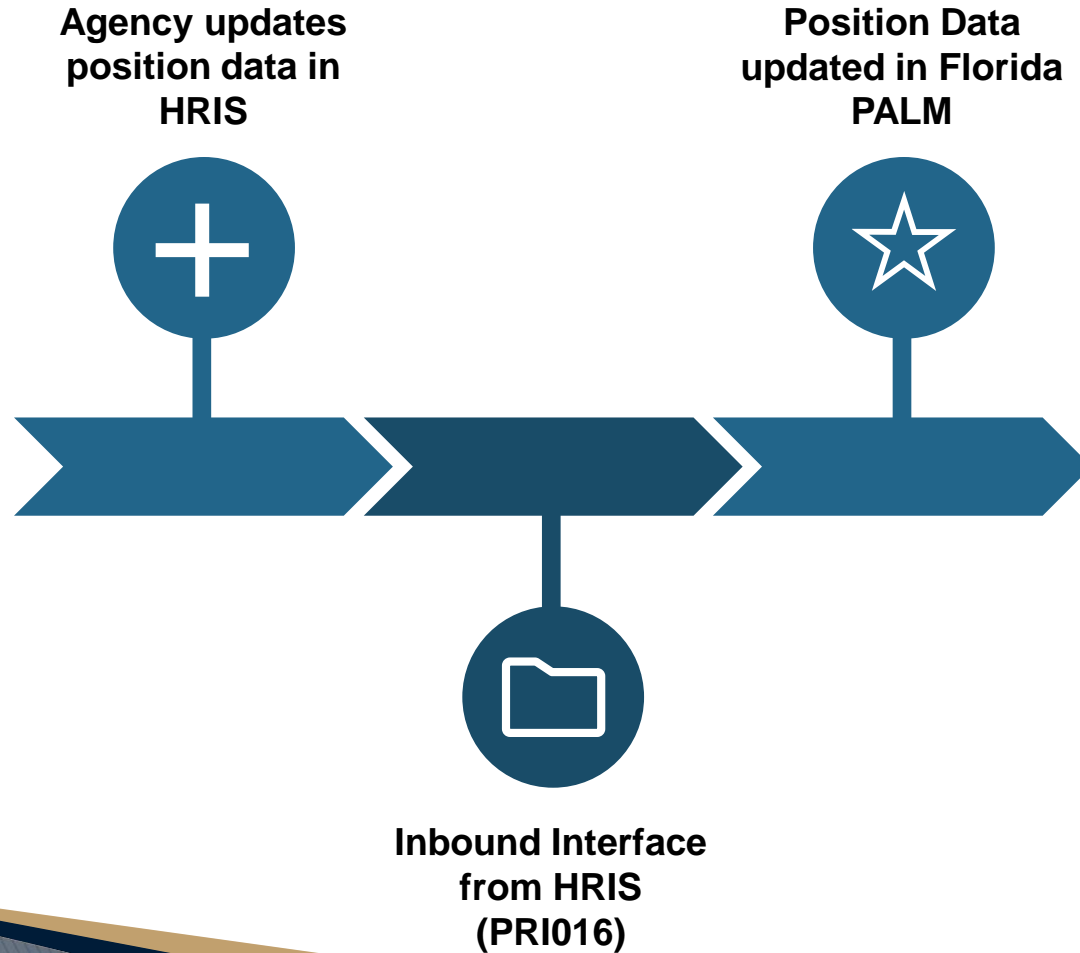


- 100.1 Set Up/Maintain Positions
- 100.2.1 Personal Data
- 100.2.2 Payroll Data
- 100.2.3 Retirement Data
- 100.2.4 Deferred Comp
- 100.2.5 Garnishments
- 100.5.1 Validate SSA Info
- Employee Self Service/ePay



# Set Up/Maintain Position and Employee Data

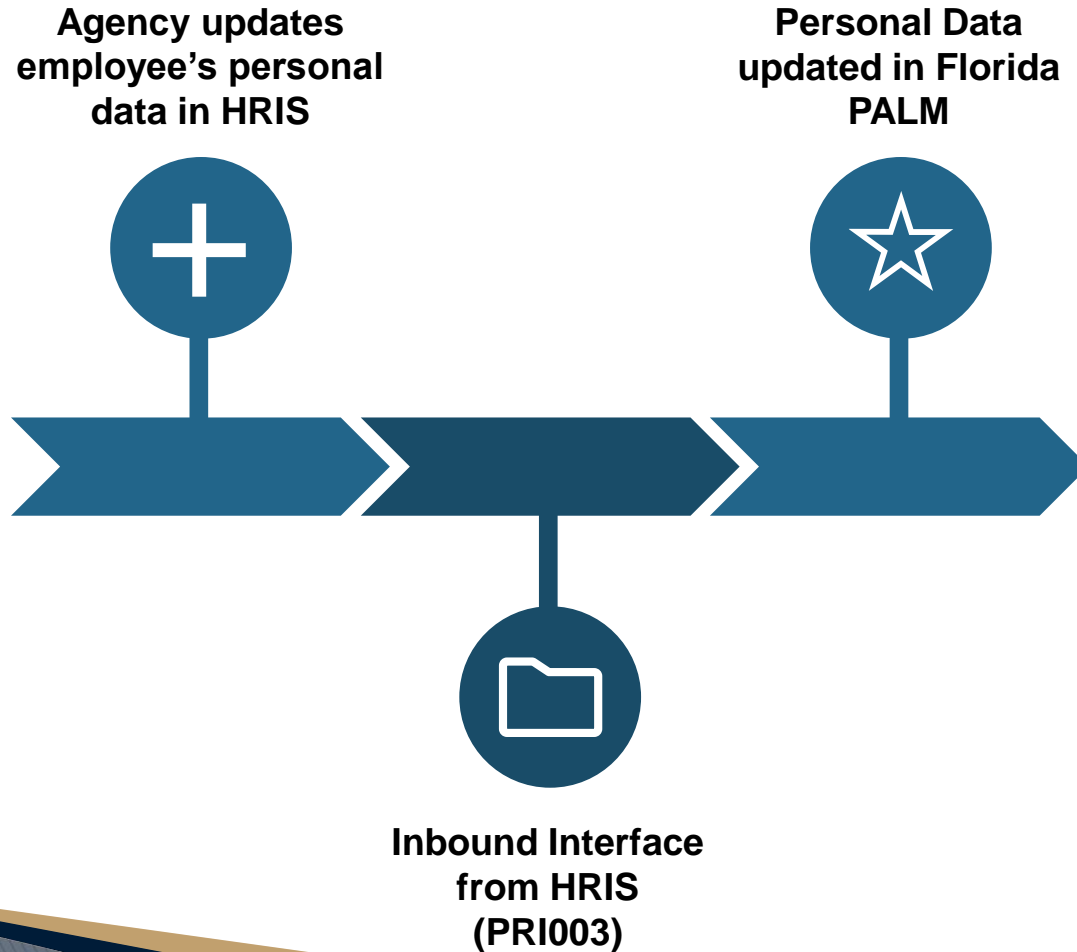
## 100.1 Set Up and Maintain Positions



- Position Number
- Pay Plan
- Class Code
- FLSA Status
- FTE

# Set Up/Maintain Position and Employee Data

## 100.2.1 Personal Data

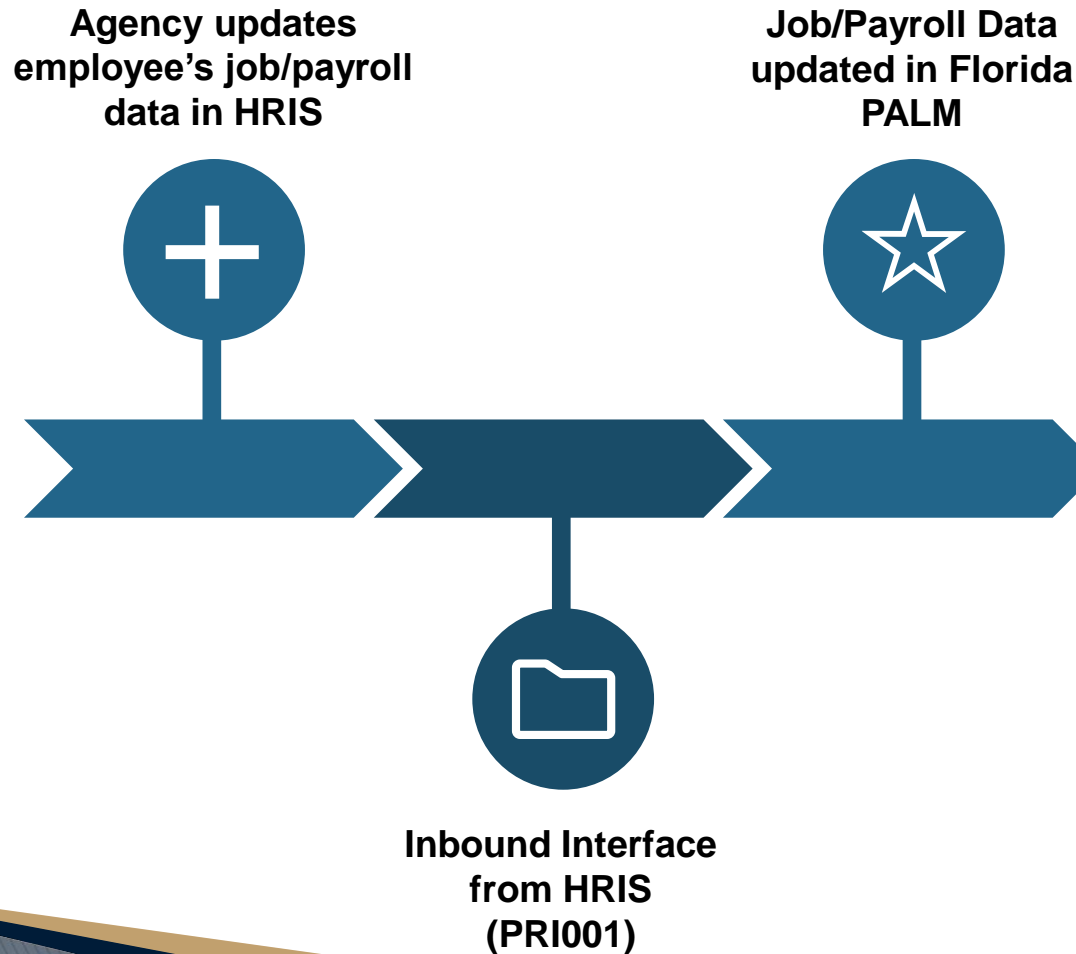


- Employee ID
- Name
- Home Address
- Work Address
- Mailing Address
- Email
- Date of Birth
- Gender
- Privacy Indicators



# Set Up/Maintain Position and Employee Data

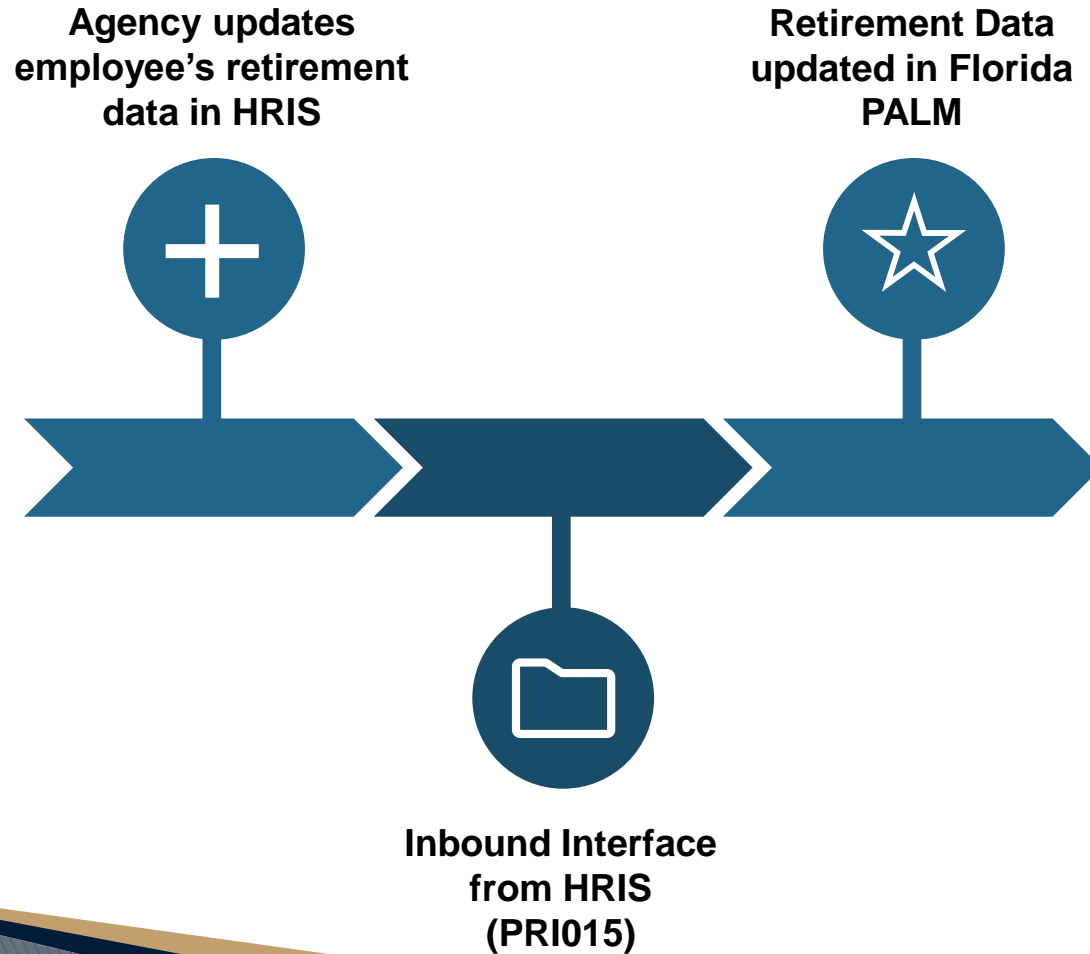
## 100.2.2 Payroll Data



- Employee ID
- Position Number
- Appointment ID
- Pay Plan
- Class Code
- FLSA Status
- FTE
- Pay Cycle
- Employee Gross Salary
- Agency Hire Date

# Set Up/Maintain Position and Employee Data

## 100.2.3 Retirement Data

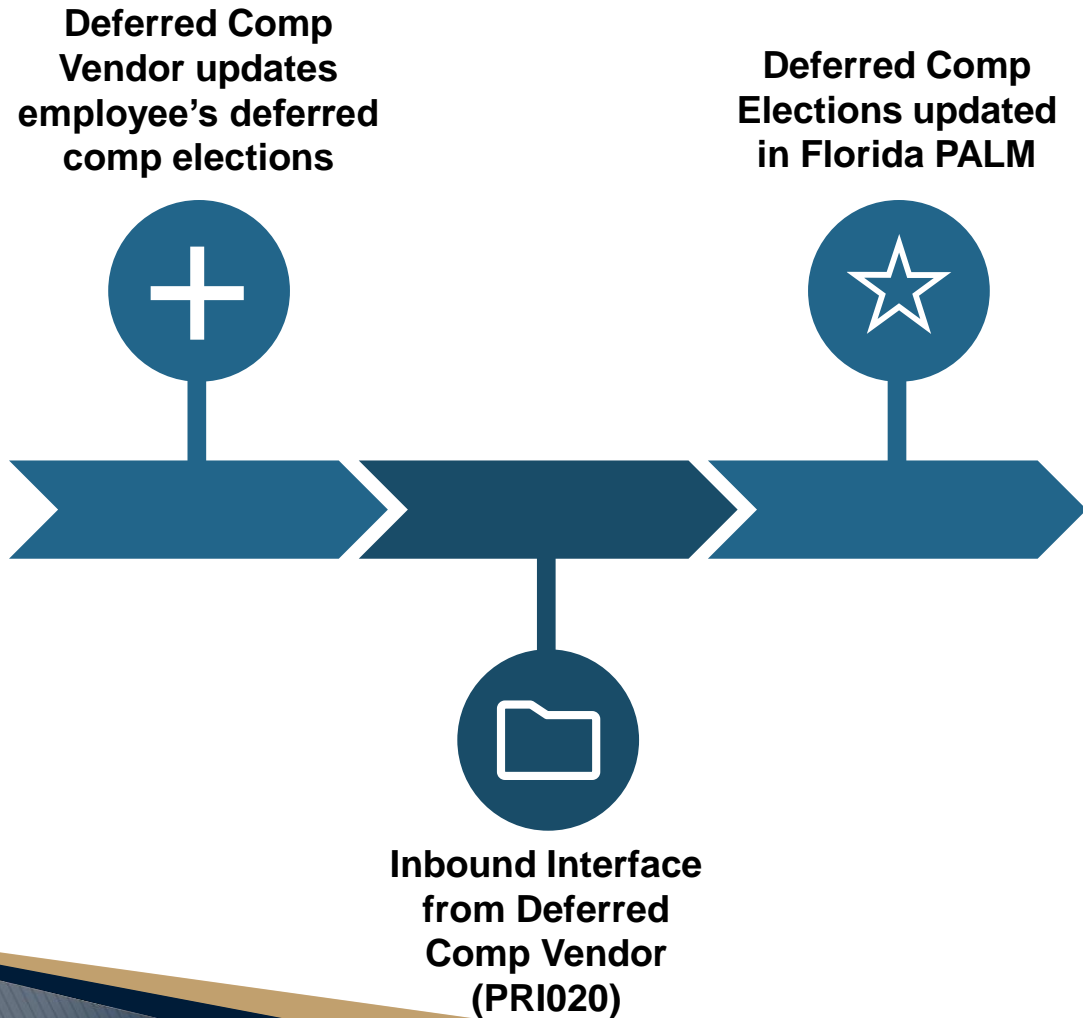


- Employee ID
- Retirement Code
- Effective Date
- Appointment ID



# Set Up/Maintain Position and Employee Data

## 100.2.4 Deferred Compensation

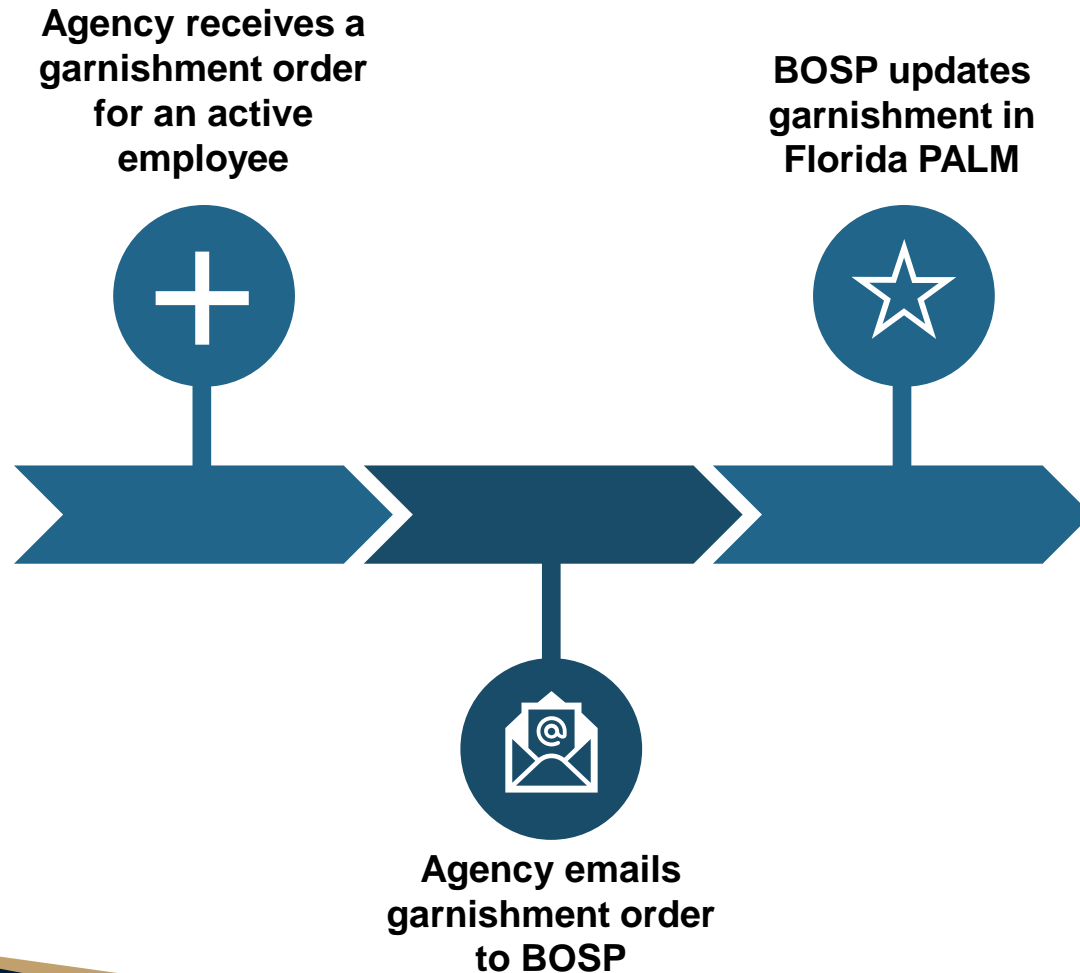


- SSN
- Name
- Deduction Amount or %
- Investment Type



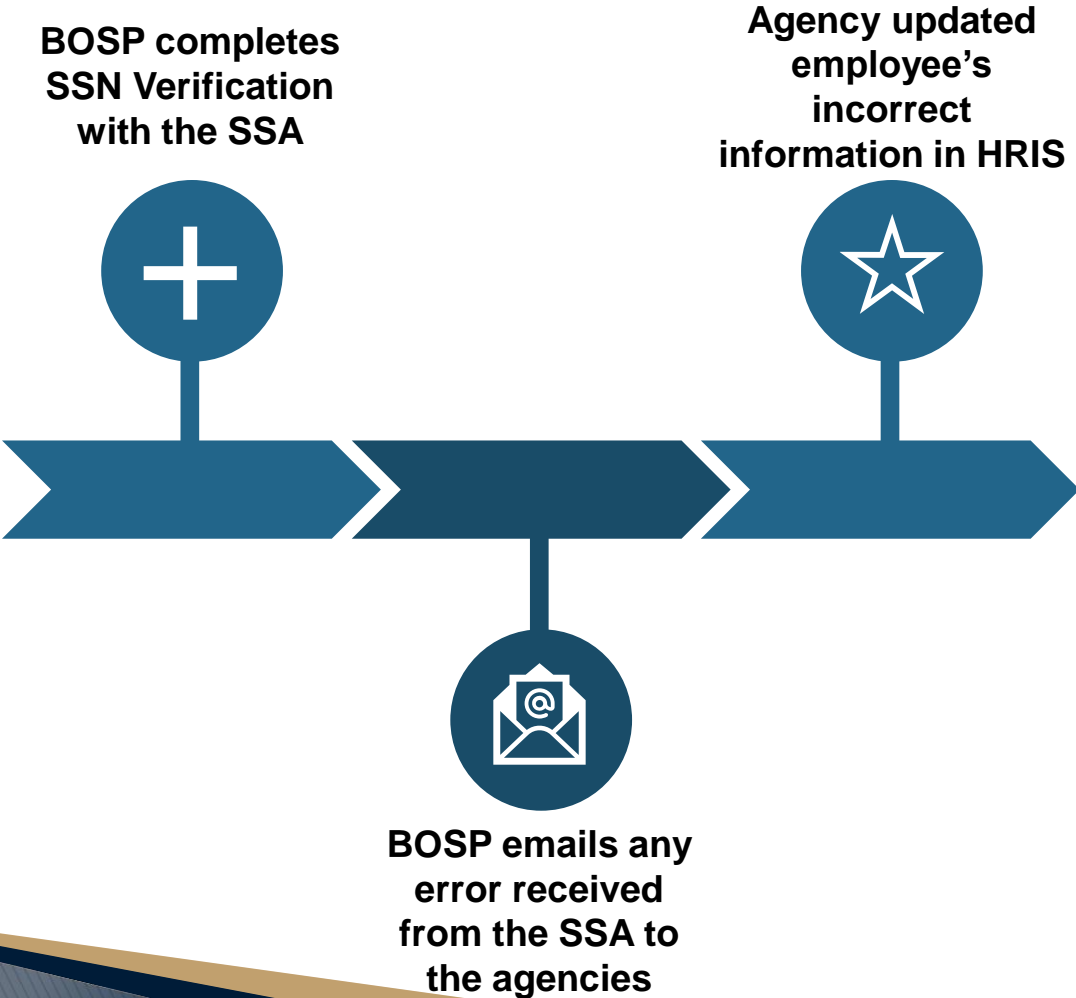
# Set Up/Maintain Position and Employee Data

## 100.2.5 Garnishments



# Set Up/Maintain Position and Employee Data

## 100.5.1 Validate Social Security Admin (SSA) Information



# Set Up/Maintain Position and Employee Data

## Employee Self Service/ePay

- ▶ Similar to EIC access today, a separate login is required
  - Multi-Factor Authentication is enabled
- ▶ All employees are required to register for a new User Name and Password
- ▶ Maintain W-4, Direct Deposit, and consent for Electronic W-2
  - Current W-4 and Direct Deposit information preloaded from FLAIR
- ▶ View Paycheck, Annual Statements, W-2, and W-2c, Employee Reimbursements, Tuition Waiver Verification
  - Historical: W-2 (3 years) and Earning Statements (1 year)



# Set Up/Maintain Position and Employee Data

## Employee Self Service/ePay

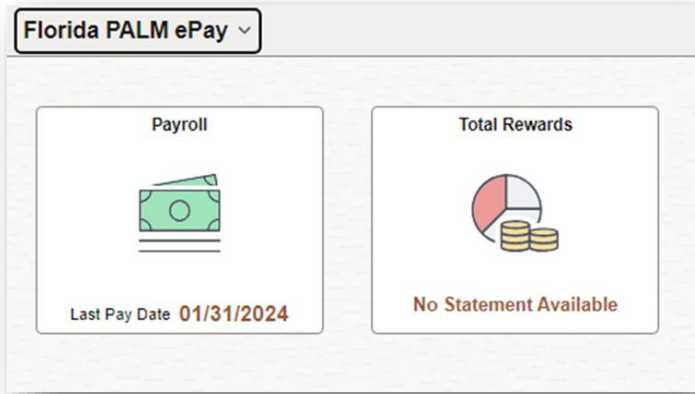
- ▶ Agency Administrators have access to view their employee's information in Florida PALM HCM
  - This information includes W-4 data, Paycheck, Employee Reimbursements, W-2, W-2c, Tuition Waiver Verification
- ▶ Unlike the Master Personnel Access in EIC, a separate login is not required



# Set Up/Maintain Position and Employee Data

## Employee Self Service/ePay

- ▶ Initial Landing Page



- ▶ Payroll

Payroll

<p><b>Paychecks</b></p> <p>Pay Date: 01/31/2024 Net Pay: \$3,941.00 Taxes: \$809.00 Deductions: \$150.00 Total Gross: \$4,900.00</p>	<p><b>W-2/W-2c Consent</b></p> <p>Form consent not received</p>	<p><b>W-2/W-2c Forms</b></p>	<p><b>Direct Deposit</b></p> <p>1 Account Updated 07/24/2024</p>	<p><b>Tax Withholding</b></p> <p>Updated 07/19/2024</p>
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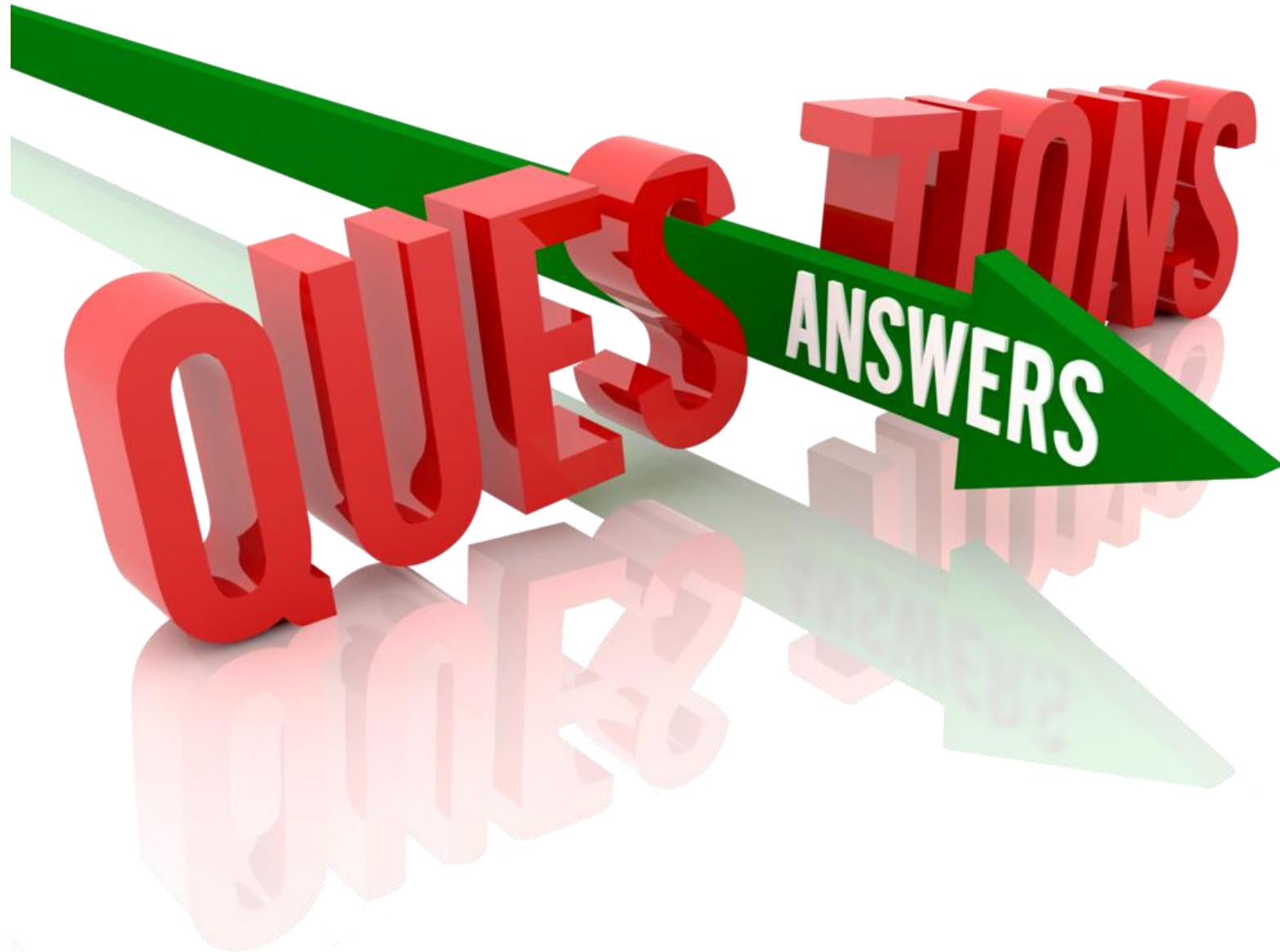
# Set Up/Maintain Position and Employee Data

## Employee Self Service/ePay

► Pay Stub Example

 <b>STATE OF FLORIDA</b> DEPARTMENT OF FINANCIAL SERVICES		Company: State of Florida Pay Group: PG1M - Group 1 Monthly Pay Begin Date: 10/01/2023 Pay End Date: 10/31/2023	Business Unit: 36000 - Department of Lottery Organization: 1010200000 - Human Resources InterDepartment: 1234567890 Warrant #: 800000000084846 Warrant Date: 10/31/2023					
<b>Thomas Smith</b> 123 Anywhere Ave Tallahassee, FL 32311		Employee ID: 008760068 Job Title: Administrative Assistant Pay Rate: \$7,607.12 Monthly Retirement Code: HA	<b>TAX DATA: Federal</b> Tax Status: Married Allowances: 0 Percent: Addl. Amount: Deductions Amt Dependent Amt Multi Inc Oth Inc					
<b>EARNINGS</b>			<b>TAXES</b>					
<u>Description</u>	<u>Current</u>	<u>Earnings</u>	<u>YTD</u>	<u>Description</u>	<u>Current</u>	<u>YTD</u>		
Salary / Wages		7,607.12	76,861.54	Fed Withholding	566.00	5,484.52		
Overtime			1,330.02	Fed MED/EE	110.09	1,131.39		
				Fed OASDI/EE	470.72	4,837.65		
<b>TOTAL:</b>		<b>7,607.12</b>	<b>78,191.56</b>	<b>TOTAL:</b>	<b>1,146.81</b>	<b>11,453.56</b>		
<b>BEFORE-TAX DEDUCTIONS</b>			<b>AFTER-TAX DEDUCTIONS</b>		<b>EMPLOYER PAID BENEFITS</b>			
<u>Description</u>	<u>Current</u>	<u>YTD</u>	<u>Description</u>	<u>Current</u>	<u>YTD</u>	<u>Description</u>	<u>Current</u>	<u>YTD</u>
State Tres-Deferred Comp	200.00	1,600.00	St Optional Life 4 Multiples	36.88	362.19	State Health Ins-Employer Contrib	900.54	9,905.94
PTB State Hel Ins-FT Empe Ctrb	15.00	165.00	Child Life Insurance	0.85	9.35	State Life Ins-Employer Contrib	3.58	39.38
FLA Ret System-Employee Contrib	228.21	2,345.75				State Disb Ins Employer Contrib	3.04	30.71
<b>TOTAL:</b>	<b>443.21</b>	<b>4,110.75</b>	<b>TOTAL:</b>	<b>37.73</b>	<b>371.54</b>	<b>*TAXABLE</b>		
<b>TOTAL GROSS</b>		<b>FED TAXABLE GROSS</b>		<b>TOTAL TAXES</b>		<b>TOTAL DEDUCTIONS</b>		<b>NET PAY</b>
Current	7,607.12	7,163.91	1,146.81	37.73	5,979.37			
YTD	78,191.56	74,080.81	11,453.56	371.54	62,255.71			



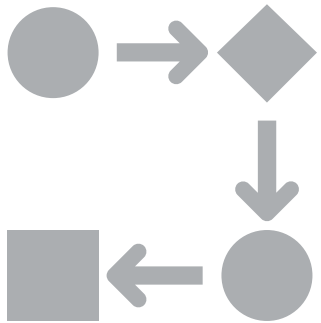


Employees will continue to update their Direct Deposit information in People First.

True or False?



# PAYROLL PROCESSING



- 100.3.1 Create, Load, and Manage Paysheets
- 100.3.2 Calculate Payroll
- 100.3.3 Update Paysheets
- 100.3.4 Confirm Payroll
- 100.4.1 Off-Cycle Processing
- 100.4.2 Beneficiary Payments
- 100.4.3 Online Check
- 100.5.3 Run Outbound Miscellaneous Interfaces



# Payroll Processing

## Pay Calendar Overview

### ▶ Florida PALM Pay Calendar

- On-Cycle Payroll – These payrolls are scheduled in advance on the payroll calendar
  - Monthly
  - Biweekly
  - Supplemental
  - State Active Duty/Florida State Guard
- Off-Cycle Payroll – These payrolls are processed outside of the regular On-Cycle payroll schedule
  - Payroll Adjustments
  - Salary Overpayments
  - Paycheck Reversals
  - One-Time Payments



# Payroll Processing

## Pay Calendar Overview








- ▶ What is changing?
  - People First Preliminary Report Date
  - People First Stop Pay Deadline
  - People First Cutoff Date
  - Florida PALM Preliminary Payroll
  - No EFT Cancellations
    - Florida PALM allows paysheet edits to reduce or stop employee payments
  - Release of Paper Warrant Timing
  - Payroll Posting Date
  - Timeframe to Clear Negative Balances
    - Preliminary Payroll report provides tentative cash and budget totals



# Biweekly Payroll Example

Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8/1/2024	8/2/2024	8/3/2024	8/4/2024	8/5/2024	8/6/2024	8/7/2024	8/8/2024	8/9/2024









## PEOPLE FIRST & FLAIR

PAY PERIOD END DATE	PF Prelim Reports & Stop Pays 	PF Cutoff 	Process Payroll 	Voucher Date 	Warrant Pickup AM 	EFT Cancel Deadline 	PAYDAY	BOSP Clears Negatives 

**People First**  


**FLAIR**  


## PEOPLE FIRST & FLORIDA PALM

PAY PERIOD END DATE	PF Prelim Reports & Stop Pays 	PF Cutoff 	Process Prelim Payroll 	Process Final Payroll 	Update Paysheets 	Warrant Pickup PM 	Clear Negatives 	PAYDAY	BOSP Clears Negatives 

**Florida PALM**  


# Payroll Processing

## People First Processing Changes

- ▶ Overtime payments are paid on the Biweekly and Monthly regular payroll cycle for any overtime approved prior to payroll processing instead of being held until the next Supplemental payroll cycle
- ▶ The timeframe for retroactive payments is changing for Biweekly agencies
  - Monthly continues to pay back for two pay periods
  - Biweekly is increased to four pay periods
  - Payments outside of those windows are written to the *Payments Not Sent to BOSP* report for manual processing





# Payroll Processing

## Payroll Processing – Earning Codes

- ▶ Earning Codes are three digits in Florida PALM
  - The first digit is dropped from current FLAIR Earning Codes
    - i.e., 9170 for Regular Salary is 170
  - New codes added
    - i.e., 9124 for Overtime split into two codes
      - Regular Overtime (Time and a half) is 124
      - Straight-Time Overtime is 224
  - A complete list of Earning Codes will post in the Knowledge Center by October 2024



# Payroll Processing

## Payroll Processing – Deduction Codes

- ▶ Deduction Codes are up to 6 digits and are alphanumeric
- ▶ Some codes are not changing
  - Post-Tax Deductions
    - i.e., 0437 – Paid Parking
  - Pre-Tax Health Deductions
    - i.e., 0049 – PTB Employee State Health Insurance
- ▶ Some codes are changing
  - Tax Deductions
  - Retirement and Deferred Comp Deductions
  - Garnishment Deductions
- ▶ A complete list of Deduction Codes will post in the Knowledge Center by October 2024



# Payroll Processing

## Payroll Processing – Tax Classes

- ▶ No Deduction Code for Taxes
  - Tax Classes replace Deduction Codes

<b>TAXES</b>				
<b>FLAIR PYRL</b>		<b>Florida PALM</b>		
Deduction Code	Deduction Description	State	Tax Class	Tax Class Description
0050	Federal Income Tax Withheld	\$U	H	Withholding
0051	Add'l Federal Income Tax Withheld	\$U	H	Withholding
0060	Soc Sec Employee Contributions	\$U	D	OASDI/Disability - EE
0062	Fed Hosp Ins Tax Employee Cont	\$U	F	FICA Med Hospital Ins - EE
0901	FICA Employer Contributions	\$U	E	OASDI/Disability - ER
0922	Medicare Employer Contributions	\$U	Q	FICA Med Hospital Ins - ER



# Payroll Processing

## Payroll Processing – Benefit Plans

- ▶ Retirement Contributions are consolidated into one Deduction Code further broken down by Deduction Class and Benefit Plan
  - Benefit Plan is the Retirement Code

RETIREMENT				
FLAIR PYRL		Florida PALM		
Deduction Code	Deduction Description	Deduction Code	Deduction Class	Benefit Plan
0080	FLA Ret System - Employee Contrib	FRSRET	B	HA
0902	FLA Ret System - Employer Contrib	FRSRET	N	HA
0082	PEORP - Employee Contribution	FRSRET	B	PA
0928	PEORP - Employer Contribution	FRSRET	N	PA
0902	FLA Ret System - Employer Contrib	FRSRET	N	DP

- ▶ Deferred Comp and OPS FICA Alternative Retirement works similarly



# Payroll Processing

## Payroll Processing – Garnishments

- ▶ Garnishments are consolidated into one Deduction Code further broken down by Garnishment Type and ID
  - Garnishment Types and Garnishment IDs are assigned by BOSP

GARNISHMENTS				
FLAIR PYRL		Florida PALM		
Deduction Code	Deduction Description	Deduction Code	Garnishment Type	Garnishment ID
0610	Debt Garnishment	GARN	Writ of Garnishment	WRIT1
0610	Debt Garnishment	GARN	Social Security (AWG)	AWG1
0225	Internal Revenue Service	GARN	Tax Levy	LEVY1
0333	Student Loan Repayment	GARN	Student Loan Repayment	STLN1



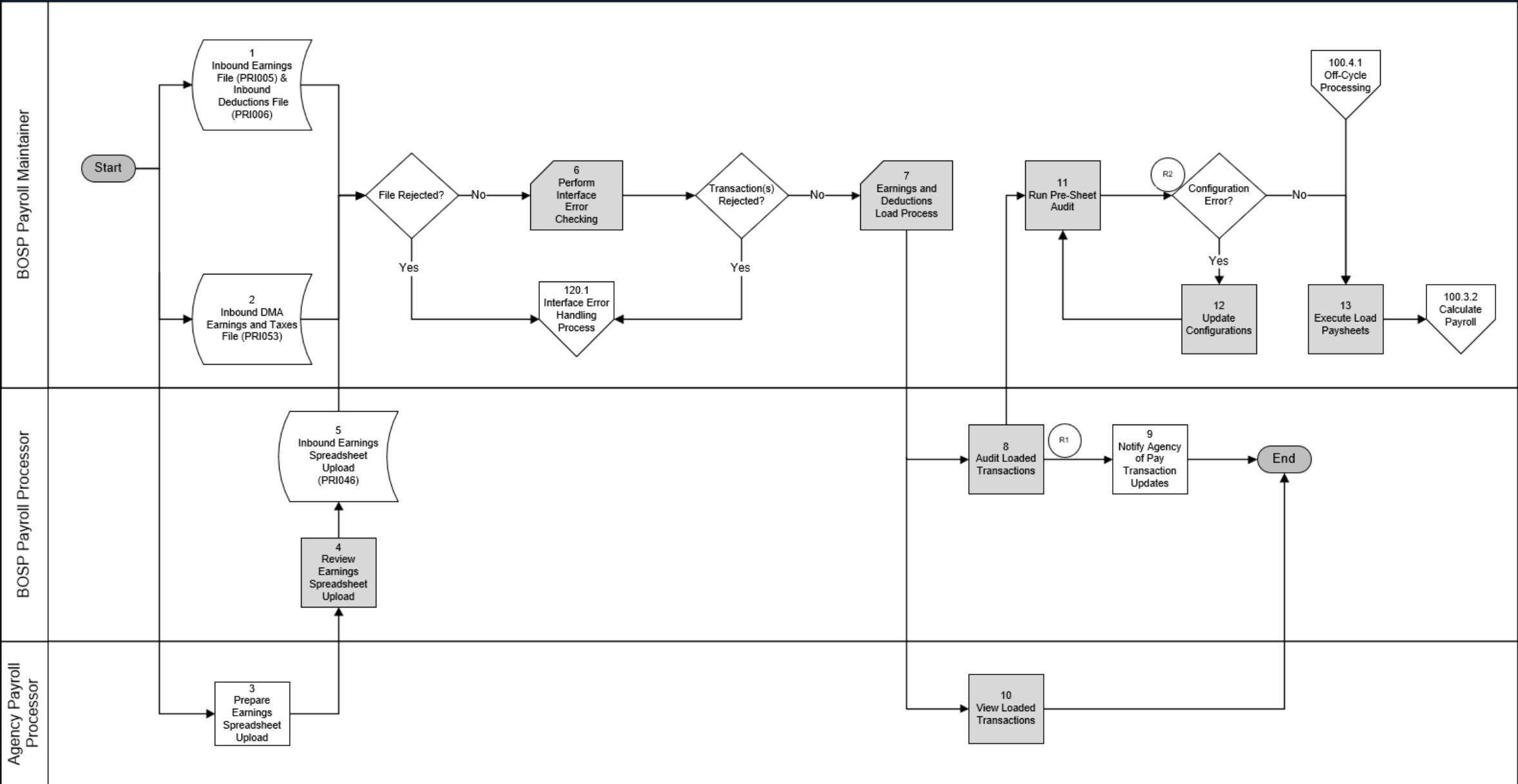
# Payroll Processing

## 100.3.1 Create, Load, and Manage Paysheets

- ▶ Business Process Model Review
  - The Create, Load, and Manage Paysheets subprocess explains the steps taken for Florida PALM to load the HRIS payment and deduction data and for the Bureau of State Payrolls (BOSP) and agencies to review their employee pay related data



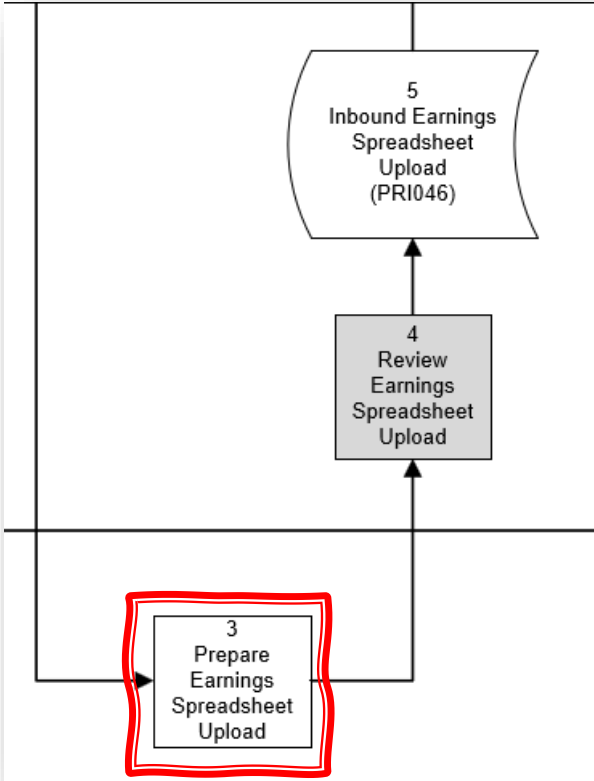
## Payroll Module



# Payroll Processing

## 100.3.1 Create, Load, and Manage Paysheets

- ▶ Agencies prepare a spreadsheet upload to send to BOSP for processing non-recurring payments not payable through HRIS





# Inbound Earnings Spreadsheet Upload (PRI046)

## What

information is transmitted?



Payroll earnings are sent to BOSP for approval and upload to the Paysheet Transaction Table

## Why

do I need this?



To process non-recurring payments that are not payable through HRIS

## Who

runs?



BOSP Payroll Processor

## When

should this interface file be sent?



On-Cycle Payroll  
Off-Cycle Payroll

## Where

can more information be found?



[Knowledge Center Interface Catalog](#)

# Inbound Earnings Spreadsheet Upload (PRI046)

▶ Interface Key Considerations:

- Intended for minimal use
- Intended for large volume
- Requires coordination with BOSP
- Submit manually to BOSP for review, approval, and upload

The screenshot shows the Florida PALM interface for the 'PRI046 - Inbound Earnings Spreadsheet Upload' process. The file format is specified as '(Pipe (|) Delimited CSV)'. Below the title is a table defining the data structure for the upload.

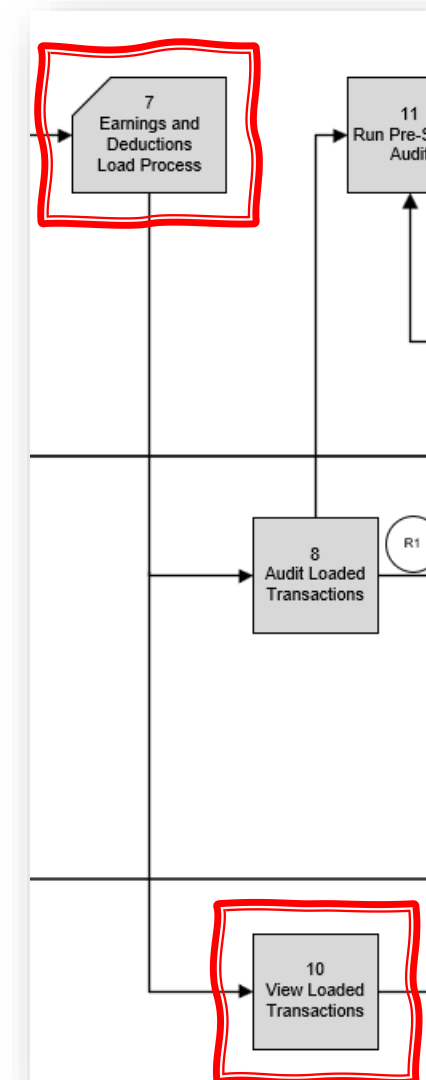
Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N), Conditional (C)	
Employee ID	Detail	Character	11	Y	T e l l e d e
Position Number	Detail	Character	8	Y	T a F u s



# Payroll Processing

## 100.3.1 Create, Load, and Manage Paysheets

- ▶ Agencies view transactions loaded from the HRIS in the Paysheet Transaction Table
- ▶ Assists with research during payroll processing or post-audit
- ▶ Similar to reviewing the File 1 today



# Payroll Processing

## 100.3.1 Create, Load, and Manage Paysheets

- ▶ Paysheet Transaction Table – Agency View

**Search Criteria**

Company <input type="text" value="FLA"/>	Pay Group <input type="text"/>	Paysheet Source <input type="text" value="Other Sources"/>	
Pay Period End Date <input type="text"/>	Creation Date <input type="text"/>	Employee ID <input type="text"/>	
Transaction Status <input type="text" value="Loaded"/>	Employee Record <input type="text" value="0"/>		
Business Unit <input type="text" value="43000"/>			

**Search by Transaction Type**

\*Paysheet Transaction Type

Amount

\*Transaction Status

**Set Transaction Status**

Set Transaction Status to

**Transaction Data**

													1-6 of 6	View All
Transaction Detail		Paysheet Detail 1	Paysheet Detail 2	Deduction	Tag	Account	Garnishment	Source Specific						
	Transaction Status	Employee ID	Source	Creation Date	Company	Pay Group	Off Cycle	Employment Record	Sequence	Paysheet Transaction Type	Employee Status	Override Only		
1	<input type="checkbox"/> Loaded	100000014	OT	07/22/2024	FLA	BW1	<input type="checkbox"/>	0	1	E	Active	Y	<input type="button" value="−"/>	
2	<input type="checkbox"/> Loaded	100000014	OT	07/22/2024	FLA	BW1	<input type="checkbox"/>	0	2	E	Active	Y	<input type="button" value="−"/>	
3	<input type="checkbox"/> Loaded	100050542	OT	07/22/2024	FLA	BW1	<input type="checkbox"/>	0	4	D	Active	Y	<input type="button" value="−"/>	
4	<input type="checkbox"/> Loaded	100000014	OT	07/22/2024	FLA	BW1	<input type="checkbox"/>	0	4	D	Active	Y	<input type="button" value="−"/>	
5	<input type="checkbox"/> Loaded	100000014	OT	07/22/2024	FLA	BW1	<input type="checkbox"/>	0	5	D	Active	Y	<input type="button" value="−"/>	
6	<input type="checkbox"/> Loaded	100000014	OT	07/22/2024	FLA	BW1	<input type="checkbox"/>	0	3	E	Active	Y	<input type="button" value="−"/>	

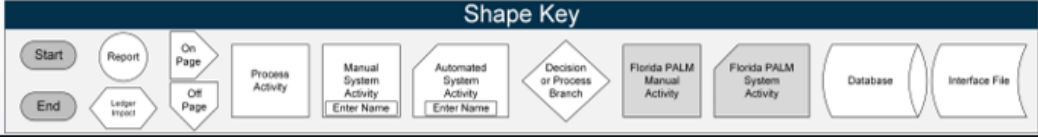


# Payroll Processing

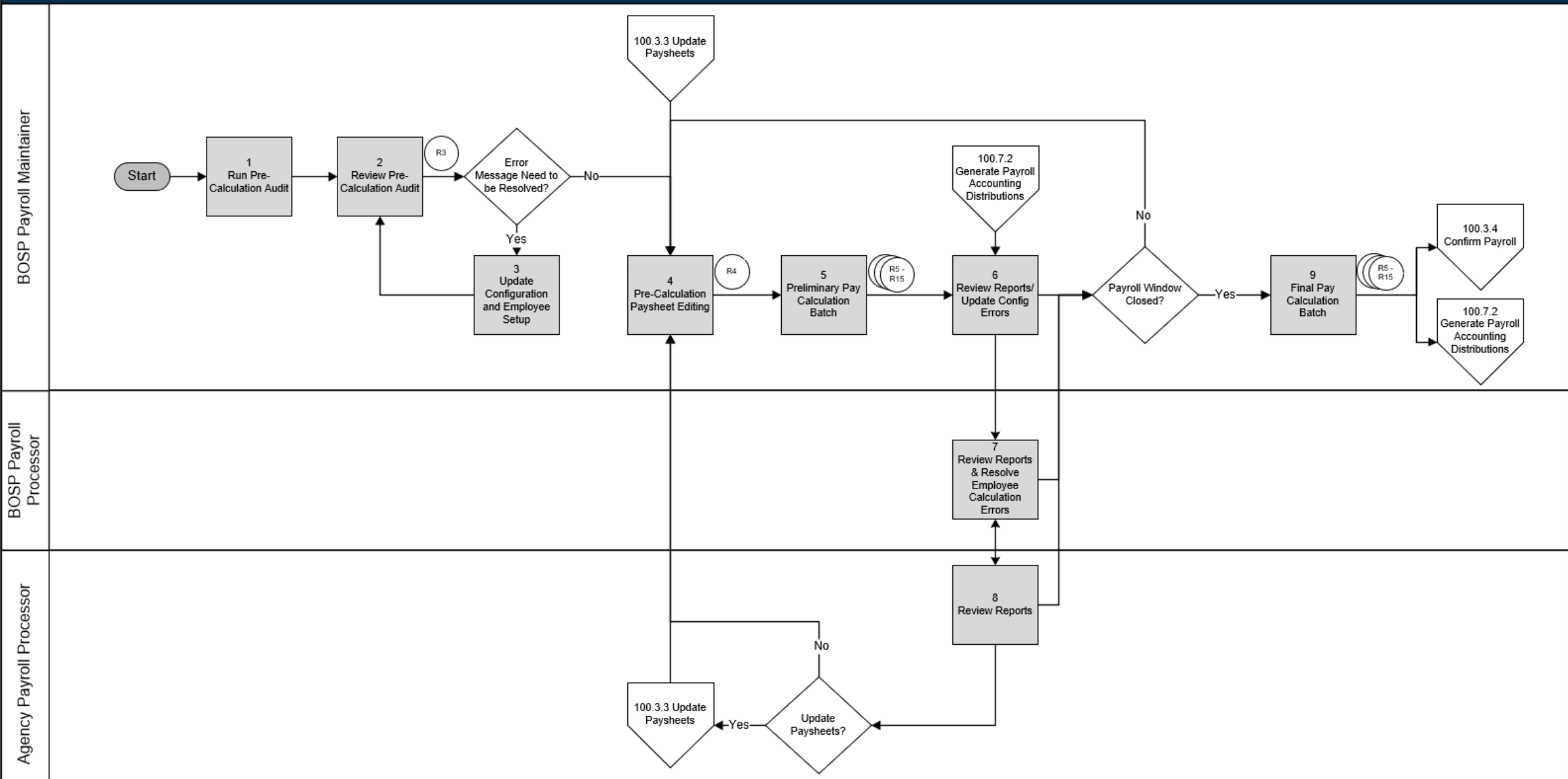
## 100.3.2 Calculate Payroll

- ▶ Business Process Model Review
  - The Calculate Payroll subprocess explains the calculating of the gross to net payroll for preliminary and final calculations





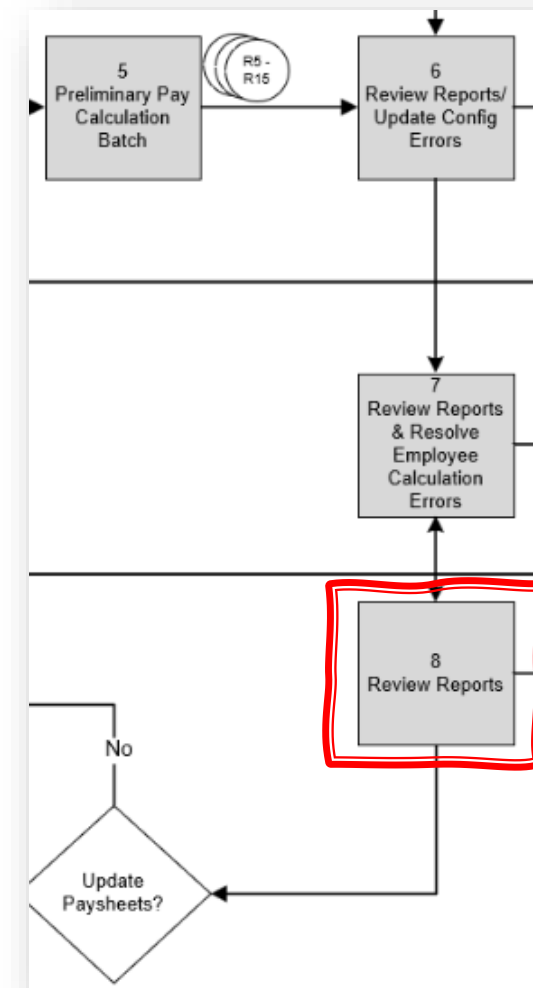
**Payroll Module**



# Payroll Processing

## 100.3.2 Calculate Payroll

- ▶ Agencies review preliminary reports to identify updates, if needed
  - Payroll Deduction Report (PRR016)
  - Payroll Deductions Not Taken (PRR055)
  - Payroll Summary Report (PRR012)
  - Earnings Register (PRR007)
  - Payroll Register (PRR010)
  - Payroll Tax Report (PRR011)
  - Payroll Error Messages – Query (PRR061)
  - Editing Paysheet Changes Report (PRR036)



# Payroll Deduction Report (PRR016)

## What

information is transmitted?



Payroll deduction details by employee

## Why

do I need this?



To perform data analysis, reconciliation, and support external reporting

## Who

runs?



Agency Payroll Processor  
BOSP Payroll Processor  
BOSP Payroll Maintainer

## When

should this report run?



Payroll Calculation  
Payroll Confirmation  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)





# Payroll Deductions Not Taken (PRR055)

## What

information is transmitted?



Employee deductions not taken for a given payroll cycle

## Why

do I need this?



To identify the reason the deduction was not taken

## Who

runs?



Agency Payroll Reporter  
BOSP Payroll Processor  
BOSP Payroll Maintainer

## When

should this report run?



Payroll Calculation  
Payroll Confirmation  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)



# Payroll Summary Report (PRR012)

## What

information is transmitted?



Employee payroll data including paycheck total information

## Why

do I need this?



To validate payroll data, identify issues, perform data analysis, reconciliation, and support external reporting

## Who

runs?



Agency Payroll Processor  
BOSP Payroll Processor  
BOSP Payroll Maintainer

## When

should this report run?



Payroll Calculation  
Payroll Confirmation  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)



# Earnings Register (PRR007)

## What

information is transmitted?



Employee earnings codes processed within a given payroll including balance amounts

## Why

do I need this?



To see earnings successfully loaded to the Paysheet, and any additional earnings entered on an employee's payline

## Who

runs?



Agency Payroll Processor  
BOSP Payroll Maintainer  
BOSP Payroll Processor

## When

should this report run?



Payroll Calculation  
Payroll Confirmation  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)



# Payroll Register (PRR010)

## What

information is transmitted?



Employee's pay history by payroll run, including gross wages, net pay, benefits, taxes, deductions, employer contributions, and payment data

## Why

do I need this?



To determine if any employee payroll updates are needed or perform data analysis

## Who

runs?



Agency Payroll Processor  
BOSP Payroll Processor  
BOSP Payroll Maintainer

## When

should this report run?



Payroll Calculation  
Payroll Confirm  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)



# Payroll Tax Report (PRR011)

## What

information is transmitted?



Taxes withheld from employees' pay within a given payroll

## Why

do I need this?



To review the payroll taxes withheld from employee paychecks

## Who

runs?



Agency Payroll Processor  
BOSP Payroll Processor  
BOSP Payroll Maintainer  
BOSP Tax Maintainer

## When

should this report run?



Payroll Calculation  
Payroll Confirm  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)



# Payroll Error Messages – Query (PRR061)

## What

information is transmitted?



Error messages generated during payroll processing that impact an employee's paysheet creation, pay calculation, pay confirmation or distribution

## Why

do I need this?



To identify unresolved payroll errors that prevent an employee's paycheck from processing

## Who

runs?



Agency Payroll Processor  
BOSP Payroll Processor  
BOSP Payroll Maintainer

## When

should this report run?



Paysheet Creation  
Payroll Calculation  
Payroll Confirm  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)

# Editing Paysheet Changes Report (PRR036)

## What

information is transmitted?



Paysheet transactions that did not pass edit check

## Why

do I need this?



To identify and remediate transactions that did not pass paysheet edit checking

## Who

runs?



Agency Payroll Processor  
  
BOSP Payroll Maintainer  
  
BOSP Payroll Processor

## When

should this report run?



Paysheet Creation  
  
Payroll Calculation  
  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)



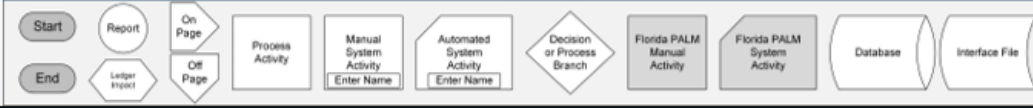
# Payroll Processing

## 100.3.3 Update Paysheets

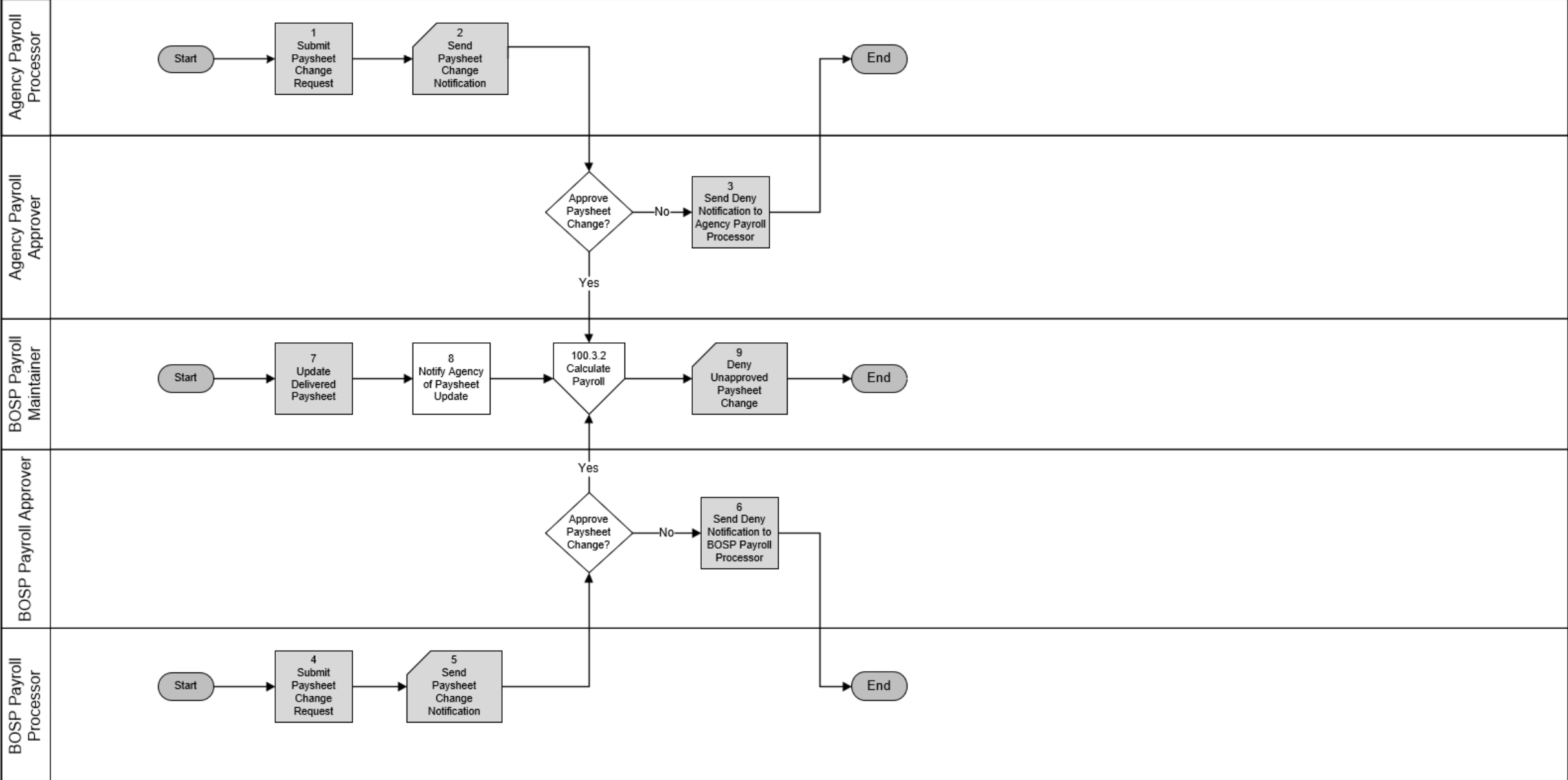
- ▶ Business Process Model Review
  - The Update Paysheets subprocess explains the loading of pay and deduction updates to paysheets during the calculate payroll subprocess, prior to the final calculation







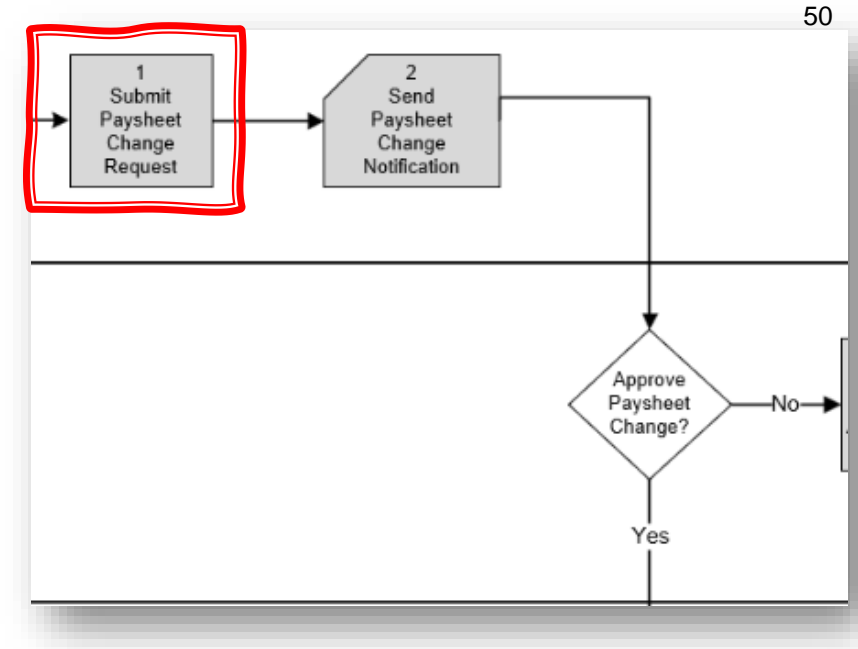
**Payroll Module**



# Payroll Processing

## 100.3.3 Update Paysheets

- ▶ Paysheet Change Request
  - The agency submits a request on the Update Paysheet Earnings page
  - Agencies can reduce earning amounts or stop a payroll payment from generating during the payroll calculation process
  - Agencies are responsible for calculating the correct gross amount or accurately adjusting the hourly rate/hours
  - Corresponding updates are entered in the HRIS, if applicable



# Payroll Processing

## 100.3.3 Update Paysheets

- ▶ Update Paysheet Earnings Page
  - Monthly Salaried Employee Example

**Payline**

Company	FLP	Paygroup	MON	Pay Period End Date	6/30/2024	Page	1
Empl ID	11223344556	Laughlin, Michael N				Line	1
Empl Rcd	0			Manual Check			

Transaction Message: Submit Cancel

**Pay Line Details** Q 3 of 3 View All

Addl Line Nbr	2	Ok to Pay	<input checked="" type="checkbox"/>	No Direct Deposit
Separate Check	2	Gross Up		
Earnings Begin	6/1/2024	Earnings End	6/30/2024	

**Other Earnings** 1-1 of 1 View All

*Code	Hours	Rate	Amount	Source
170	160		\$9,299.74	OP



# Payroll Processing

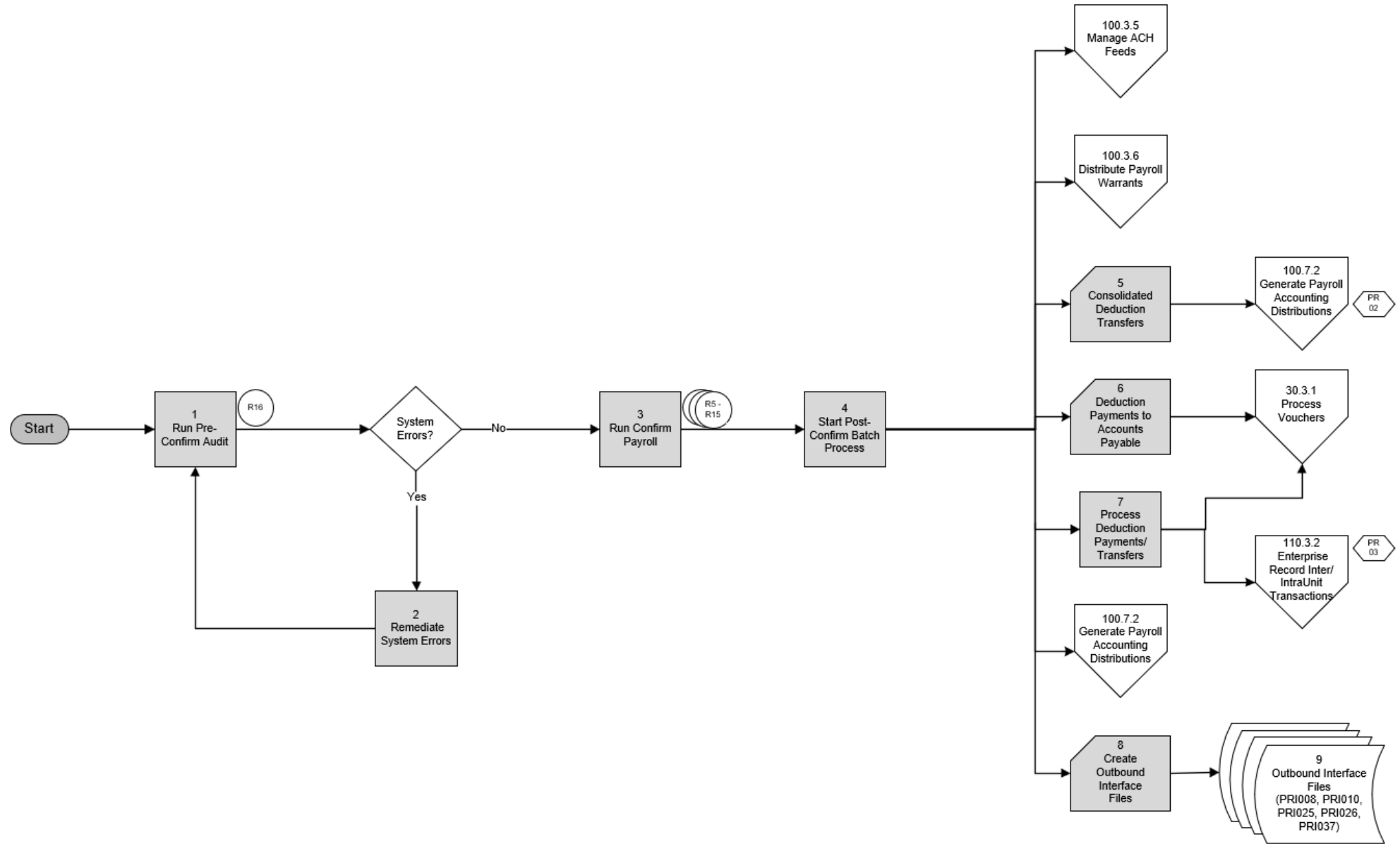
## 100.3.4 Confirm Payroll

- ▶ Business Process Model Review
  - The Confirm Payroll subprocess explains the finalization of payroll by updating employee earnings, deduction, and tax periodic balances and assigning advice and warrant numbers. The start of post-confirm processing is also explained.



**Payroll Module**

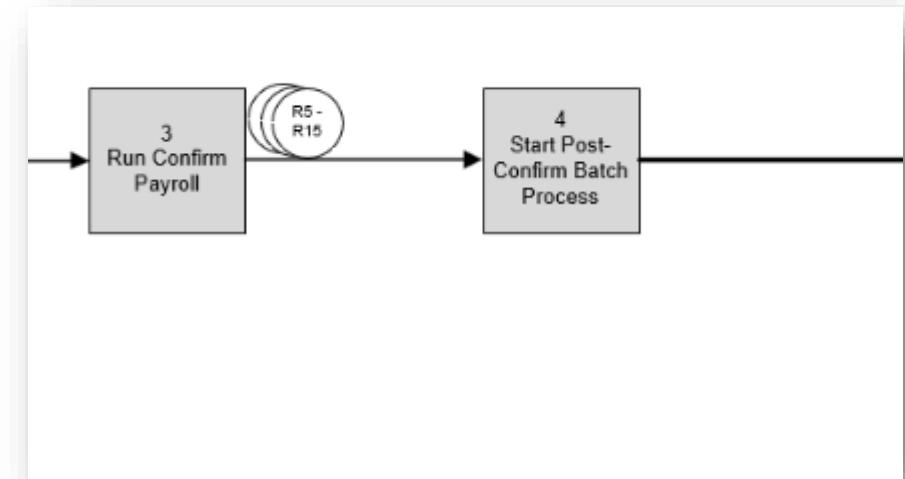
BOSP Payroll Maintainer



# Payroll Processing

## 100.3.4 Confirm Payroll

- ▶ After payroll is confirmed, the preliminary reports are reproduced with final calculations
  - Payroll Deduction Report (PRR016)
  - Payroll Deductions Not Taken (PRR055)
  - Payroll Summary Report (PRR012)
  - Earnings Register (PRR007)
  - Payroll Register (PRR010)
  - Payroll Tax Report (PRR011)
  - Payroll Error Messages – Query (PRR061)
  - Editing Paysheet Changes Report (PRR036)

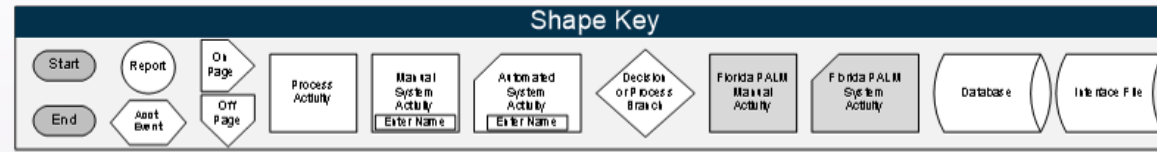


# Payroll Processing

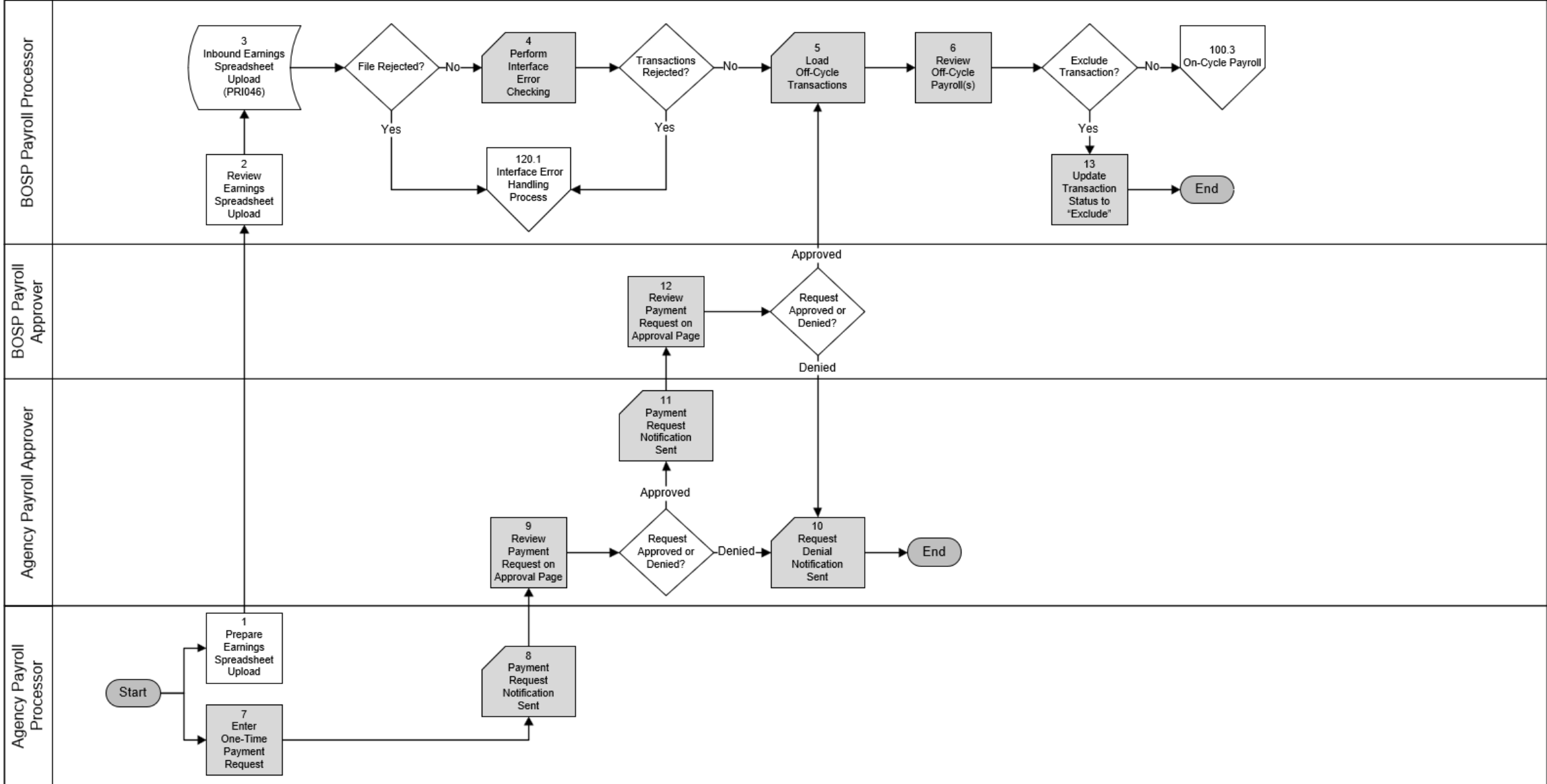
## 100.4.1 Off-Cycle Processing

- ▶ Business Process Model Review
  - The Off-Cycle Processing subprocess explains the payroll processing that occurs outside of the regularly scheduled major payrolls (On-Cycle Processing) designated by the State of Florida





**Payroll Module**

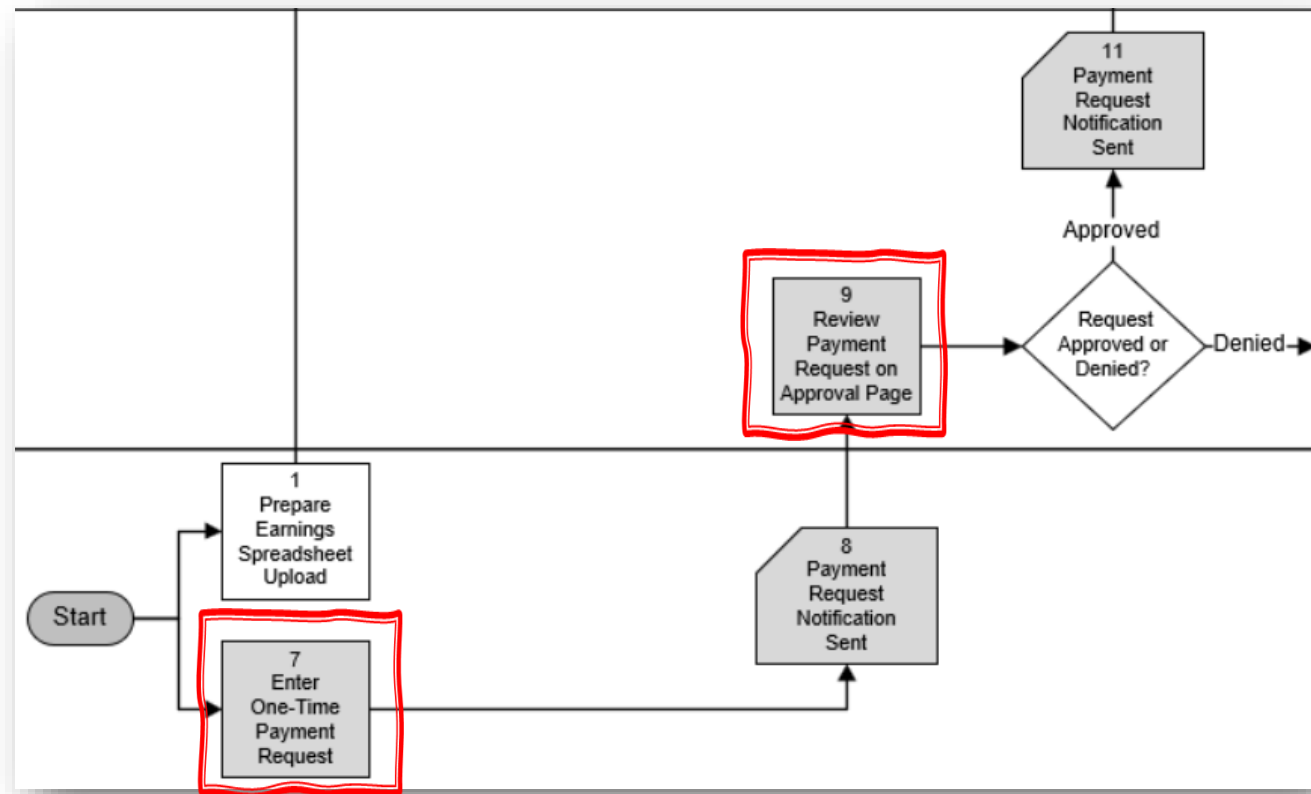




# Payroll Processing

## 100.4.1 Off-Cycle Processing

- ▶ One-Time Payment Request
  - The agency submits a request on the One-Time Payment Request page
  - Intended for minimal use
  - Intended for non-recurring payments not payable through HRIS
  - Requires two different agency users to submit and approve
  - After agency approval, request routes to BOSP for review and approval
  - After BOSP approval, the payment processes on the next scheduled payroll



# Payroll Processing

## 100.4.1 Off-Cycle Processing

### ▶ One-Time Payment Request Page

- Agencies are responsible for calculating the correct gross amount or hourly rate/hours

**One Time Payment Request**

<b>Employee ID</b> Doe	001234567 Jane	<b>Empl Rcd</b> Appt ID	2 3311234	<b>Position ID</b> Pay End Date	001234567 4/30/2024
<b>Earnings Begin Date</b>	4/1/2024	<b>Earnings End Date</b>	4/30/2024	<b>Disable Direct Deposit</b>	<input type="checkbox"/>
<b>Earning Code</b>	170 Regular Wages	<b>Deduction Taken</b>			<input checked="" type="checkbox"/>
<b>Hours</b>	72.00	<b>Hourly Rate</b>		<b>Grossup</b>	<input type="checkbox"/>
<b>Payment Amount</b>	\$3,924.00	<b>SpeedKey</b>			
<b>Contract Hours</b>	80.00				

**Deductions** Find | View All First 1 of 1 Last

<b>Deduction Code</b>	421	<b>Plan Type</b>	00
<b>Deduction Class</b>	B Before-Tax	<b>Benefit Plan</b>	421
<b>Deduction Amount</b>	\$ 234.50	<b>One Time Code</b>	A Addition

**Reason Code** u Underpayment

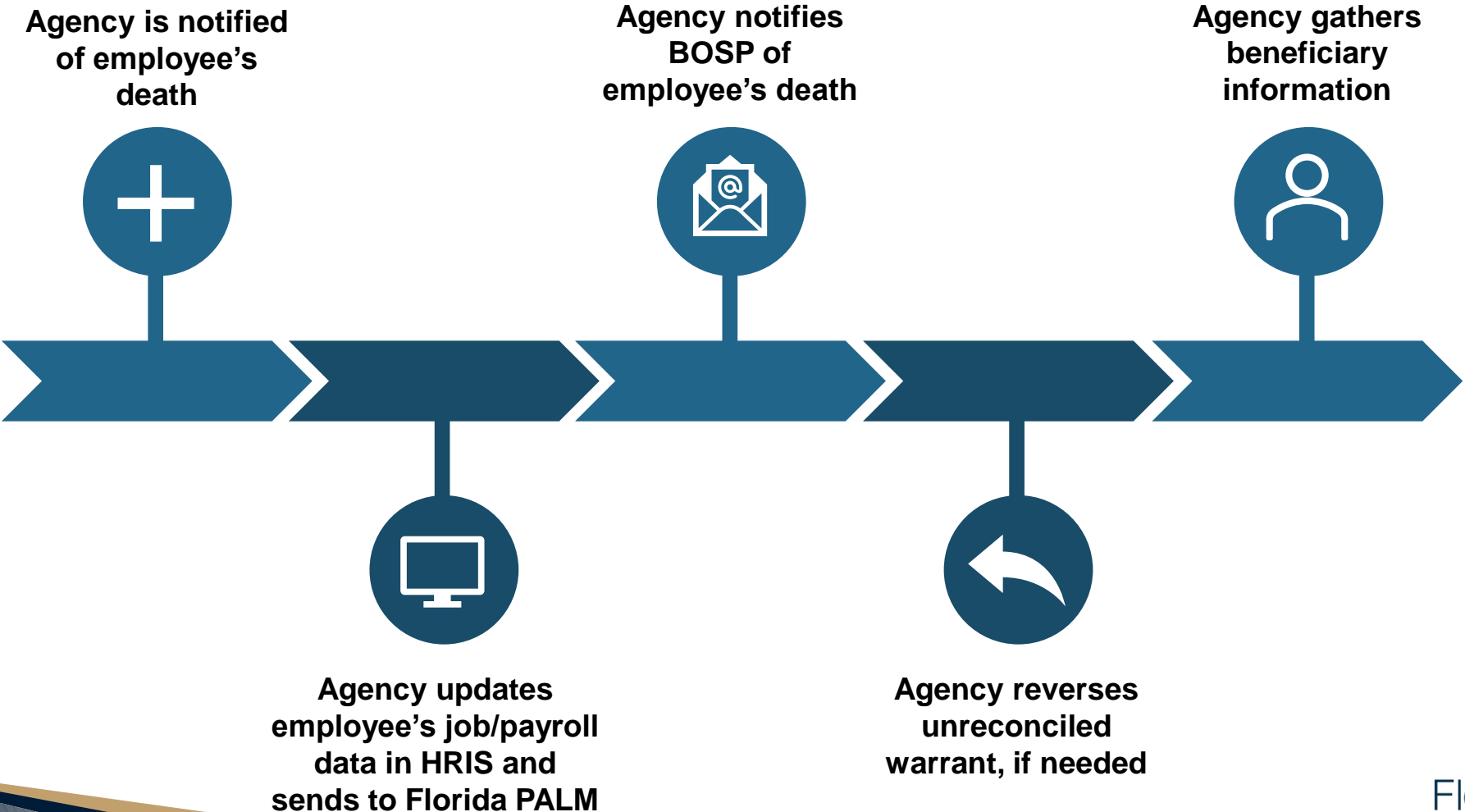
**Reason Description**  
(150 Char Max)

**Submit**



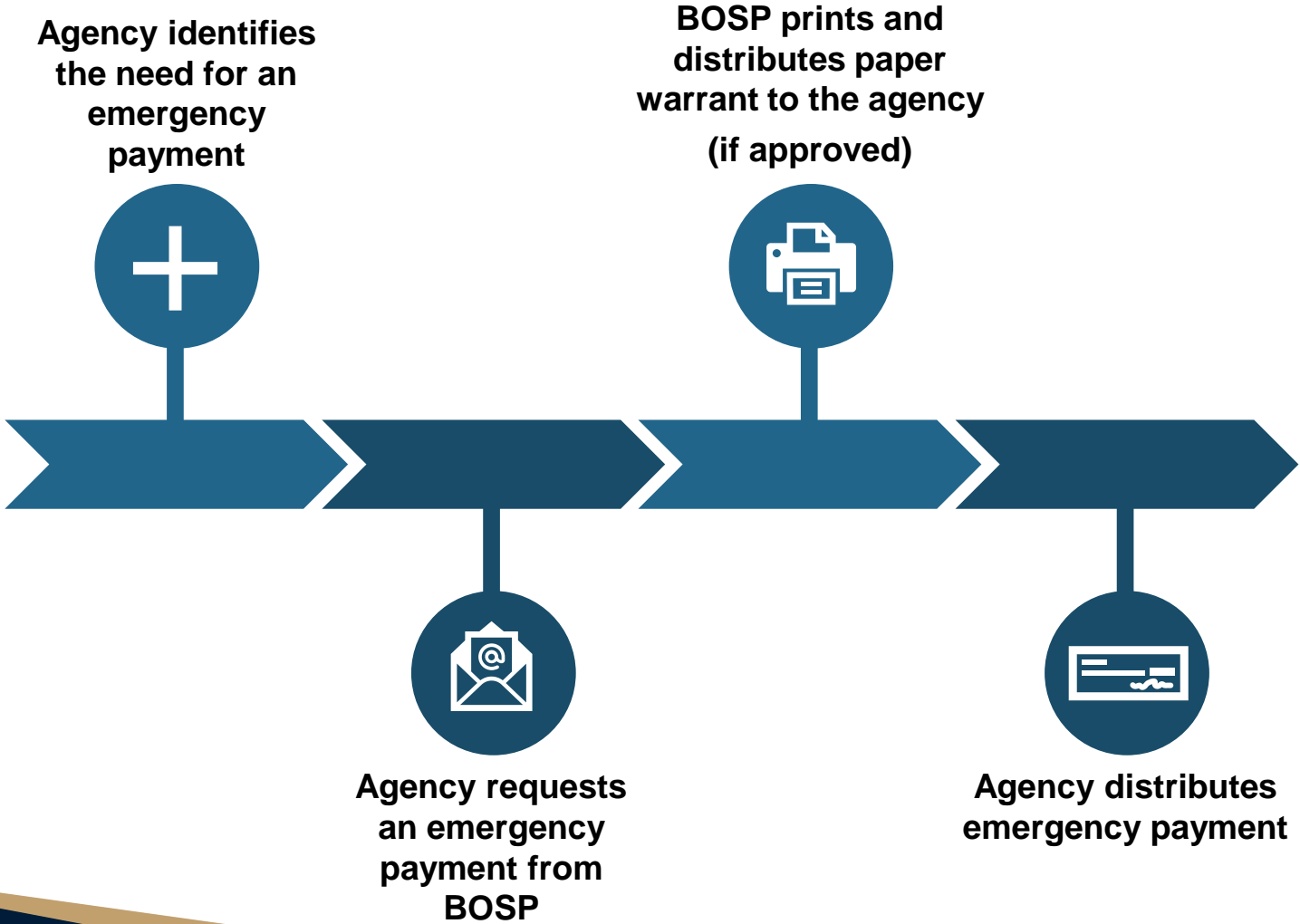
# Payroll Processing

## 100.4.2 Beneficiary Payments



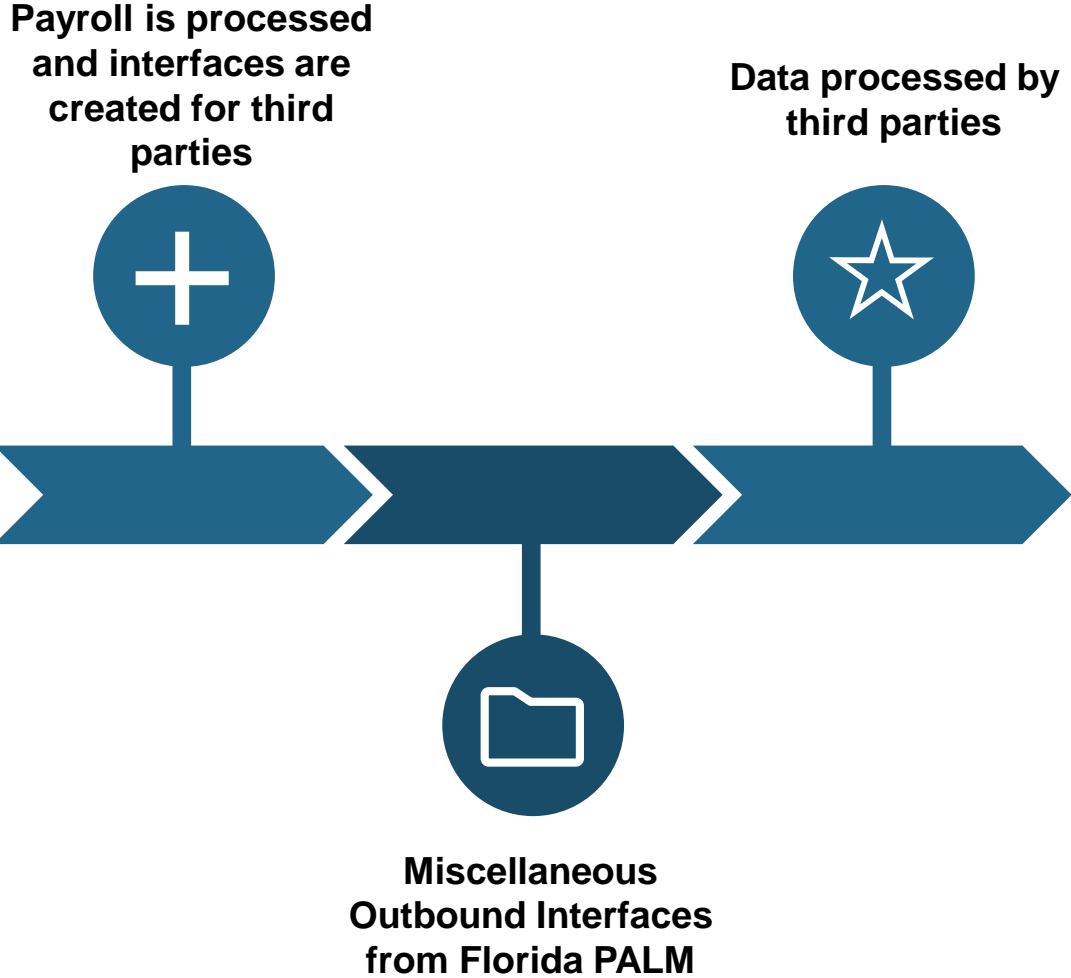
# Payroll Processing

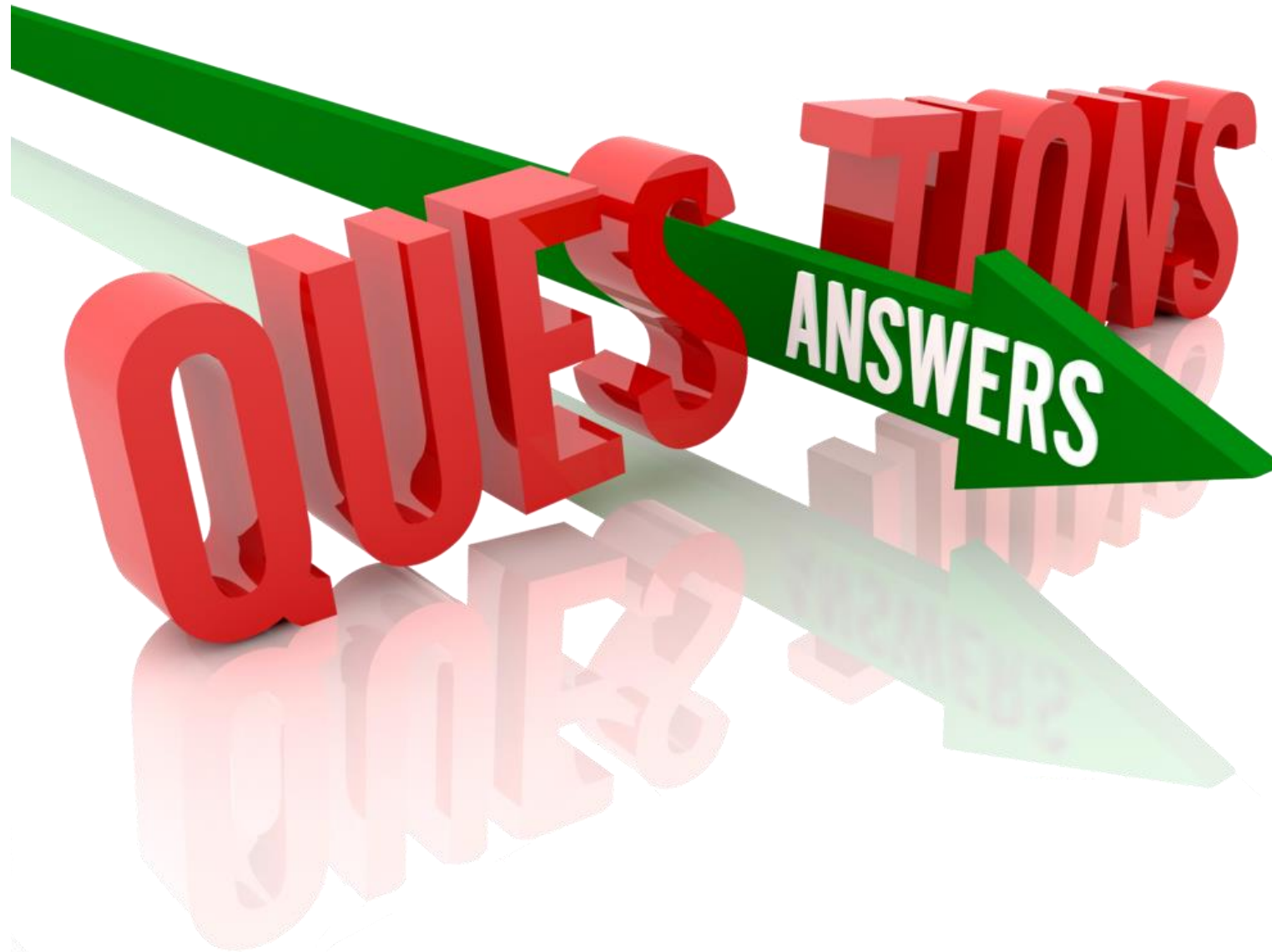
## 100.4.3 Online Check



# Payroll Processing

## 100.5.3 Run Outbound Miscellaneous Interfaces



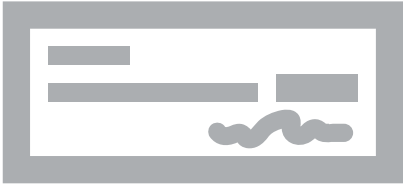


Agencies can increase or create additional earnings in a Paysheet Change Request.

True or False?



# ISSUE EMPLOYEE PAYMENTS



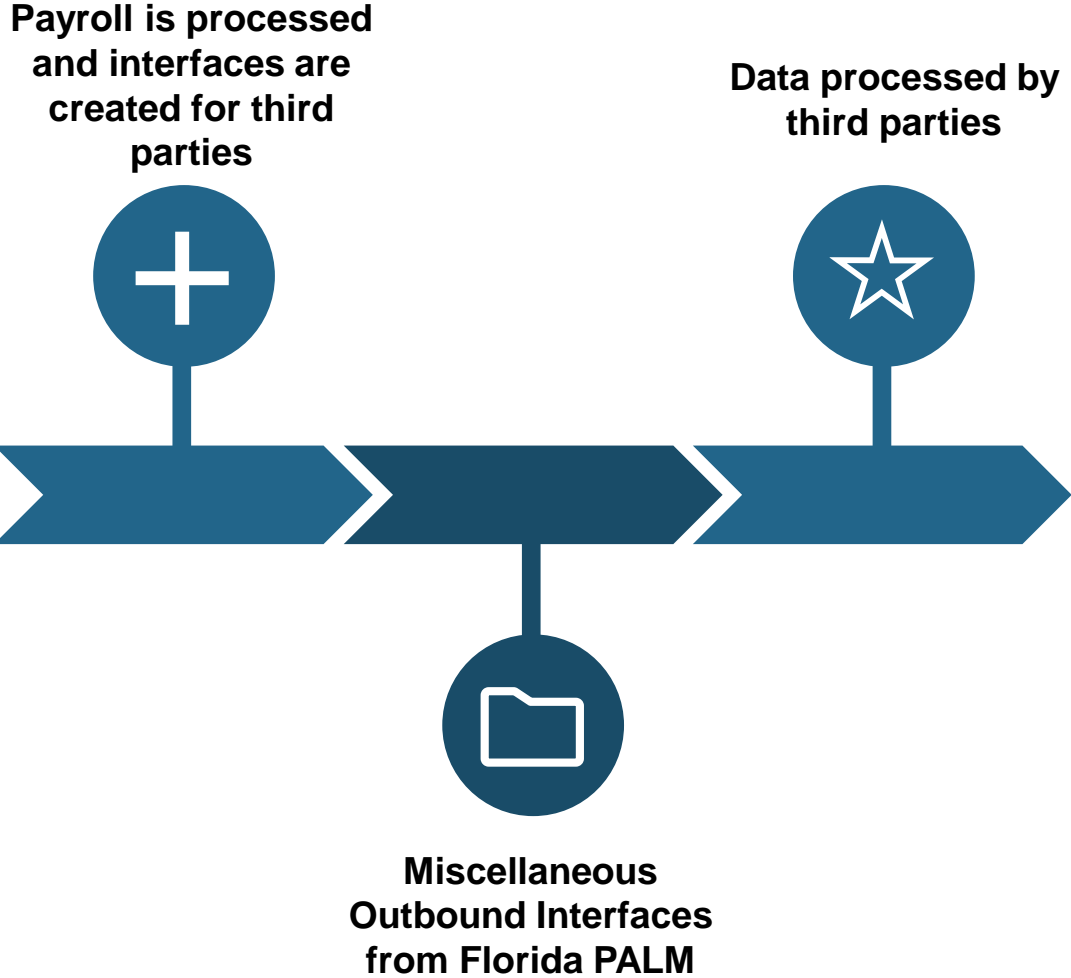
- 100.3.5 Manage ACH Feeds
- 100.3.6 Distribute Payroll Warrants
- 100.5.2 Manage Stale Payroll Warrants
- 100.6.2 Manage ACH Returns and Reissued Warrants





# Issue Employee Payments

## 100.3.5 Manage ACH Feeds



# Issue Employee Payments

## 100.3.6 Distribute Payroll Warrants

Payroll is processed and print extract is generated for employees with paper warrants



Agency distributes paper warrants to employees




BOSP prints and distributes paper warrants to agencies



# Issue Employee Payments

## 100.3.6 Distribute Payroll Warrants

### ▶ Paycheck (Paper Warrant) Example

	BU DEPARTMENT OF LOTTERY	INTERDEPT 1234567890	DATE 10/31/2023	WARRANT NUMBER: 8000084846	<u>64-975</u> 512
					VOID AFTER 12 MONTHS
PAY		<b>STATE OF FLORIDA</b> DEPARTMENT OF FINANCIAL SERVICES			AMOUNT
FIVE-THOUSAND-NINE-HUNDRED-SEVENTY-NINE & 37/100 DOLLARS					\$*****5,979.37
TO THE ORDER OF	THOMAS SMITH 123 ANYWHERE AVE TALLAHASSEE, FL 32311			<b>SALARY WARRANT</b> TO DIVISION OF TREASURY TALLAHASSEE	
				< Signature > < NAME >, CHIEF FINANCIAL OFFICER	
000000000 000000000 0000000000000					



# Issue Employee Payments

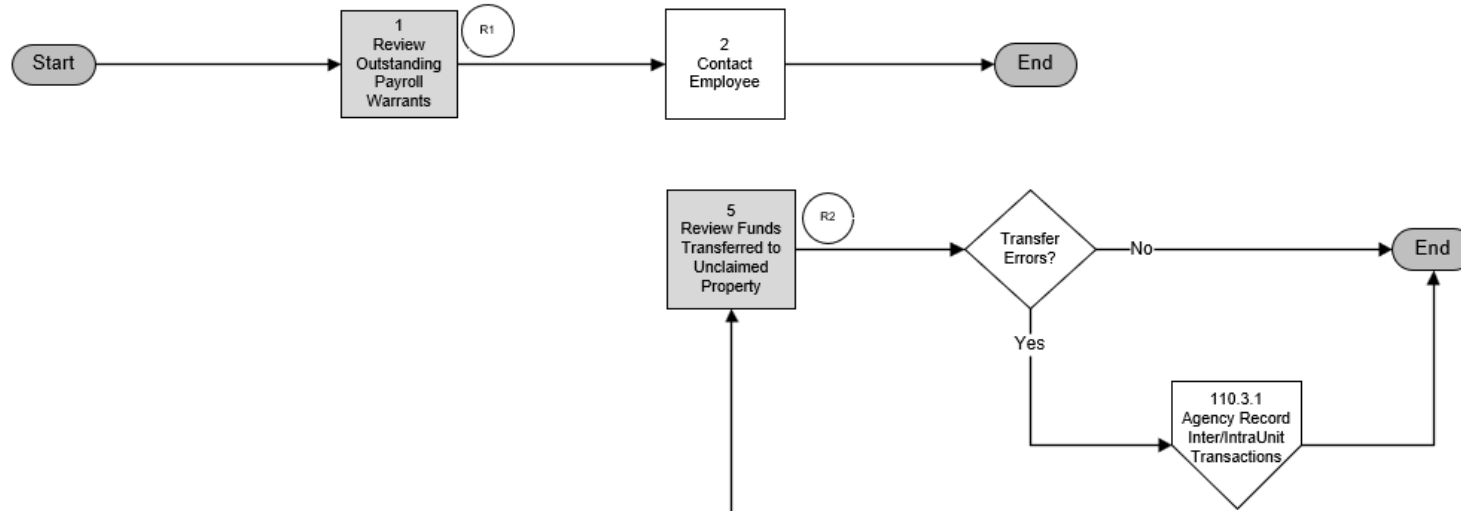
## 100.5.2 Manage Stale Payroll Warrants

- ▶ Business Process Model Review
  - The Manage Stale Payroll Warrants business subprocess explains the steps to manage stale payments and transfer monies to Unclaimed Property, or as applicable, the originating fund

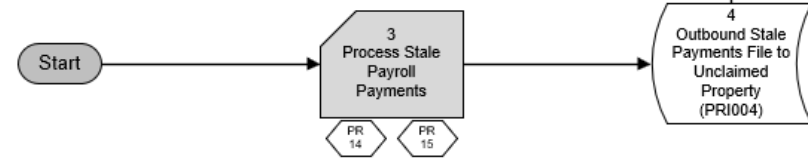


**Payroll Module**

Agency Payroll Reporter



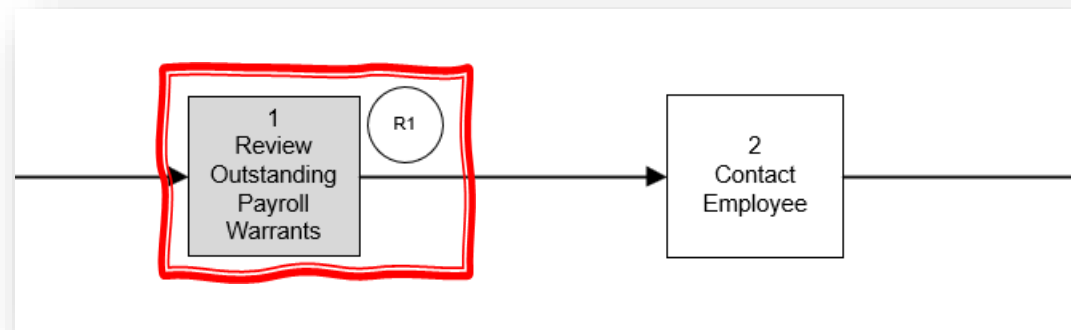
BOSP Payroll Maintainer



# Issue Employee Payments

## 100.5.2 Manage Stale Payroll Warrants

- ▶ Agencies identify outstanding paper warrants and notify employees of the outstanding payments
  - Payroll Warrant Status Report (PRR035)



# Payroll Warrant Status Report (PRR035)

## What

information is transmitted?



Payroll Warrant details and status that indicates whether the check cleared the bank, is outstanding, or canceled

## Why

do I need this?



To identify payroll warrant status and review warrant details

## Who

runs?



Agency Payroll Processor

BOSP Payroll Processor

BOSP Payroll Maintainer

## When

should this report run?



Daily

As needed (ad hoc)

## Where

can more information be found?

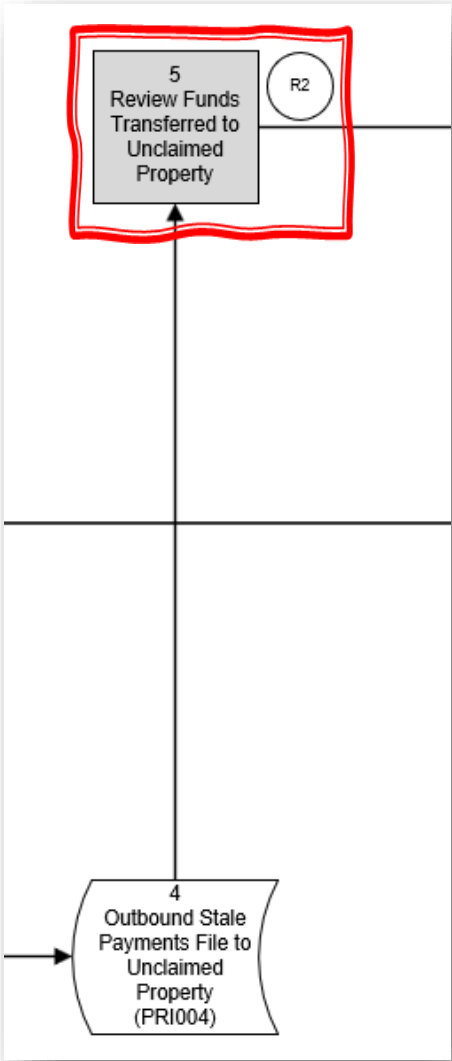


[Knowledge Center Reports Catalog](#)

# Issue Employee Payments

## 100.5.2 Manage Stale Payroll Warrants

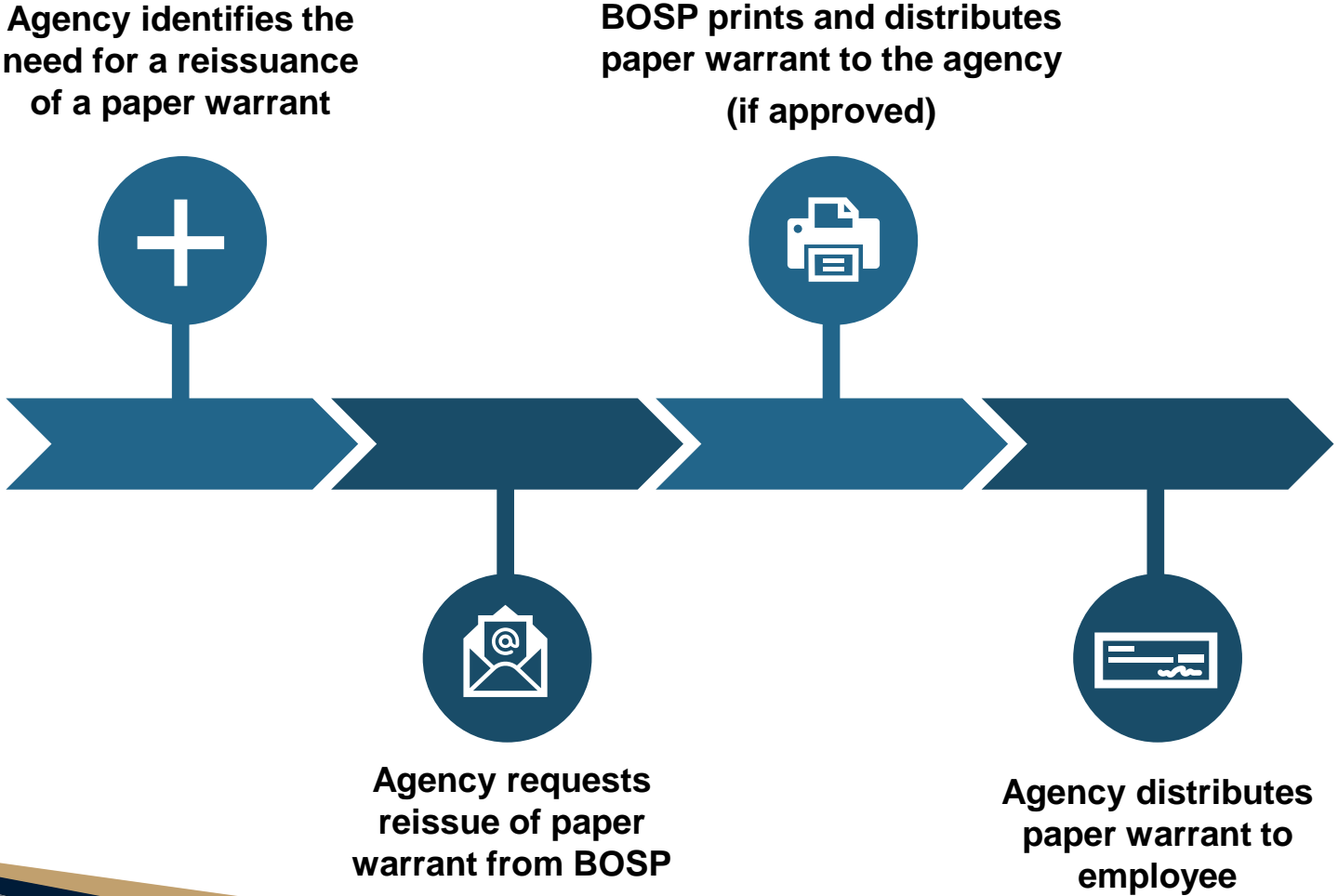
- ▶ Agencies review report of funds transferred or not transferred to Unclaimed Property to ensure the appropriate action occurred
  - Payroll Funds Transferred to Unclaimed Property and Funds Exempt from Transfer to Unclaimed Property Report (PRR046 – DW Report)

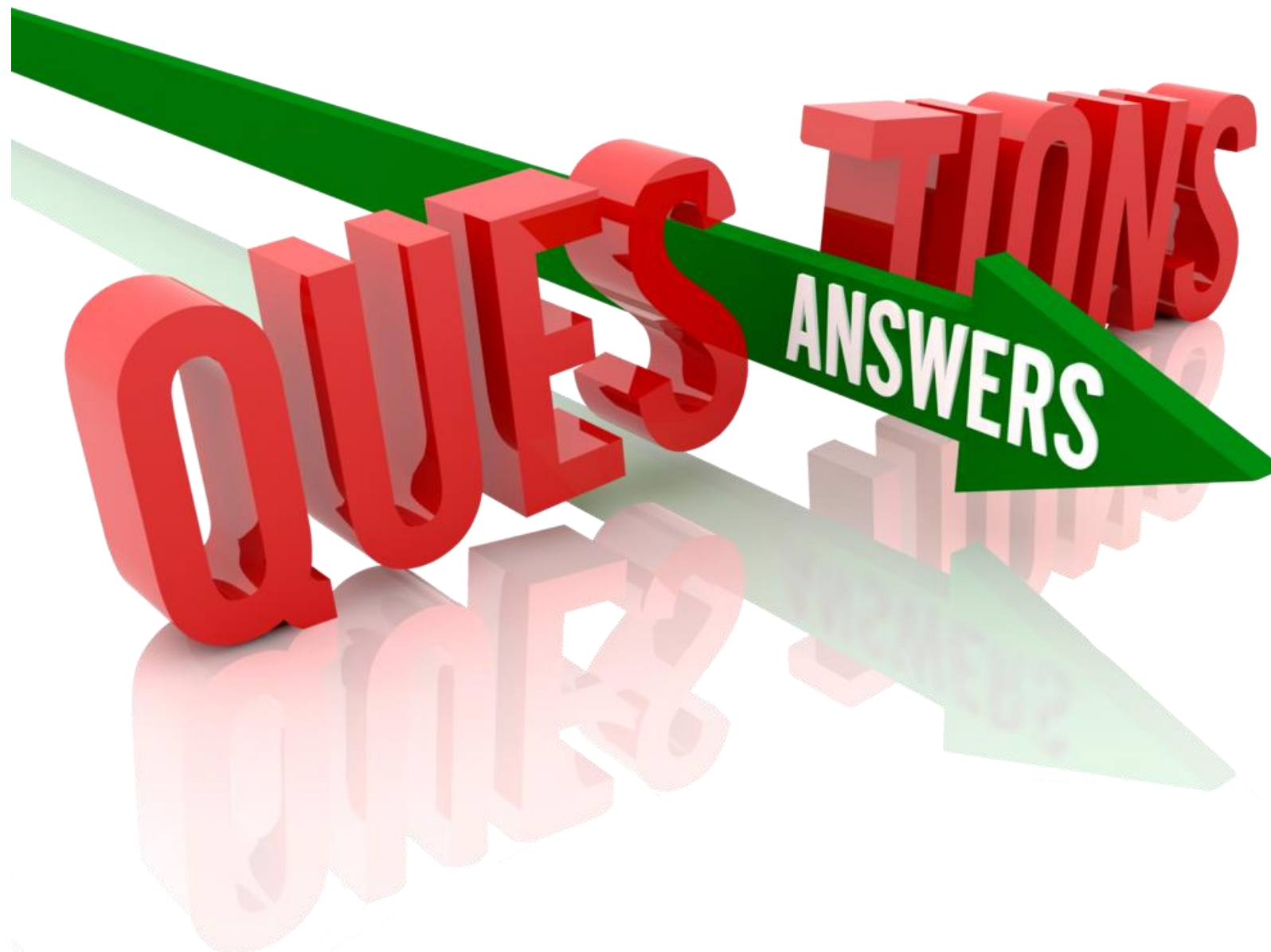




# Issue Employee Payments

## 100.6.2 Manage ACH Returns and Reissued Warrants



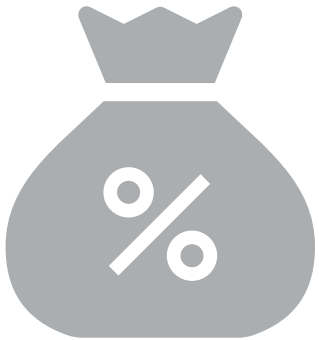


# How do agencies request a reissue of a paper warrant?

- a) External Paper Request Form
- b) Florida PALM Request Page
- c) A Carrier Pigeon



# SET UP/MAINTAIN POSITION FUNDING



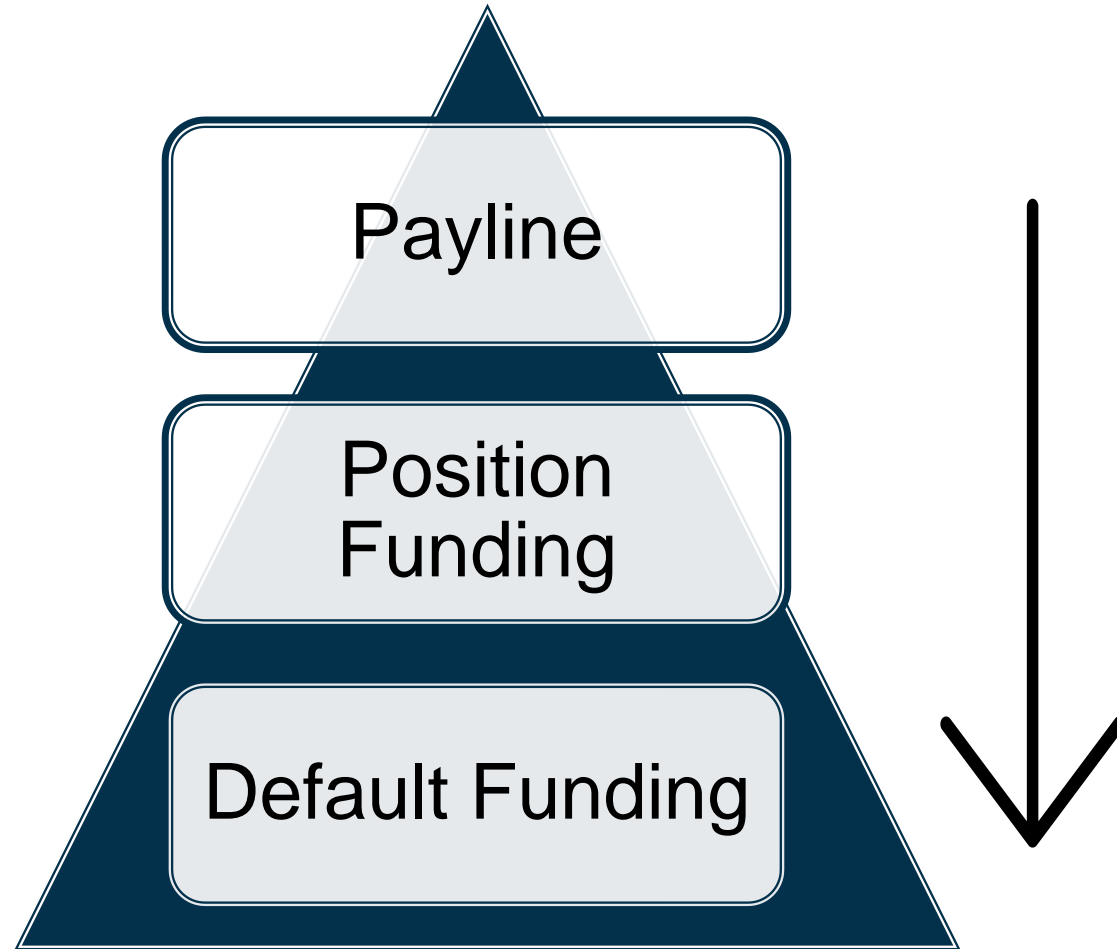
- 100.7.1 Set Up Position Distributions
- 100.8.6 Maintain Fiscal Year End Updates



# Set Up/Maintain Position and Position Funding

## 100.7.1 Set Up Position Distributions

- ▶ Position Funding Hierarchy



# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

- ▶ Florida PALM Position Funding – Overview
  - Position Funding distributes payroll expenses to one or more funding sources by position
  - Valid Position Funding is required for all active positions
  - Used for the initial posting of payroll
    - Redistributions are performed in the InterUnit module
  - Position Funding requires a Payroll SpeedKey(s)
    - Individual ChartField values can not be assigned



# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

- ▶ Florida PALM Position Funding – Key Considerations
  - Consider using funding splits when changes are not frequent
    - i.e., position is funded 50% from Fund A and 50% from Fund B
  - Consider structuring at a high-level (no splits and minimum ChartFields) when complex reallocations are needed to simplify the redistribution process
    - i.e., time-based allocations
  - Minimum ChartField requirements are enforced by the Payroll SpeedKey
    - Fund, Budget Entity, Category, State Program, and Organization



# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

### ▶ Payline Funding

- Position Funding is used for all payroll expenses unless an alternate or override SpeedKey is provided by the HRIS or entered on applicable payroll transactions in Florida PALM (i.e., One-Time Payment Request)
  - People First Position Funding
    - Overtime and On-Call (Alternate SpeedKey Optional)
    - CJIP and FFIP (SpeedKey Required)
    - Leave Payout Screen (SpeedKey Override Optional)
    - One-Time Payment Screen (SpeedKey Override Optional)
- If an invalid SpeedKey is provided on the Payline from the HRIS then Default Funding is applied





# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

### ▶ Default Funding

- Default SpeedKey configured for each Business Unit to post Agency Payroll transactions with unresolved accounting errors or inactive SpeedKeys
  - Florida PALM Fund 60500 is used for all Business Units
  - Similar to today's 29-digit Default Account Codes by Agency
    - i.e., 31742**605999**311001000031440000
- Default SpeedKeys and corresponding configuration are established and maintained by BOSP
- Agencies must perform redistributions timely to clear negative balances posted to the Default Funding



# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

- ▶ Business Process Model Review
  - The Set Up Position Distributions subprocess explains the steps taken for agencies to initially load and/or set up their position funding information for their initial payroll distribution

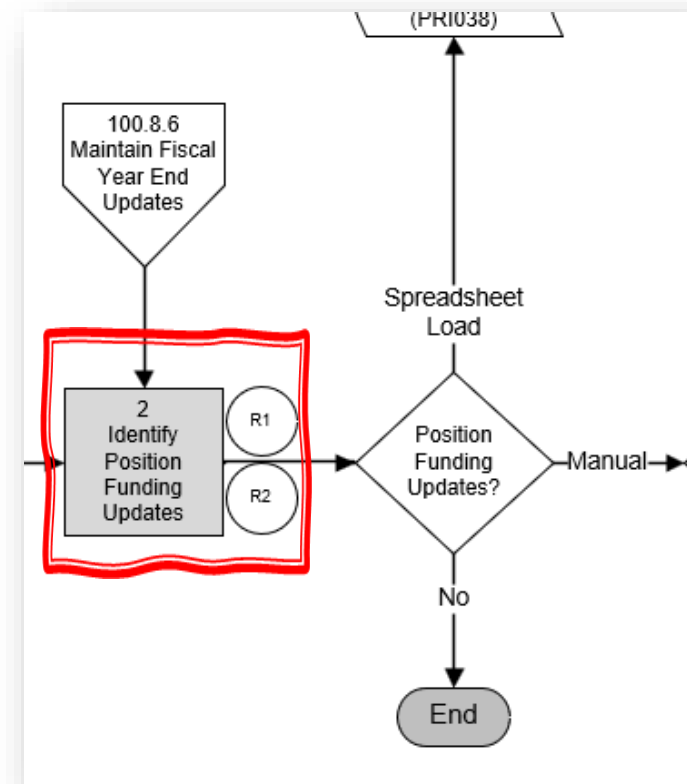




# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

- ▶ Agencies review reports to identify Position Funding updates, if needed
  - Position Funding Report (PRR051)
  - Inactive Position Funding SpeedKeys Report (PRR059)



# Position Funding Report (PRR051)

## What

information is transmitted?



SpeedKey assigned with the position, SpeedKey ChartField values, and SpeedKey status

## Why

do I need this?



To view position funding details in Florida PALM

## Who

runs?



- Agency Payroll Reporter
- Agency Position Funding Maintainer
- BOSP Payroll Processor
- BOSP Payroll Maintainer
- BOSP Payroll Reporter

## When

should this report run?



As needed (ad hoc)

## Where

can more information be found?



Knowledge Center Reports Catalog



# Inactive Position Funding SpeedKeys Report (PRR059)

## What

information is transmitted?



Active positions with an inactive SpeedKey(s) assigned to position funding

## Why

do I need this?



To identify and correct inactive SpeedKeys assigned to active positions

## Who

runs?



- Agency Payroll Processor
- Agency Position Funding Maintainer
- BOSP Payroll Processor
- BOSP Payroll Maintainer

## When

should this report run?



- Daily
- As needed (ad hoc)

## Where

can more information be found?



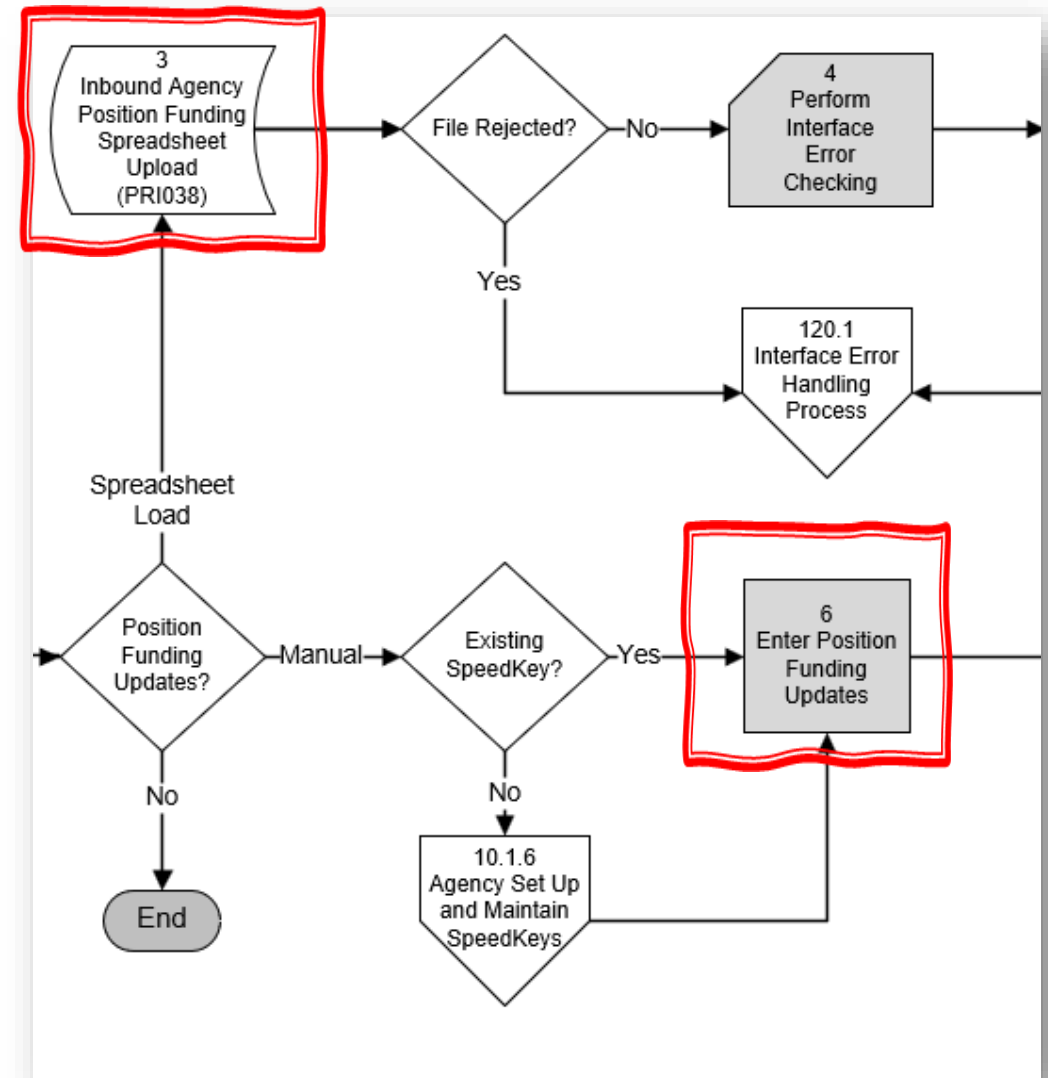
[Knowledge Center Reports Catalog](#)



# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

- ▶ Agencies update Position Funding, if needed
  - Manually using Department Budget Earnings Page
  - Inbound Agency Position Funding Spreadsheet Upload (PRI038)



# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

- ▶ Department Budget Earnings Page

Dept Budget Date
Dept Budget Defaults
Dept Budget Earnings

Set ID PCNSI

Department 10000

Budget Begin Date 07/01/2000

Budget End Date 06/30/2001

Human Resources

Offset Group PACAL

Fiscal Year 2000

Level
🔍 | < < 1 of 1 > > | View All

Position Number PUN7021

\*Effective Date 07/01/2000 📅

Director - Human Resources

Eff Seq 0

\*Status Active ▼

Date Entered 05/30/2001

Earnings Distribution
🔍 | < < 1-1 of 1 > > |

	*Sequence Number	SpeedKey	SpeedKey Description	Distribution %	Primary		
1	<input type="text" value="1"/>	0000000010		<input type="text" value="50.000"/>	<input checked="" type="checkbox"/>	+	-
2	<input type="text" value="1"/>	0000000005		<input type="text" value="50.000"/>	<input type="checkbox"/>	+	-





# Inbound Agency Position Funding Spreadsheet Upload (PRI038)

## What

information is transmitted?



New position funding or updates to position funding for active positions

## Why

do I need this?



To support payroll distribution, as all active positions require valid position funding

## Who

runs?



Agency Position Funding Maintainer

## When

should this interface file be sent?



Beginning of fiscal year  
  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)



# Inbound Agency Position Funding Spreadsheet Upload (PRI038)

- ▶ Interface Key Considerations:
  - Allows agencies to upload new or updated Position Funding in a spreadsheet format
  - Requires valid Payroll SpeedKeys; no direct entry of ChartFields
  - If updating a position with multiple funding distribution lines, all distribution lines must be sent, even if only one line is changing

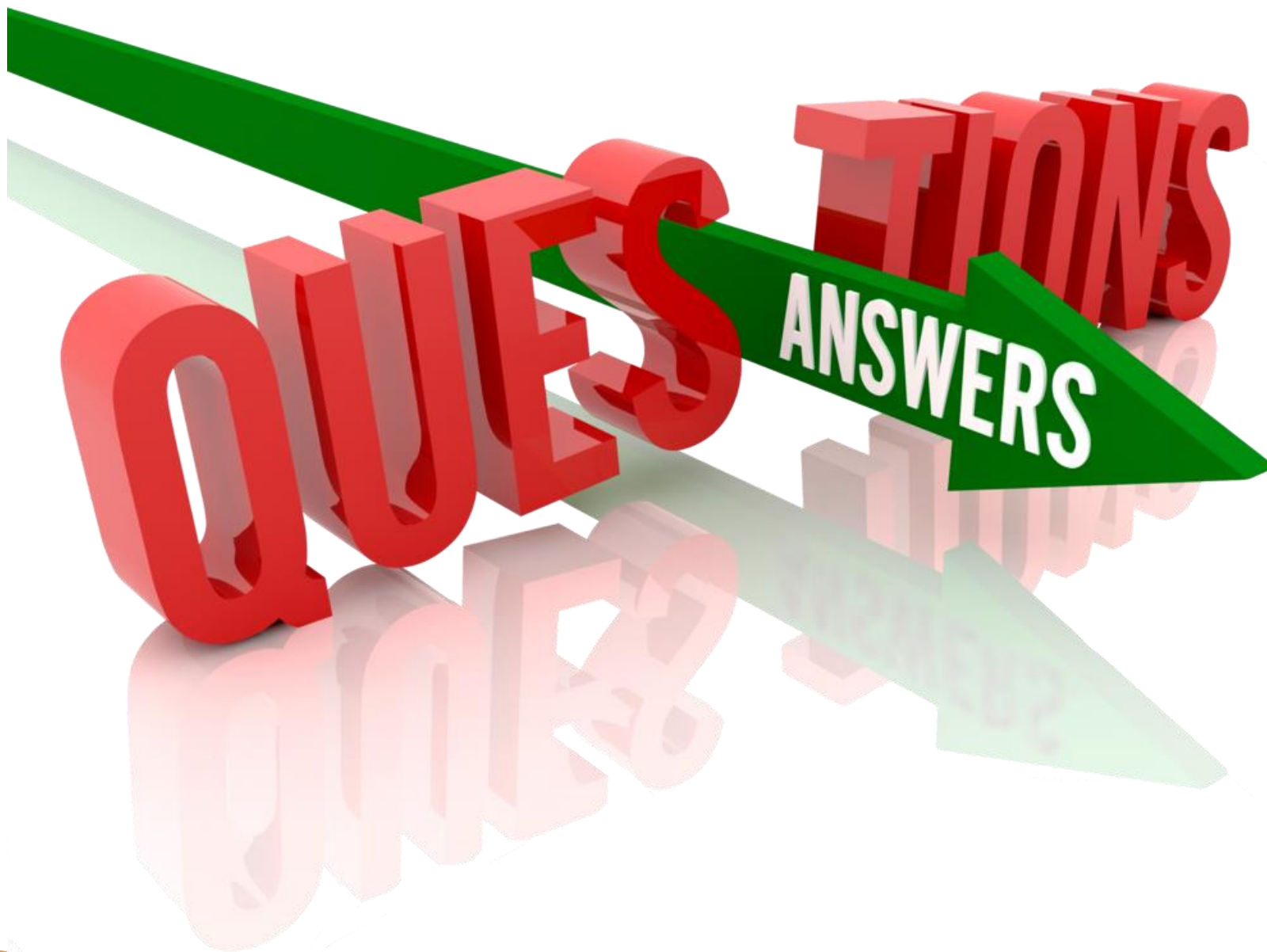
**Florida PALM**  
Planning, Accounting, and Ledger Management

The file format below is the definition that represents the data structure of the file to be processed. It provides the ability to extract or insert data with Florida PALM.

**PRI038 - Inbound Agency Position Funding Spreadsheet Upload - File format: (Comma (,) Delimited CSV)**

Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N), Conditional (C)	Description
Business Unit	Detail	Character	5	Y	This field is used to identify the organizational subunit with regards to one or more operational functions tied to the position number given. The business Operating Level Organization source system must be the same as the unit that exists in the Ledger. Valid business units are maintained in the system.
Effective Date	Detail	Date	10	Y	This field is the effective date of the funding being established.





# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

- ▶ Payroll SpeedKey Design Overview
  - Required use for Payroll
  - No updates, can be inactivated or reactivated
  - No duplicates, does not allow more than one SpeedKey to have the same combination of ChartField values
  - Payroll Indicator checkbox must be selected
  - Payroll Indicator will be grayed out and cannot be changed to Non-Payroll SpeedKey
  - Single line SpeedKey



# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

- ▶ Payroll SpeedKey Design Overview (continued)
  - Mandatory ChartFields
    - Account, Fund, Budget Entity, Category, State Program, and Organization
    - Account value defaults to 700001 for all Payroll SpeedKeys
  - When SpeedKey includes a FCO Category
    - Requires PC BU, Project, Activity, PC Category, and PC Subcategory
      - PC Category is Labor
      - PC Subcategory is the Budget Year
  - Requires DFS approval when SpeedKey includes a Category other than payroll categories
    - i.e., 010000, 030000, 103290, 104166
  - Additional details in the Knowledge Center: [SpeedKey Overview](#)



# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

### ▶ SpeedKey Add/Update Page

The screenshot shows the Florida PALM SpeedKey Add/Update page for Position Distributions. The breadcrumb trail is: Favorites > Main Menu > Florida PALM > Extensions > General Ledger > SpeedKey. The Florida PALM logo is in the top left, and a search bar is in the top right. The main form area includes: SetID 21000, \*Description (empty text box),  Payroll Indicator (highlighted with a red box),  PCard Indicator, SpeedKey SKSINGLE, Line Type Single Line, Module All, and a Submit button. Below this is an Attachments (0) link and an Approval Status None label. A summary section shows: Effective Date 01/01/1901, Total Percent 100.00, \*Status Active, and Total Distribution Lines 1. A ChartField Distributions table is shown below with columns: Percent, GL Business Unit, Organization, Account, Fund, Budget Entity, Category, State Program, Grant, and Contract. The first row contains: 1, 100.00, 21000, and search icons for the remaining columns. At the bottom, there are buttons for Save, Notify, Add, Update/Display, Include History, and Correct History.



# Set Up/Maintain Position Funding

## 100.7.1 Set Up Position Distributions

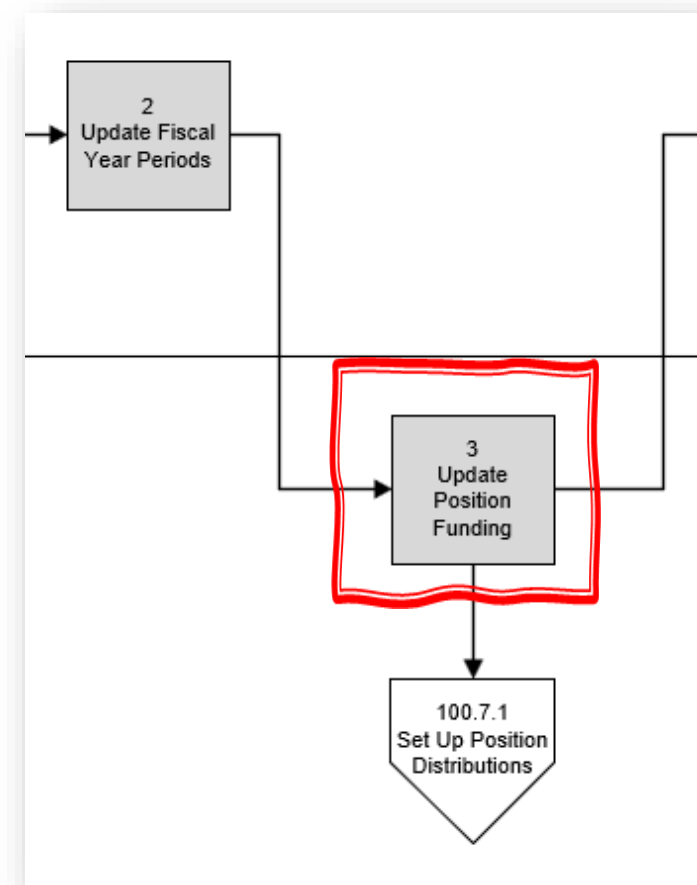
- ▶ Agency Payroll Configuration Worksheets
  - Four worksheets that represent core payroll configuration components in Florida PALM and/or People First
    - Position Funding
    - Criminal Justice Incentive Pay (CJIP) Funding – Only provided if your Agency has employees who receive CJIP
    - Fire Fighter Incentive Pay (FFIP) Funding –Only provided if your Agency has employees who receive FFIP
    - Default Funding for Recovery of State Funds Deduction and Salary Refund Deduction



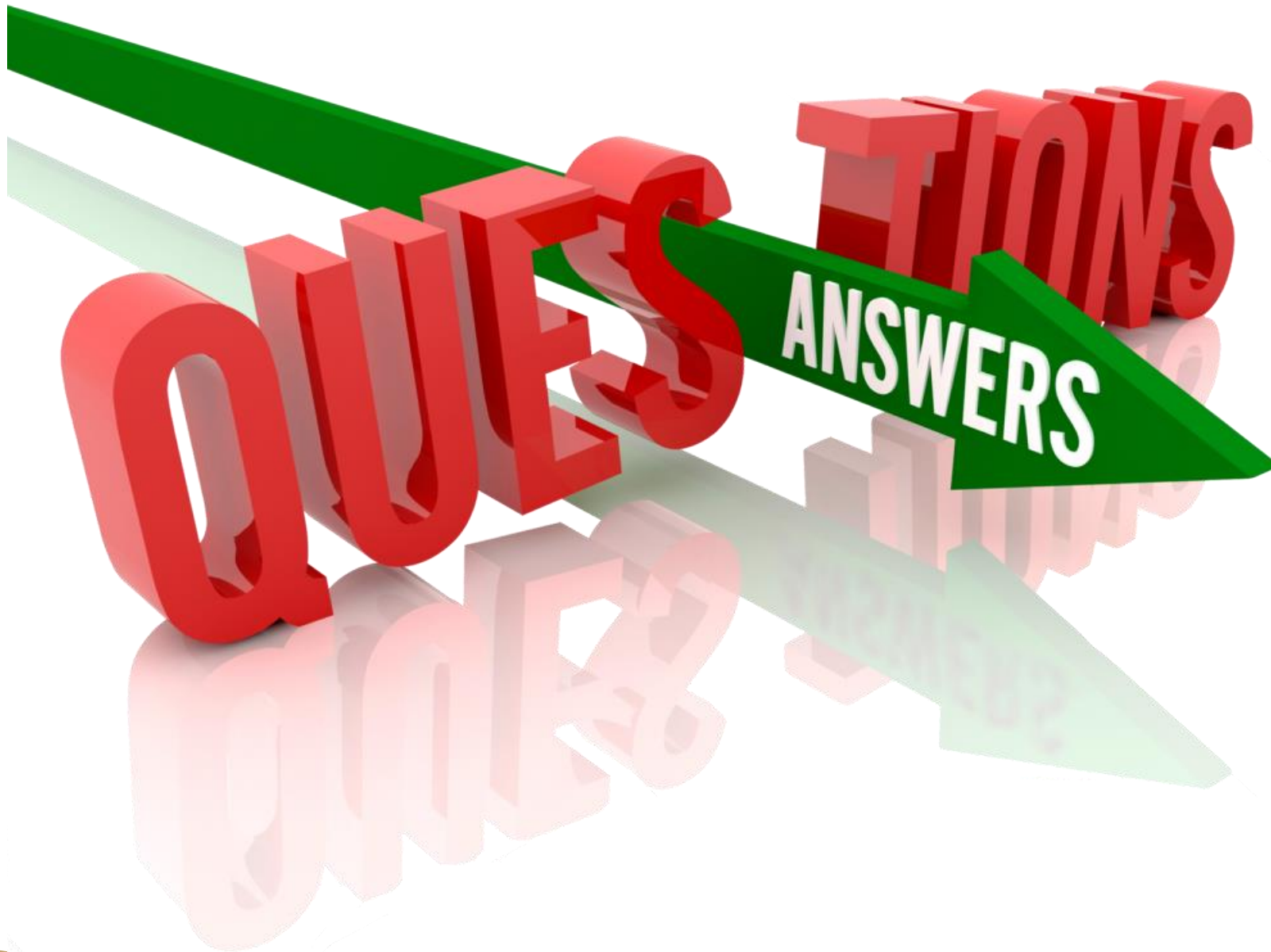
# Set Up/Maintain Position Funding

## 100.8.6 Maintain Fiscal Year End Updates - FY Position Funding Update

- ▶ Position Funding is established for each new fiscal year
- ▶ Florida PALM coordinates, collects, and uploads these updates for agencies annually







# Can additional ChartFields be added to Position Funding beyond what is in the Payroll SpeedKey?

Yes or No



# PAYROLL ACCOUNTING



- 100.7.2 Generate Payroll Accounting Distributions
- 100.7.3 Process Redistributions
- 100.8.6 Maintain Fiscal Year End Updates – Coming Soon



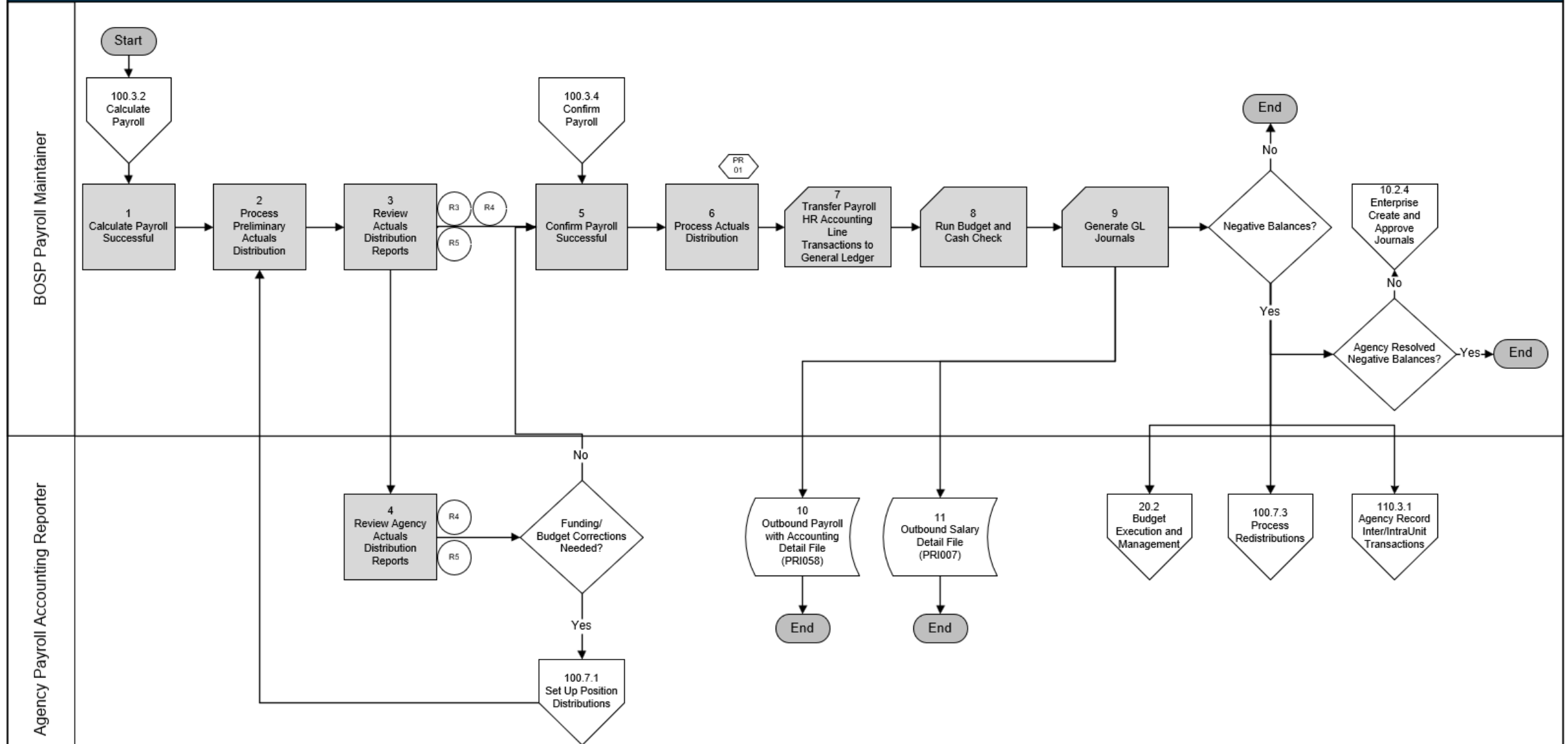
# Payroll Accounting

## 100.7.2 Generate Payroll Accounting Distributions

- ▶ Business Process Model Review
  - The Generate Payroll Accounting Distributions subprocess explains how agencies validate payroll accounting distribution before allocation and distribution
  - Bureau of State Payrolls (BOSP) runs Actuals Distribution in preliminary mode, giving agencies the opportunity to see distribution reports prior to confirmation
  - Position Funding adjustments are performed by the agency, if needed
  - Once payroll is successfully confirmed, Actuals Distribution runs in final mode and the accounting entries are sent to the General Ledger



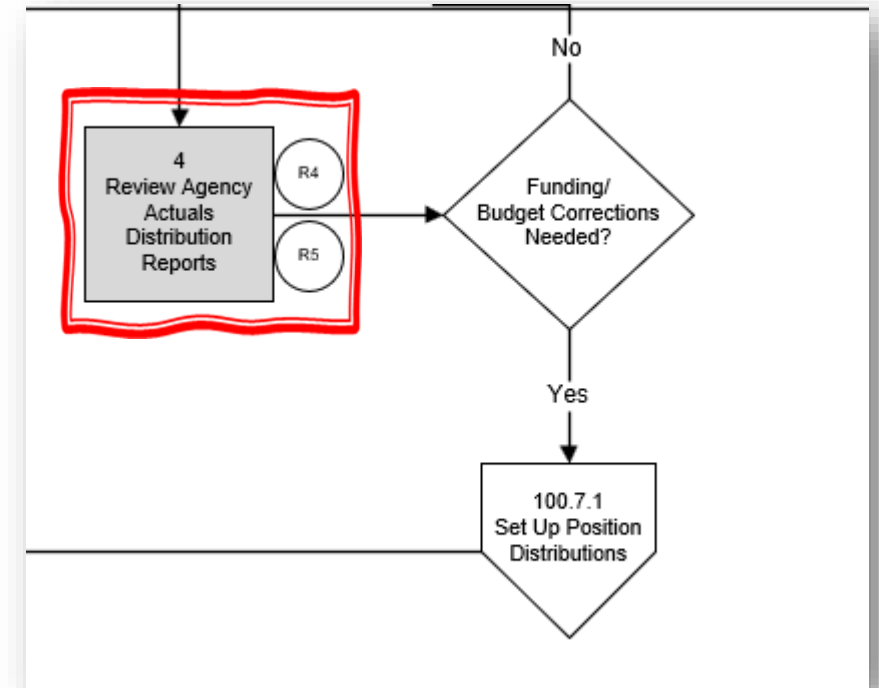
**Payroll Module**



# Payroll Accounting

## 100.7.2 Generate Payroll Accounting Distributions

- ▶ Agencies review reports to determine if adjustments need to be made to position funding
  - Actuals Funding Report (PRR030)
  - Preliminary Cash and Budget Balance Report (PRR023)
- ▶ Position funding updates during the preliminary period are intended for minimal use and not mass updates
  - i.e., position funded to wrong SpeedKey



# Actuals Funding Report (PRR030)

## What

information is transmitted?



Funding information used in the Actuals Distribution process that distributes earnings, employer deductions and employer taxes across funding sources

## Why

do I need this?



To identify and resolve funding issues

## Who

runs?



Agency Payroll Processor  
  
BOSP Payroll Maintainer  
  
BOSP Payroll Processor

## When

should this report run?



Payroll Calculation  
  
Payroll Confirmation  
  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)



# Preliminary Cash and Budget Balance Report (PRR023)

**What**  
information is transmitted?



Preliminary payroll distribution amounts compared to spendable cash, appropriations, and GR release balances

**Why**  
do I need this?



To determine if funding updates, expenditure moves or disinvestments are needed before payroll is confirmed and accounting finalized

**Who**  
runs?



Agency Payroll Accounting Maintainer  
Agency Payroll Reporter  
BOSP Payroll Processor  
BOSP Payroll Reporter  
BOSP Payroll Maintainer

**When**  
should this report run?



Payroll Calculation  
As needed (ad hoc)

**Where**  
can more information be found?



[Knowledge Center Reports Catalog](#)

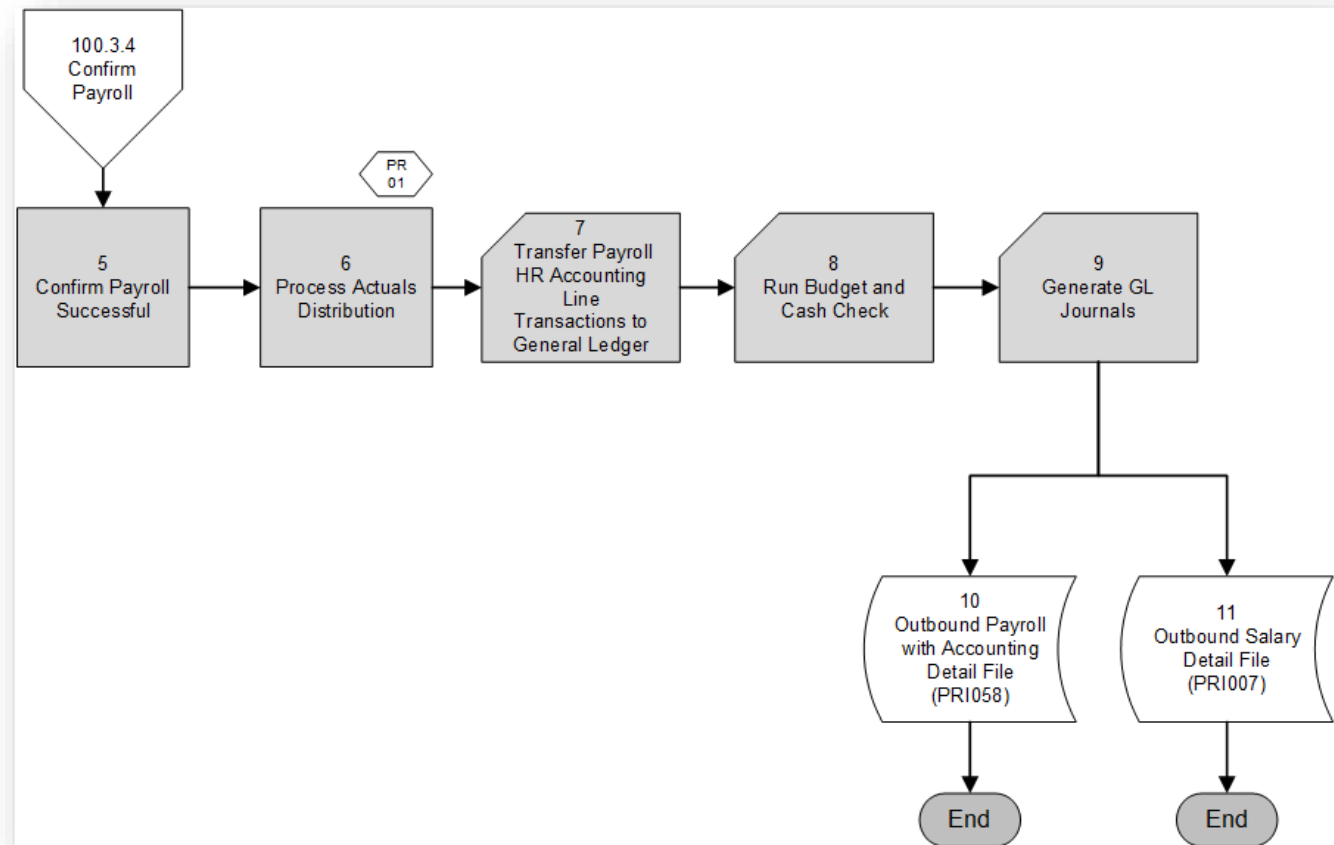




# Payroll Accounting

## 100.7.2 Generate Payroll Accounting Distributions

- ▶ Once payroll is confirmed, Actuals Distribution runs and sends the accounting entries to the General Ledger
- ▶ Outbound files are sent to HRIS and Agency Business Systems
  - Outbound Salary Detail File (PRI007)
  - Outbound Payroll with Accounting Detail File (PRI058)



# Payroll Accounting

## 100.7.2 Generate Payroll Accounting Distributions

INITIAL PAYROLL POSTING ACCOUNTING EXAMPLE					
Account Type	BU	Account	Fund	Amount	Description
Expense	37000	700001	26102	\$ 4,615.38	Employee Gross Pay
Expense	37000	700201	26102	\$ 286.15	Employer Social Security
Expense	37000	700201	26102	\$ 66.92	Employer Medicare
Expense	37000	700301	26102	\$ 763.76	Employer Health Insurance
Expense	37000	700230	26102	\$ 626.31	Employer Retirement
Asset	37000	101013	26102	\$ (6,358.52)	Cash Employer Gross Salary Charge
				<b>\$0.00</b>	<b>Total</b>



# Payroll Accounting

## 100.7.2 Generate Payroll Accounting Distributions

FLAIR vs. FLORIDA PALM ACCOUNT MAPPING				
FLAIR		Florida PALM		
Central Object Codes	Dept. Object Codes	Account	Account Description	Account on Initial Posting
1100	110000	700001	SALARY/WAGES - GENERAL	700001
	110026	700003	SALARY/WAGES - OVERTIME	700003
	110032	700004	SALARY/WAGES - ON CALL	700004
	110061	700006	LEAVE PAYMENT - ANNUAL	700006
	110071	700007	LEAVE PAYMENT - SICK	700007
1510	151000	700201	FICA CONTRIBUTION - GENERAL	700201
	151016	700202	FICA CONTRIBUTION - ANNUAL LEAVE	
	151018	700203	FICA CONTRIBUTION - SICK LEAVE	
	151032	700205	FICA CONTRIBUTION - OVERTIME	
	151037	700206	FICA CONTRIBUTION - ON CALL	



# Outbound Payroll with Accounting Detail File (PRI058)

## What

information is transmitted?



HR Accounting Line data from the final payroll accounting distributions

## Why

do I need this?



To load payroll employer charges and other payroll data into Agency Business Systems

## Who

runs?



Batch Scheduler

## When

should this interface file be sent?



After Confirmed Payroll and GL Journal Generation

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)

# Outbound Payroll with Accounting Detail File (PRI058)

- ▶ Interface Key Considerations:
  - Generates after scheduled and confirmed On-Cycle and Off-Cycle payrolls
  - Provides funding information associated with earnings, employer deductions, and employer taxes
  - Does not include redistributions that occur in the InterUnit module
  - Intended to replace the salary detail file for agencies business systems

The file format below is the definition that represents the data structure of the file to be processed

**PRI058 - Outbound Payroll with Accounting Detail File - File format: (Pipe (|)) Delimited TX**

Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N), Conditional (C)	Description
Record Code	Header	Character	1	Y	Record Code for the record
Date	Header	Date	10	Y	This field was created
System ID	Header	Character	2	Y	This field data on the interface
Filler 1	Header	Character	30	N	This field is reserved for PALM
	Header	Character	30	N	This field is reserved for PALM



# Outbound Salary Detail File (PRI007)

## What

information is transmitted?



Payroll payment details for confirmed payrolls intended for HRIS but available to Agencies, if needed

## Why

do I need this?



To confirm earnings, deductions, and adjustments processed for confirmed payrolls

## Who

runs?



Batch Scheduler

## When

should this interface file be sent?



After Confirmed Payroll and GL Journal Generation

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)

# Outbound Salary Detail File (PRI007)

- ▶ Interface Key Considerations:
  - Generates after scheduled and confirmed On-Cycle and Off-Cycle payrolls
  - Includes full payroll details
    - i.e., employee and employer deductions and taxes
  - Includes primary funding for the position and does not include split funding

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

The file format below is the definition that represents the data structure of the file to be processed or inserted into Florida PALM.

**PRI007 - Outbound Salary Detail File - File format: (Pipe ()) Delimited TXT**

Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM)	Description
Record Code	Header	Character	1	Y	Record Code identifier for: Header
Date	Header	Date	10	Y	This field is the date created by the system
System ID	Header	Character	2	Y	This field indicates the system on the file and is
Filler1	Header	Character	30	N	This field is reserved for PALM.
Filler2	Header	Character	30	N	This field is reserved for PALM.
	Header	Character	30	N	This field is reserved for PALM.

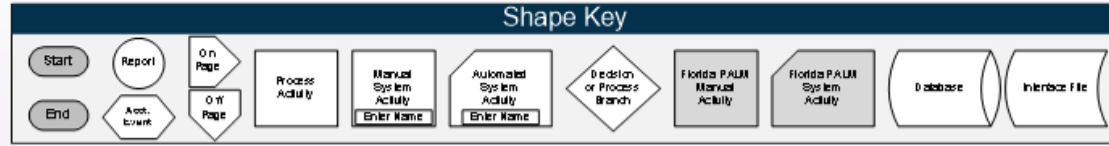
# Payroll Accounting

## 100.7.3 Process Redistributions

- ▶ Business Process Model Review
  - The Process Redistributions subprocess explains the steps taken to redistribute payroll accounting costs that have already occurred

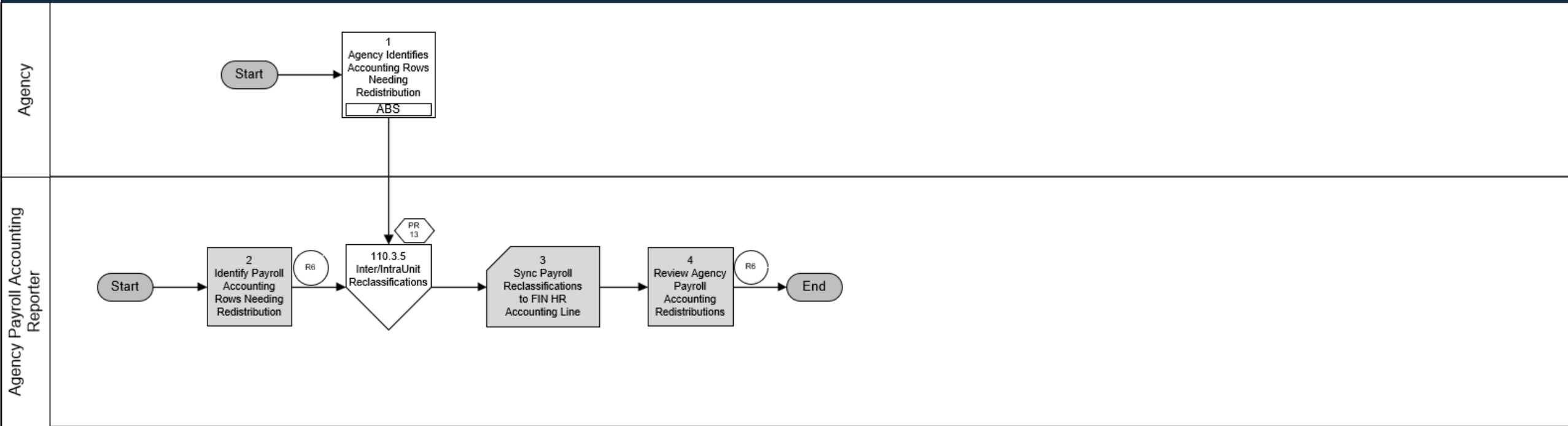






**100.7 Payroll Accounting Distributions**  
 100.7.3 Process Redistributions

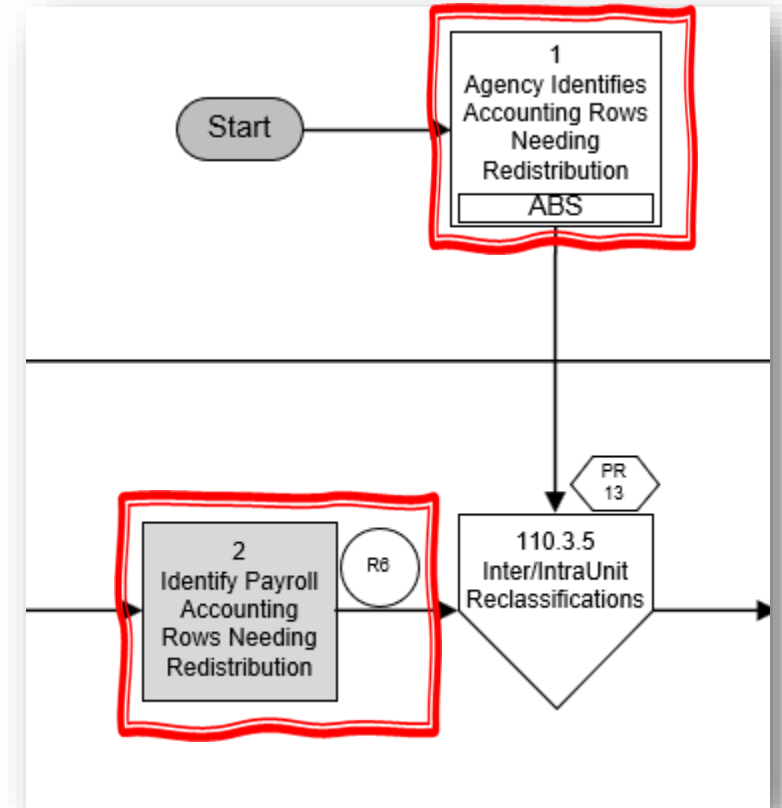
**Payroll Module**



# Payroll Accounting

## 100.7.3 Process Redistributions

- ▶ How do agencies identify redistributions?
  - Determined by Agency Business System - Agencies merge HRIS and Florida PALM Payroll data
    - Outbound Salary Detail File (PRI007)
    - Outbound Payroll with Accounting Detail File (PRI058)
  - Reviews HR Accounting Line Report (PRR001)



# HR Accounting Line Report (PRR001)

## What

information is transmitted?



Employer Gross Salary Charge, Position Number, Employee ID, warrant number, and accounting distribution details including IU Payroll Redistributions

## Why

do I need this?



To view payroll accounting data from the FIN HR Accounting Line table

## Who

runs?



Agency Payroll Processor  
BOSP Payroll Processor  
BOSP Payroll Maintainer

## When

should this report run?



After Confirmed Payroll and GL Journal Generation  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)

# Payroll Accounting

## 100.7.3 Process Redistributions

- ▶ When to perform a Payroll Redistribution?
  - To correct the accounting on a Payroll transaction that has posted to the General Ledger
  - To perform time-based or complex payroll allocations
  - To add additional accounting information to a transaction that is not known at the time of position funding
    - i.e., Grant, OA1
  - To allocate Account ChartField values to a more granular level
    - i.e., FICA Overtime, FICA On-Call
- ▶ Where are Payroll Redistributions performed?
  - In the InterUnit Module as described in 100.3.5 Inter/IntraUnit Reclassifications



# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

### ▶ Inter/Intra Unit Module Overview

- Custom module that supports the transactions between agencies (InterUnit) and within agencies (IntraUnit)
- Inter/IntraUnit Module supports:
  - Encumbrances
  - Accruals (e.g., Due To/From, Payables/Receivables)
  - Payments for goods and services
  - Transfer of funds
  - General Revenue Service Charge payment
  - Trust Fund Loans
  - **Reclassifications**
  - Advances
  - DFS IU transactions on behalf of other agencies



## Key Functionality

- May perform detail or summary-level reclassification.
- Can redistribute to lower-level agency ChartFields, e.g., grant, OA1.
- If reclassifying at a detail-level, can add Paycheck Number (Journal Line Ref), Employee ID, and Position.
- May perform subsequent payroll reclassification and reference the prior payroll reclassification.
- Distributes the FIN HR Accounting Line table to support ease of reporting.

## IU Payroll Reclassification

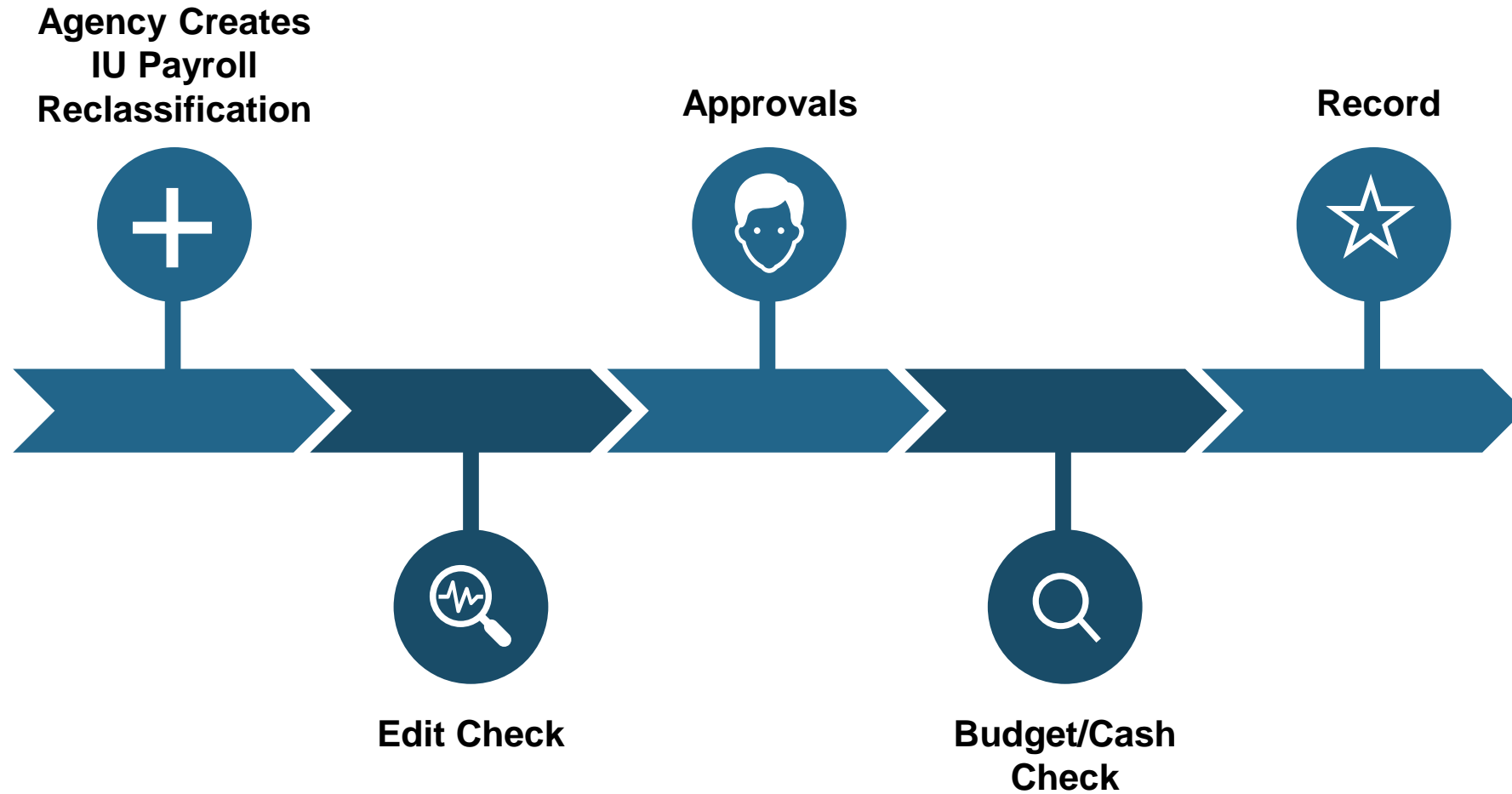
A Payroll Reclassification is an IU transaction occurring within an agency and used to correct accounting or redistribute payroll expenditures

## Key Controls

- Cannot reclassify more than the original amount of the referenced IU Payroll Reclassification transaction (if performing subsequent moves)
- May be subject to agency approval, DFS Auditing, and BFR approval.

# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

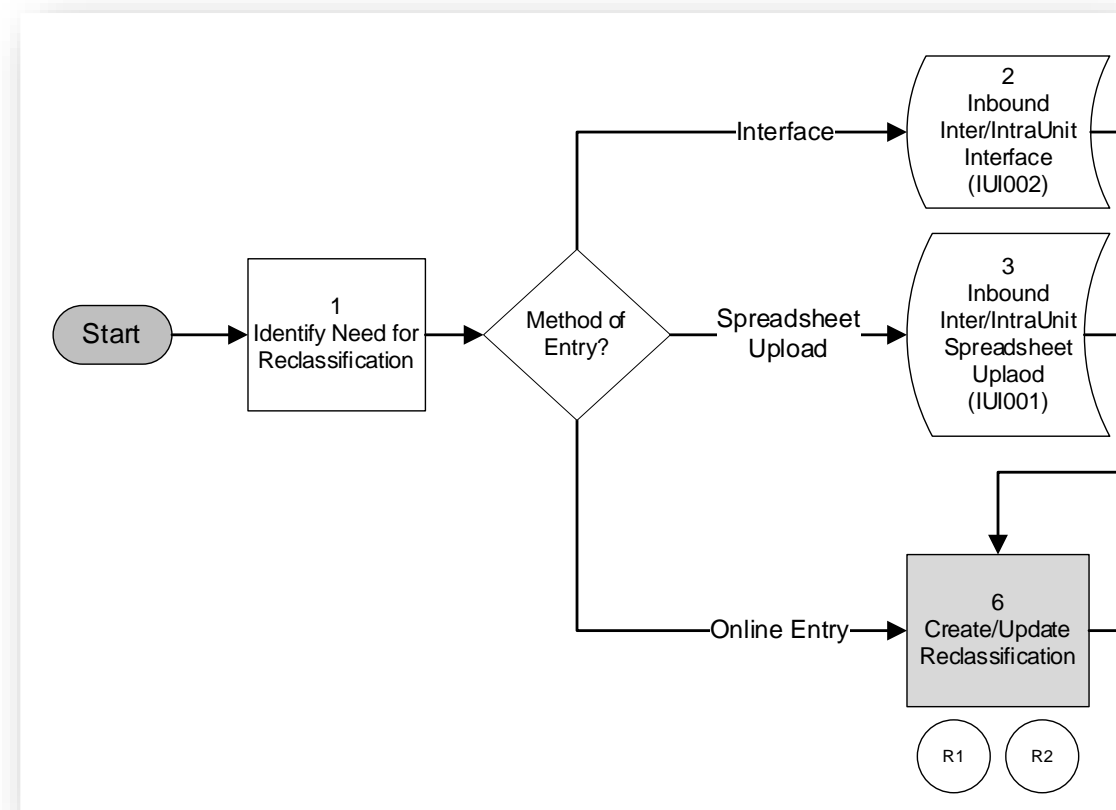


# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

### Agency Creates IU Payroll Reclassification

- ▶ There are three methods to create an IU Payroll Reclassification:
  - Online Entry
  - Spreadsheet Upload
  - Interface
- ▶ Payroll-specific fields allow detail level reclassifications:
  - Paycheck Number (Journal Line Ref field)
  - Employee ID
  - Position



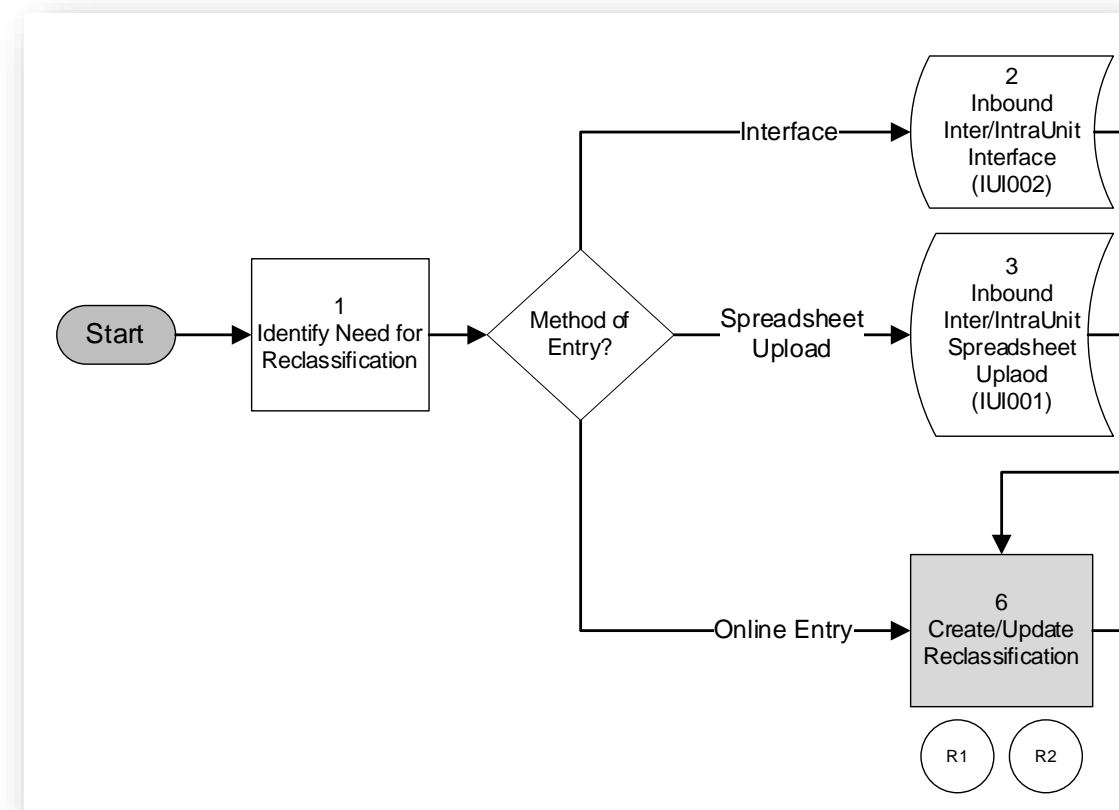


# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

### Agency Creates IU Payroll Reclassification

- ▶ Online Entry
  - Performed by Agency IU Payroll Reclassification Processor end user role
  - SpeedKey optional
- ▶ Spreadsheet Upload
  - End user must have both the Agency IU Payroll Reclassification Processor and the Agency IU Spreadsheet Upload Processor to create Payroll Reclassifications
  - SpeedKey optional
- ▶ Interface
  - IUI002 Inbound Inter/IntraUnit Interface is used to create Payroll Reclassifications

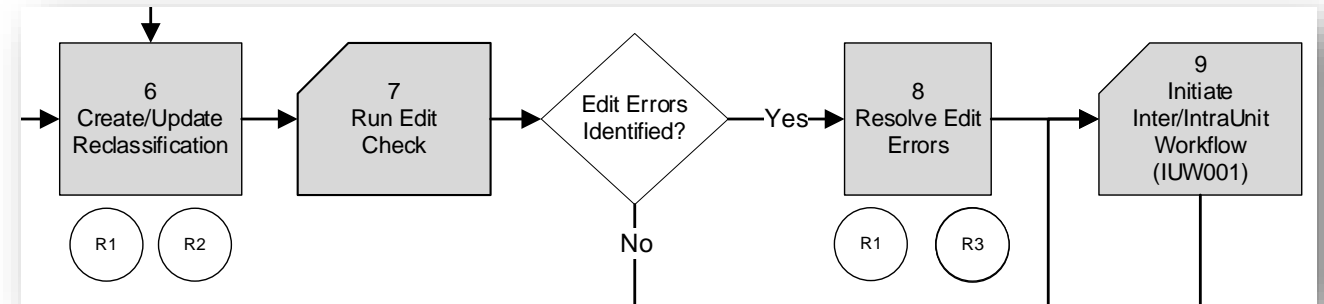


# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

### Edit Check

- ▶ ChartField values are active, validate combination edit rules applicable to the transaction, amount validation, open period validation, etc.
- ▶ Online users are immediately notified of errors upon saving or submitting the transaction
- ▶ Errors must be resolved prior to submission for workflow approval



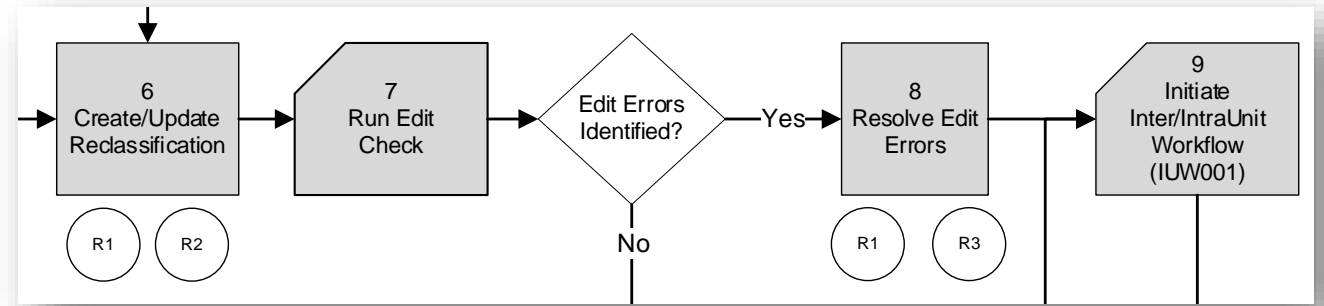
# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

R3

### IUR011 IU Edit Errors

A WorkCenter report that provides edit errors for Inter/IntraUnit transactions that require action

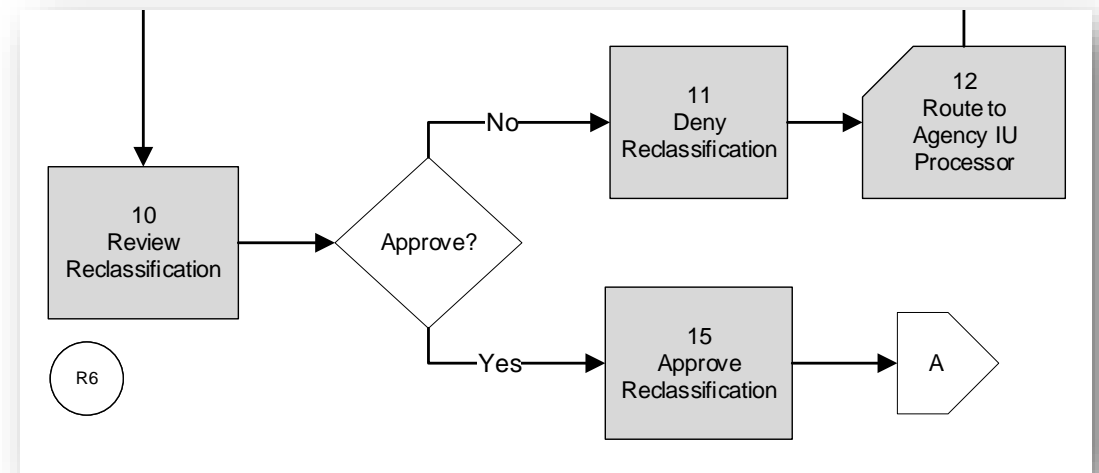


# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

### Approvals

- ▶ IU Payroll Reclassifications are submitted to the Agency IU Payroll Reclassification Approver who may:
  - Approve
  - Deny with a comment
- ▶ Approvers will be notified of a transaction via:
  - WorkCenter Worklist Notification
  - WorkCenter IU Approval Page
  - IUR009 IU Pending Approval



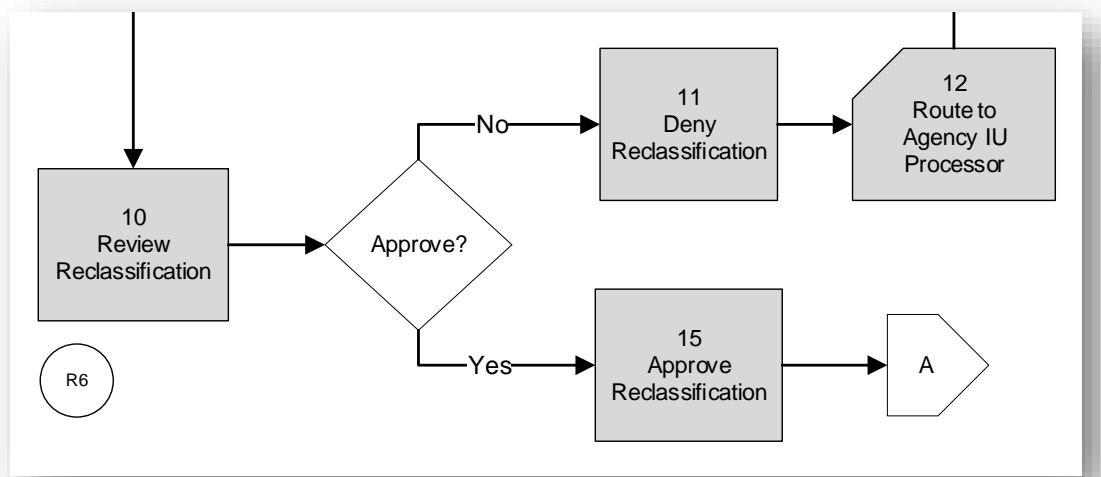
# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

R6

### IUR009 IU Pending Approval

A report in the WorkCenter used to display a list of Inter/IntraUnit transactions submitted and are pending approval

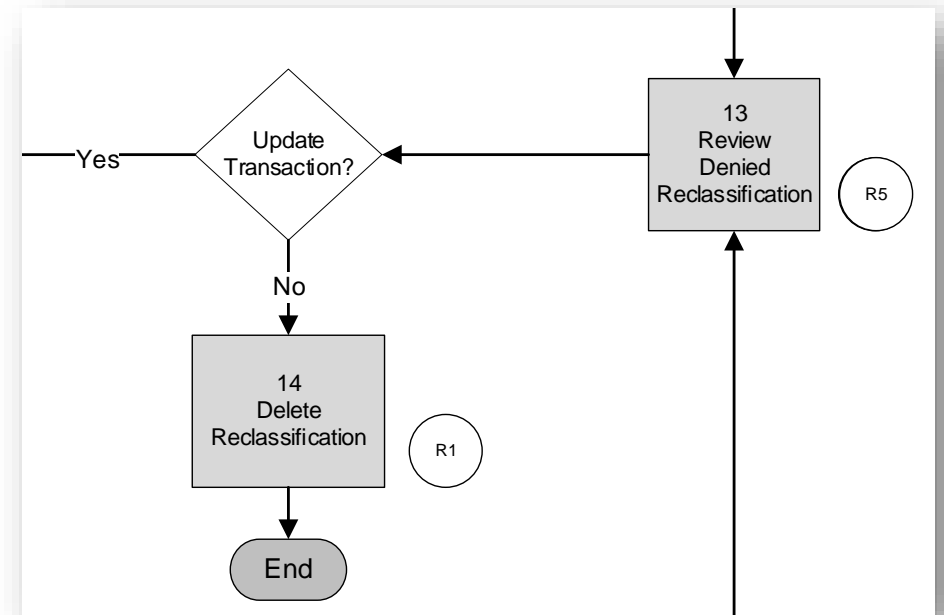


# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

### Approvals

- ▶ If the transaction is denied, the Processor is notified via:
  - Email notification
  - WorkCenter Worklist Notification
  - IUR010 Denied IU Transactions WorkCenter Report
- ▶ Processor may edit the transaction and resubmit, or delete the transaction



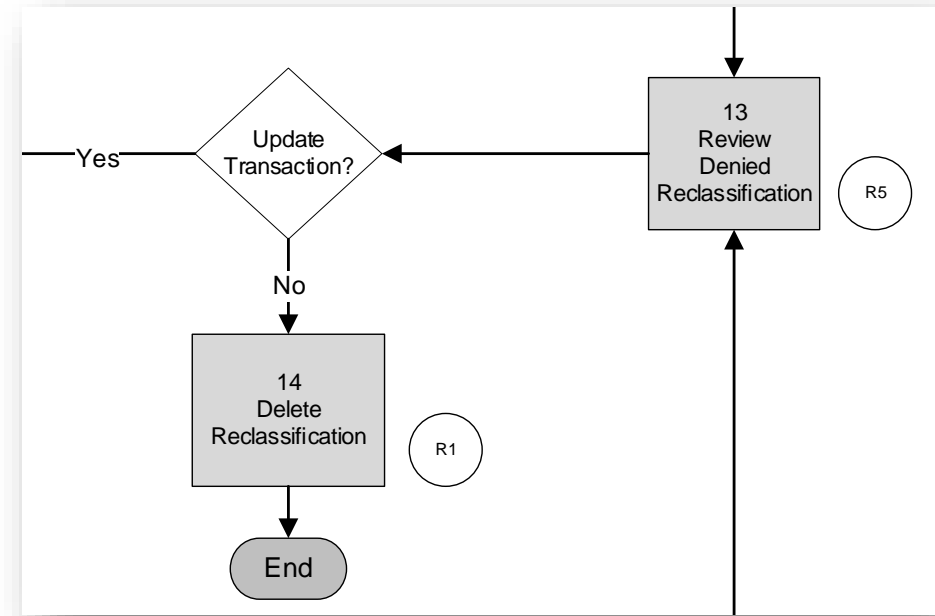
# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

R5

### IUR010 Denied IU Transactions

A report in the WorkCenter used to display a list of Inter/IntraUnit transactions submitted that were denied approval

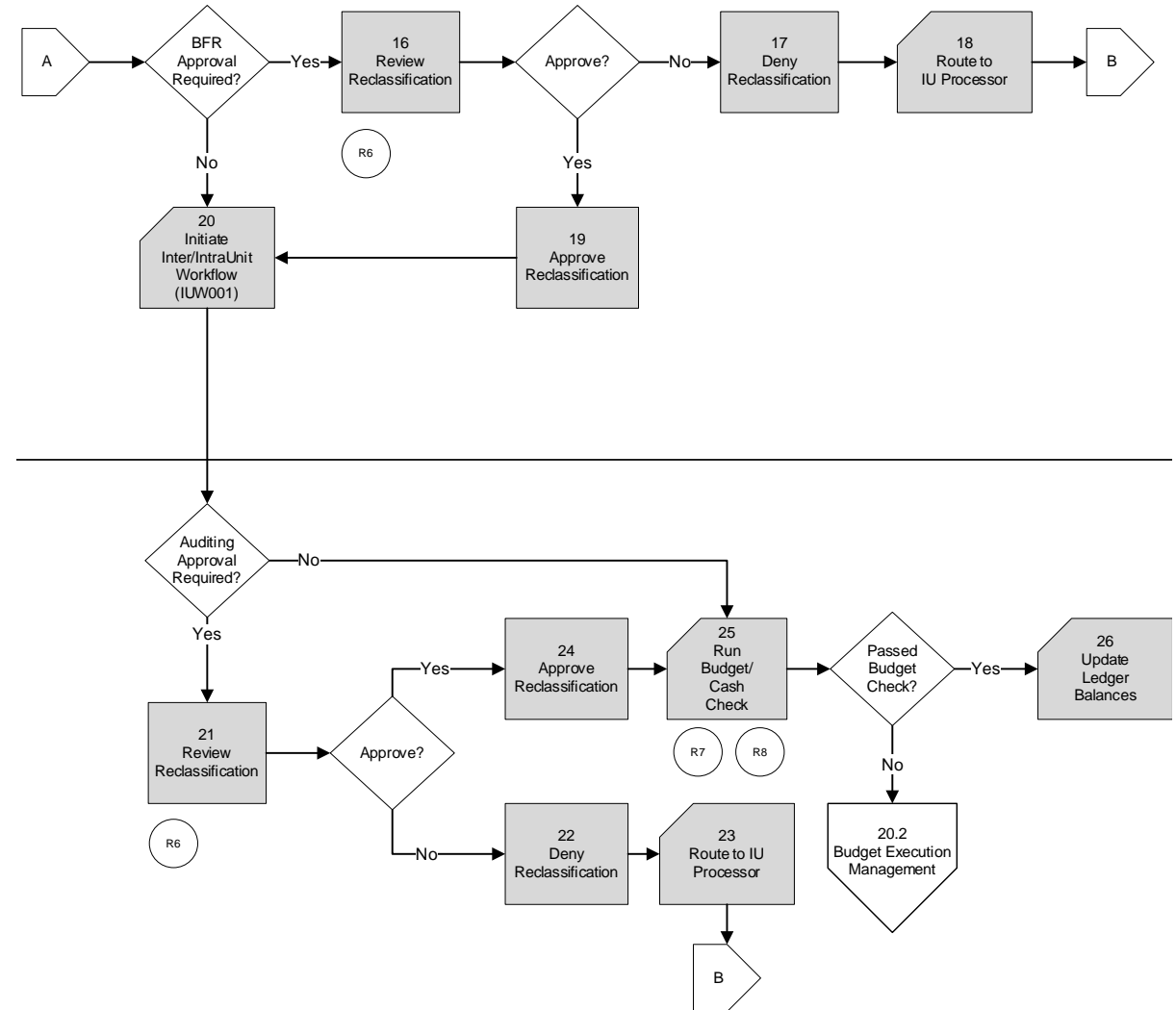


# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

### Approvals

- ▶ IU transactions may require BFR or Auditing approval based on specific criteria
- ▶ If denied, the agency processor will be notified and may take appropriate action



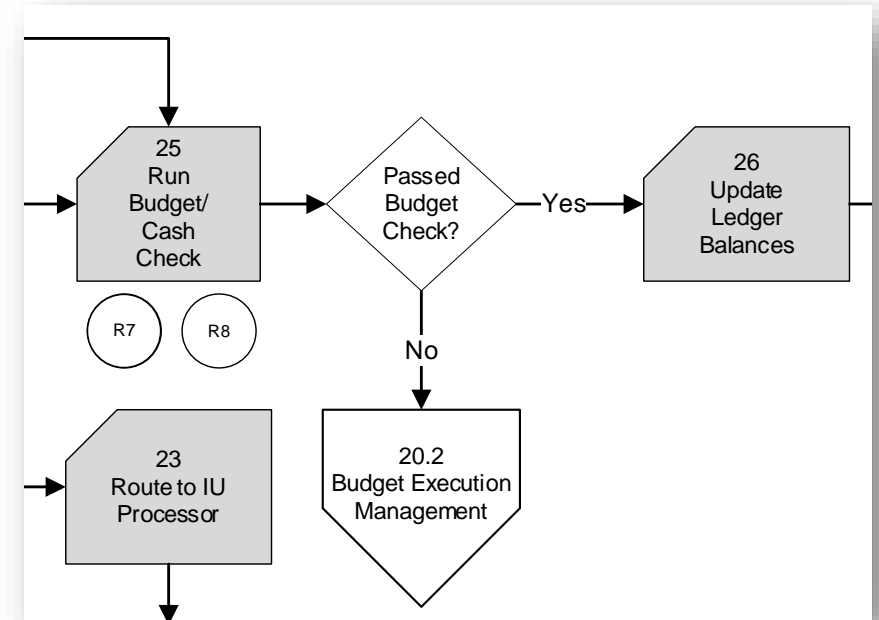


# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

### Budget/Cash Check

- ▶ Budget Checking compares the transaction to available spending authority
- ▶ Cash Checking validates sufficient fund cash is available
- ▶ Resolution
  - Accounting Resolution: processors may edit the transaction as needed
  - Budget Resolution: 20.2.1 Manage Budget Checking business subprocess
  - Cash Resolution: 20.2.2 Manage Cash Checking business subprocess
- ▶ If the budget/cash error is not resolved within a specified number of days, the IU transaction will be auto deleted



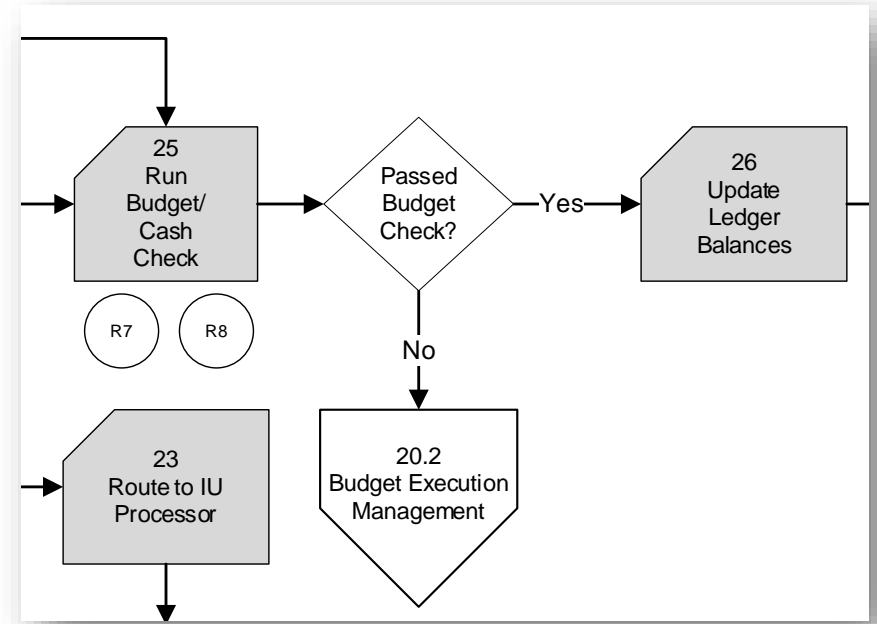
# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

R7

### IUR006 Inter/IntraUnit Budget-Cash Check Errors

A report in the WorkCenter used to display a list of Inter/IntraUnit transactions with budget and cash check exceptions that require action

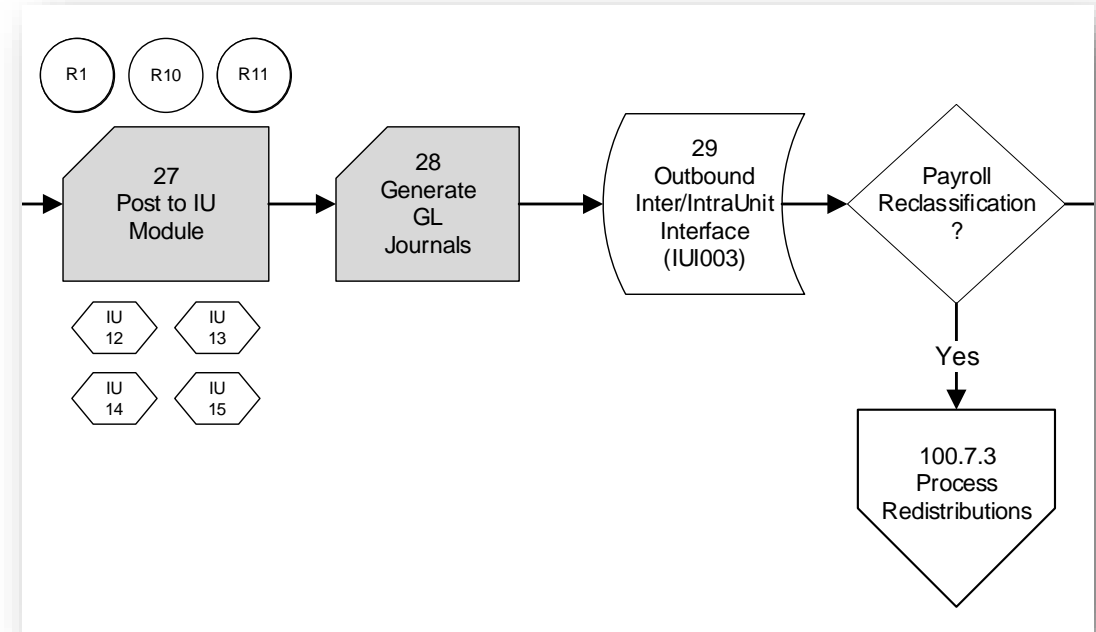


# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

### Record

- ▶ J-Gen process will post journals to the General Ledger
- ▶ GL Journal ID and information is recorded to IU transaction
- ▶ IUI003 Outbound Inter/IntraUnit Interface provides posted Payroll Reclassifications
- ▶ Distributes the FIN HR Accounting Line table to support ease of reporting



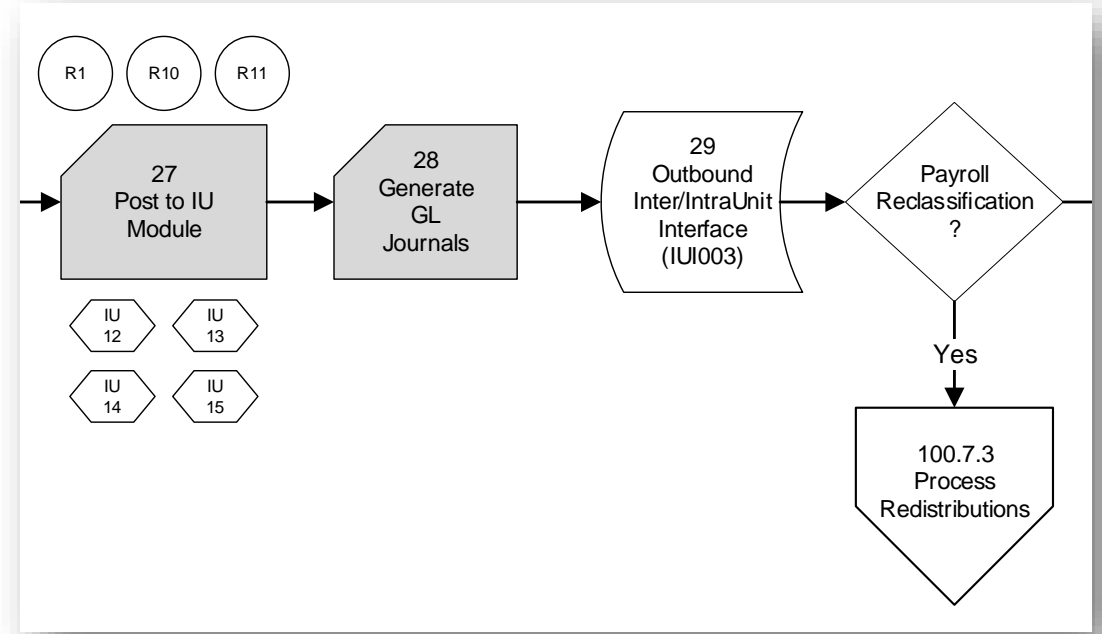
# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications

R1

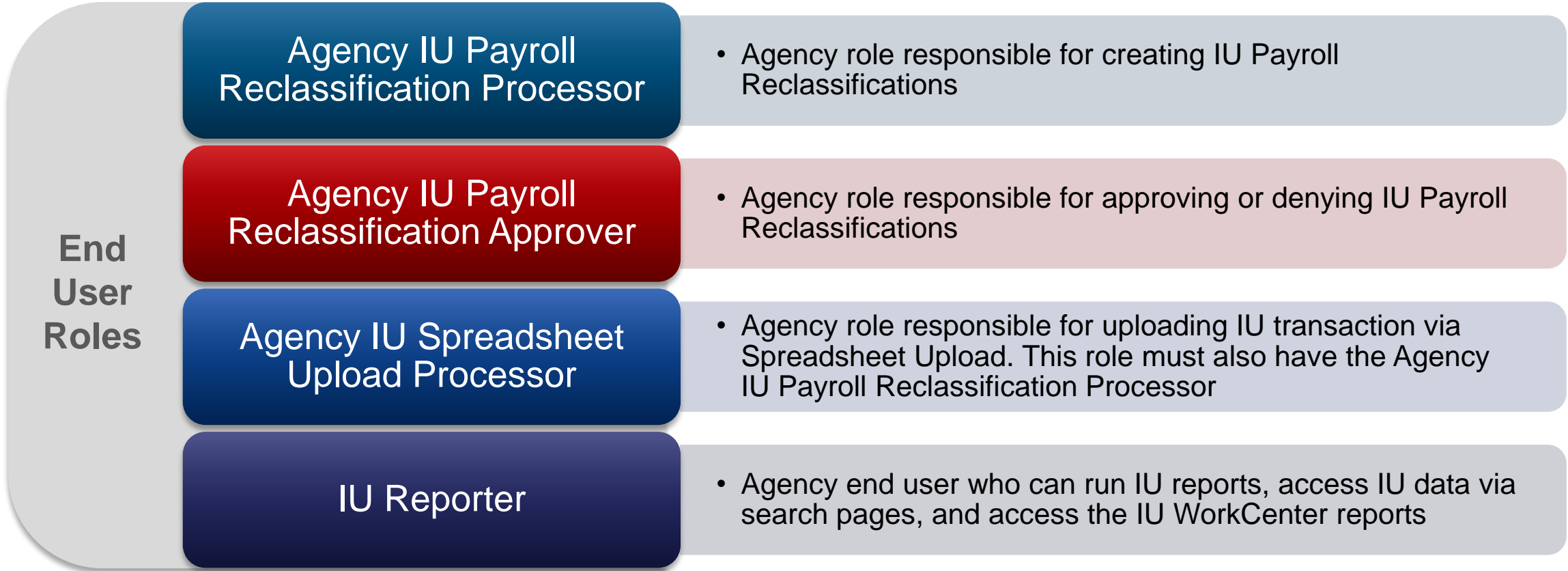
### IUR001 IU Transaction Detail Report

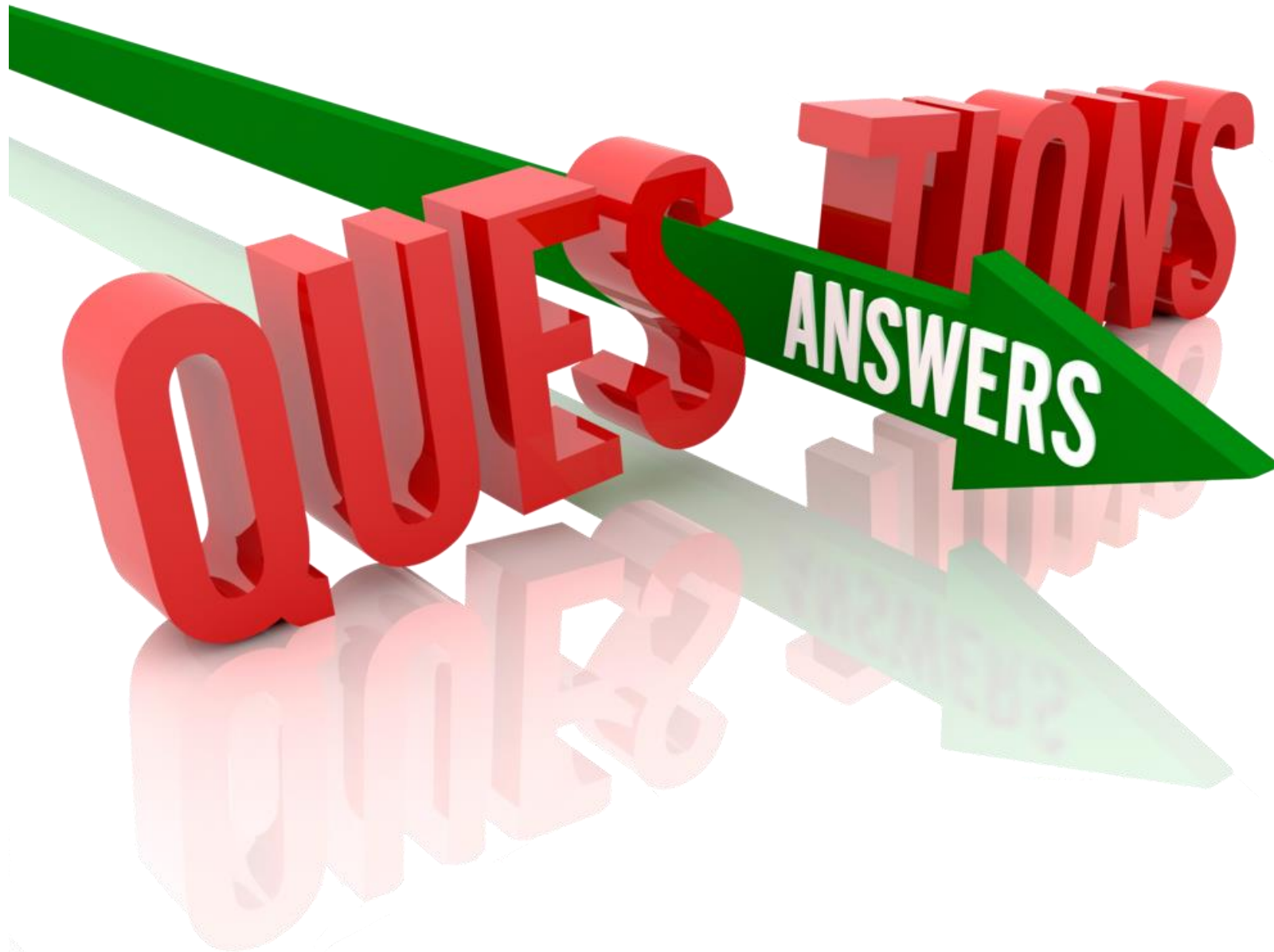
A report that lists transaction details for Inter/IntraUnit module transactions including Payroll Reclassifications



# Payroll Accounting

## 110.3.5 Inter/IntraUnit Reclassifications



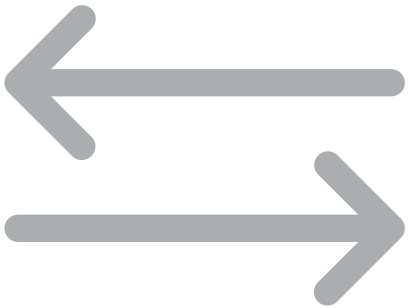


# Will payroll redistributions from the InterUnit module be included in the HR Accounting Line Report?

Yes or No



# PAYROLL ADJUSTMENTS



- 100.6.1 Record Overpayments and Recovery
- 100.6.3 Reverse Unreconciled Warrants
- 100.6.4 Adjust Retirement Earnings and Contributions
- 100.6.5 Record Non-Cash, Fringe, and Other Adjustments



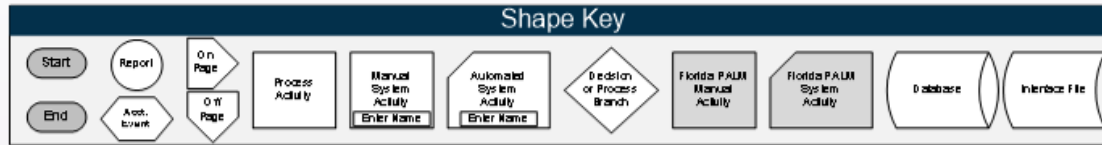


# Payroll Adjustments

## 100.6.1 Record Overpayments and Recovery

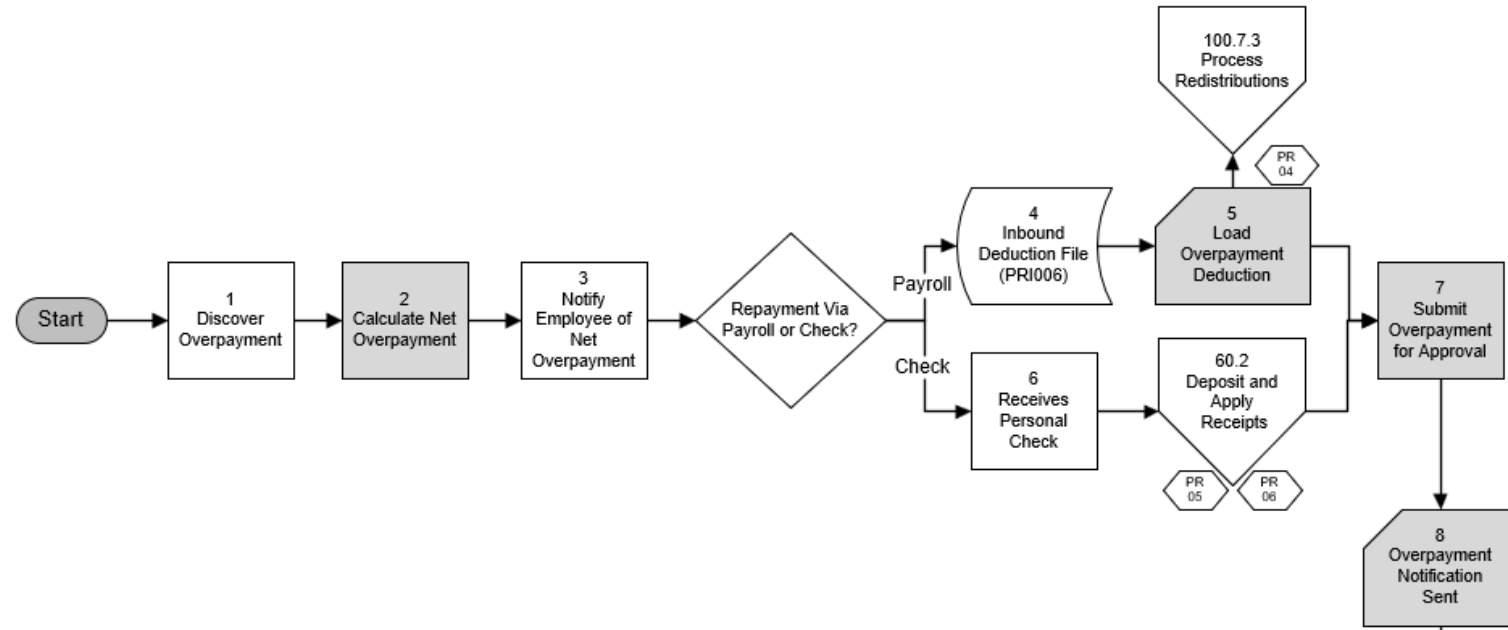
- ▶ Business Process Model Review
  - The Record Overpayments and Recovery subprocess explains the discovery, recovery, and employee record adjustment of a Salary Overpayment



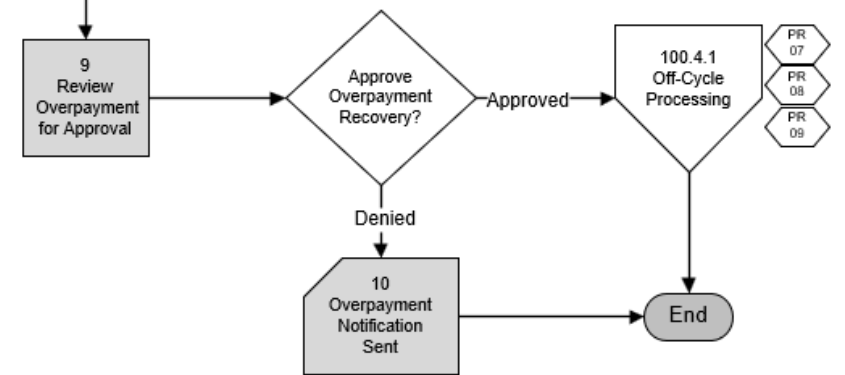


**Payroll Module**

Agency Payroll Processor



Agency Payroll Approver



# Payroll Adjustments

## 100.6.1 Record Overpayments and Recovery

### ▶ Overpayment Processing

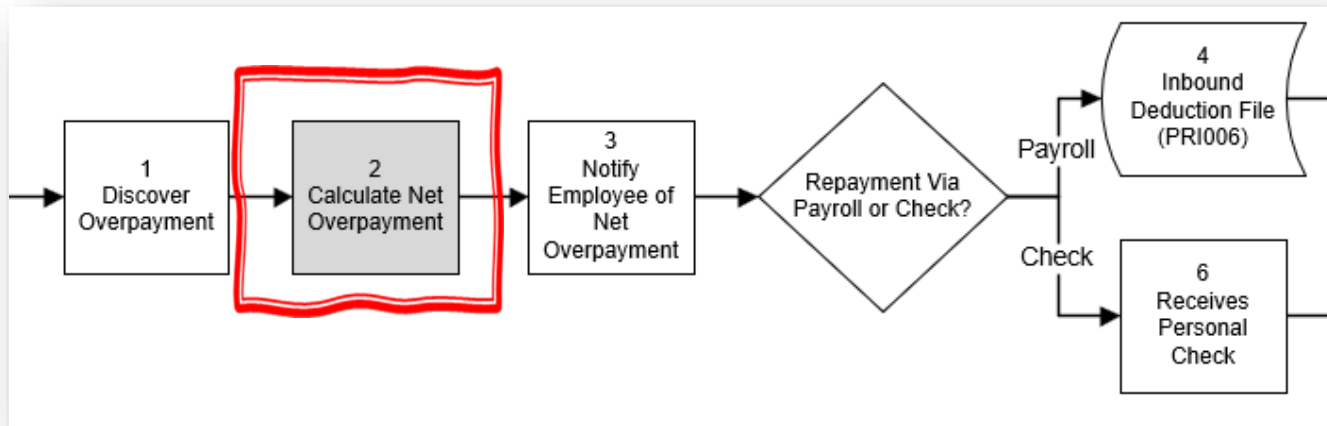
- The agency identifies an overpayment and calculates the net amount due from the employee in the Payroll Overpayment Discovery page
- Similar to today, the employee notification occurs outside of Florida PALM
- Deduction Code 200 or personal check is used for collection
- Once collected, agency submits the overpayment record for approval
  - Requires two different agency users to submit and approve
- Once approved by the agency and processed by BOSP, the employee's payroll record is updated



# Payroll Adjustments

## 100.6.1 Record Overpayments and Recovery

### ▶ Payroll Overpayment Discovery Page



Find Existing Value	Add New Value
<a href="#">Search Page</a>	
Warrant ID/Number	<input type="text"/>
Warrant Date	<input type="text"/>
Employee ID	<input type="text"/>
Status	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>
<input type="button" value="Add"/>	

# Payroll Adjustments

## 100.6.1 Record Overpayments and Recovery

**PAYROLL OVERPAYMENT DISCOVERY**  
Payroll Status = Active

Warrant ID/Number PRE-POPULATED

Warrant Date PRE-POPULATED

Employee ID PRE-POPULATED

Employee Name PRE-POPULATED

Earnings Begin Date PRE-POPULATED

Earnings End Date PRE-POPULATED

SpeedKey PRE-POPULATED  
(will be Primary if multiple)

	Actual	Correct	Earnings Code	Actual Gross Amount	Correct Gross Amount	Gross Difference Owed
Hours Worked	PRE-POPULATED	EDITABLE	PRE-POPULATED	PRE-POPULATED	EDITABLE	PRE-POPULATED ONCE CALC
Contract Hours	PRE-POPULATED	EDITABLE				
Hourly Rate	PRE-POPULATED	EDITABLE				

Calculate Overpayment



# Payroll Adjustments

## 100.6.1 Record Overpayments and Recovery

**PAYROLL OVERPAYMENT DISCOVERY CALCULATION**  
**Payroll Status = Active**  
**Transaction Status = Saved**

Warrant ID/Number	PRE-POPULATED	Earnings Begin Date	PRE-POPULATED
Warrant Date	PRE-POPULATED	Earnings End Date	PRE-POPULATED
Employee ID	PRE-POPULATED	SpeedKey	PRE-POPULATED
Employee Name	PRE-POPULATED		

	Actual	Correct		Actual Gross Amount	Correct Gross Amount	Gross Difference Owed
Hours Worked	PRE-POPULATED	PRE-POPULATED	Earnings Code	PRE-POPULATED	EDITABLE	PRE-POPULATED ONCE CALC
Contract Hours	PRE-POPULATED	PRE-POPULATED				
Hourly Rate	PRE-POPULATED	PRE-POPULATED				
<b>TOTAL GROSS</b>				4615.38	4464.63	-150.75
Deductions:						
FRS Employer				626.31	605.85	-20.46
FRS Employee				138.46	133.94	-4.52
Health Insurance Employer				763.76	763.76	0.00
Health Insurance Employee				50.00	50.00	0.00
Pre Tax Administration Assessment (PTB)				3.83	3.83	0.00
<b>TOTAL DEDUCTIONS</b>				1578.53	1553.55	-24.98
Taxes:						
Employer Social Security (OASDI)				283.05	273.71	-9.34
Employee Social Security (OASDI)				283.05	273.71	-9.34
Federal Income Tax				1015.38	982.22	-33.16
Employer Medicare (MED)				66.20	64.01	-2.19
Employee Medicare (MED)				66.20	64.01	-2.19
						0.00
<b>TOTAL TAXES</b>				1713.88	1657.66	-56.22
<b>NET PAY</b>				3062.29	2960.75	-101.54

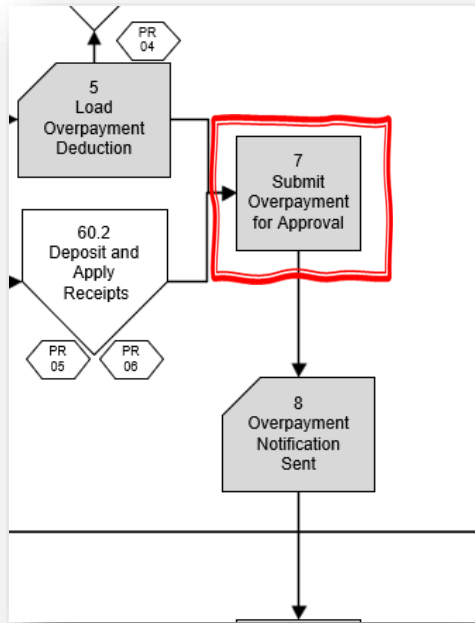
Void Overpayment
Review Recovery Info
SAVE
Submit for Approval

Calculated by JENLEESANY on 5/6/2024



# Payroll Adjustments

## 100.6.1 Record Overpayments and Recovery



### PAYROLL OVERPAYMENT DISCOVERY CALCULATION

Payroll Status = Active  
Transaction Status = Saved

Warrant ID/Number	PRE-POPULATED	Earnings Begin Date	PRE-POPULATED
Warrant Date	PRE-POPULATED	Earnings End Date	PRE-POPULATED
Employee ID	PRE-POPULATED	SpeedKey	PRE-POPULATED
Employee Name	PRE-POPULATED		

	Actual	Correct		Actual Gross Amount	Correct Gross Amount	Gross Difference Owed
Hours Worked	PRE-POPULATED	PRE-POPULATED	Earnings Code	PRE-POPULATED	EDITABLE	PRE-POPULATED ONCE CALC
Contract Hours	PRE-POPULATED	PRE-POPULATED				
Hourly Rate	PRE-POPULATED	PRE-POPULATED				
<b>TOTAL GROSS</b>				4615.38	4464.63	-150.75
<b>Deductions:</b>						
FRS Employer				626.31	605.85	-20.46
FRS Employee				138.46	133.94	-4.52
Health Insurance Employer				763.76	763.76	0.00
Health Insurance Employee				50.00	50.00	0.00
Pre Tax Administration Assessment (PTB)				3.83	3.83	0.00
<b>TOTAL DEDUCTIONS</b>				1578.53	1553.55	-24.98
<b>Taxes:</b>						
Employer Social Security (OASDI)				283.05	273.71	-9.34
Employee Social Security (OASDI)				283.05	273.71	-9.34
Federal Income Tax				1015.38	982.22	-33.16
Employer Medicare (MED)				66.20	64.01	-2.19
Employee Medicare (MED)				66.20	64.01	-2.19
<b>TOTAL TAXES</b>				1713.88	1657.66	-56.22
<b>NET PAY</b>				3062.29	2960.75	-101.54

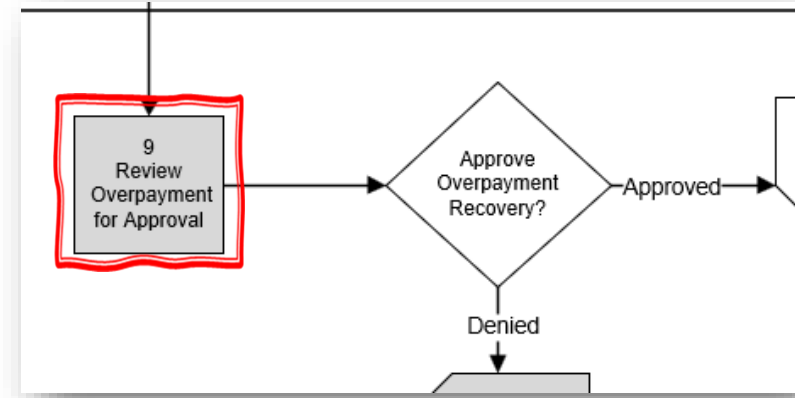
Void Overpayment
Review Recovery Info
SAVE
Submit for Approval

Calculated by JENLEESANY on 5/6/2024



# Payroll Adjustments

## 100.6.1 Record Overpayments and Recovery



**PAYROLL OVERPAYMENT RECORD RECOVERY/COLLECTION**

Warrant ID/Number	PRE-POPULATED	Earnings Begin Date	PRE-POPULATED
Warrant Date	PRE-POPULATED	Earnings End Date	PRE-POPULATED
Employee ID	PRE-POPULATED	SpeedKey	PRE-POPULATED but EDITABLE
Employee Name	PRE-POPULATED	<small>(will be Primary if multiple)</small>	
Gross Difference Owed	PRE-POPULATED	Approval Date	PRE-POPULATED
Net Pay Collected	PRE-POPULATED but EDITABLE	Deposit Number	EDITABLE

**Deduction Adjustments**

FRS Employer	-20.46
FRS Employee	-4.52

**Tax Adjustments**

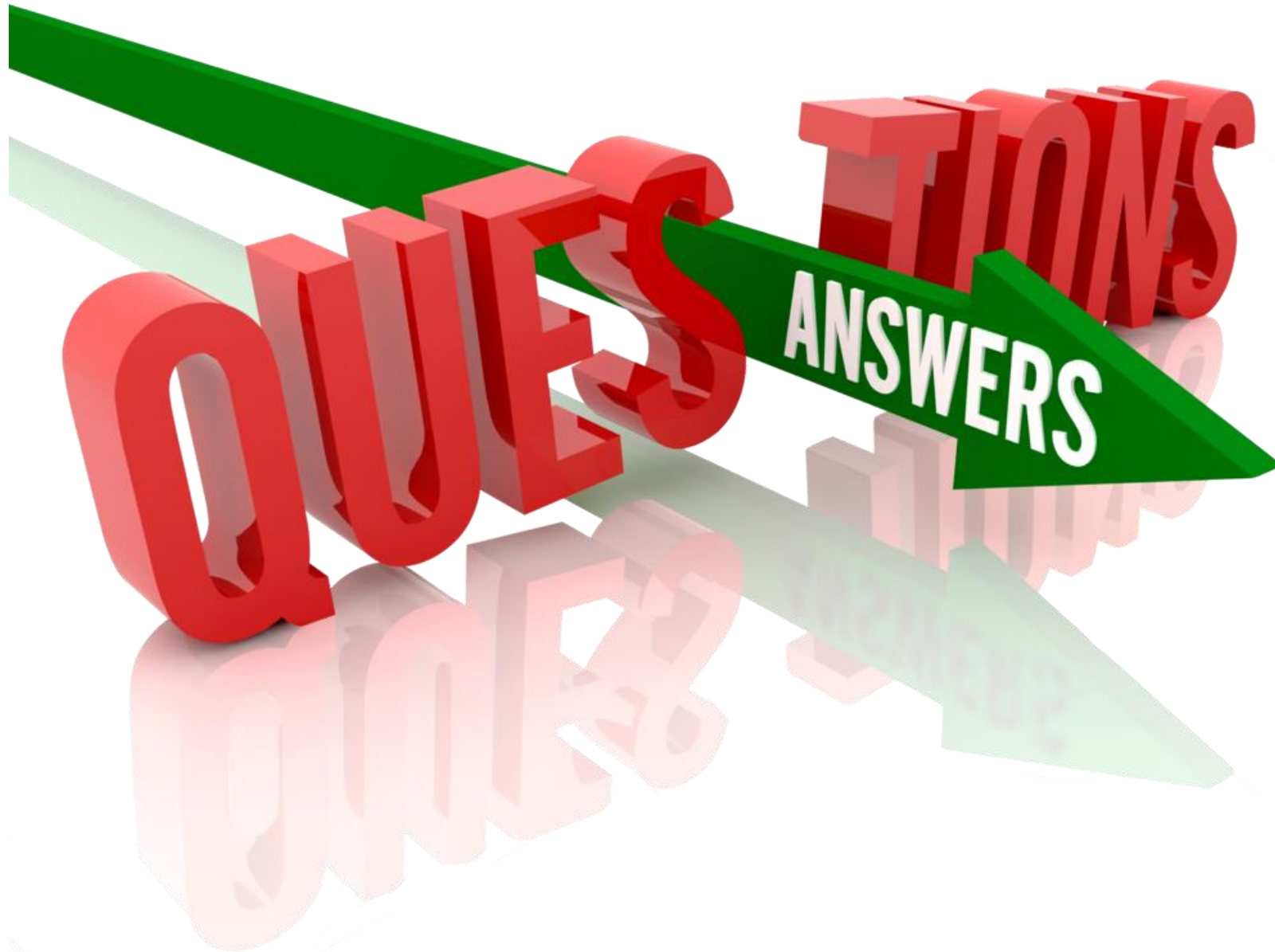
Employer Social Security (OASDI)	-9.34
Employee Social Security (OASDI)	-9.34
Federal Income Tax	-33.16
Employer Medicare (MED)	-2.19
Employee Medicare (MED)	-2.19

Override
Review Discovery Info
Approve Overpayment
Deny Overpayment







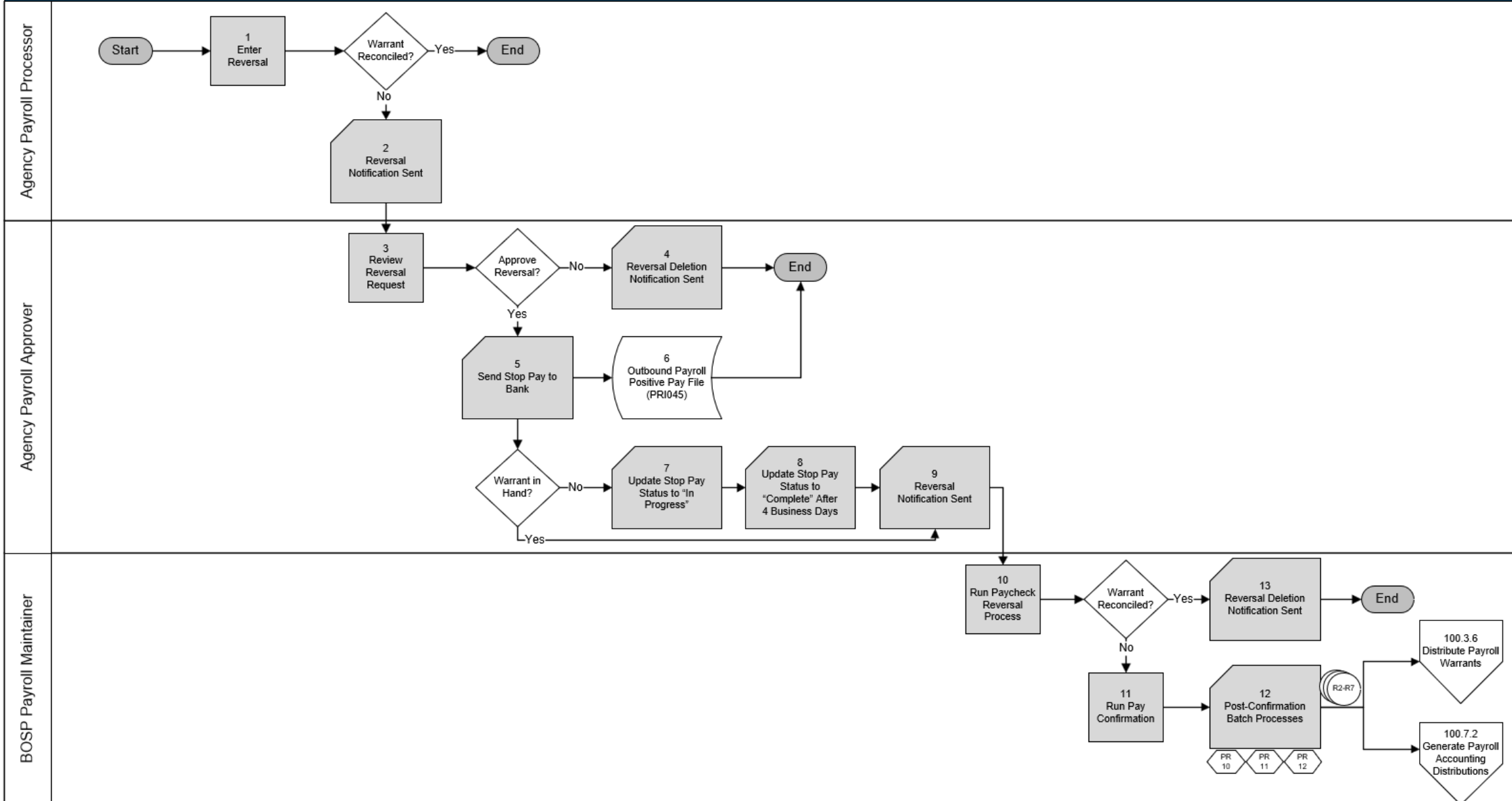
# Payroll Adjustments

## 100.6.3 Reverse Unreconciled Warrants

- ▶ Business Process Model Review
  - The Reverse Unreconciled Warrants subprocess explains the cancellation of paper warrants that have not cleared the bank



## Payroll Module



# Payroll Adjustments

## 100.6.3 Reverse Unreconciled Warrants

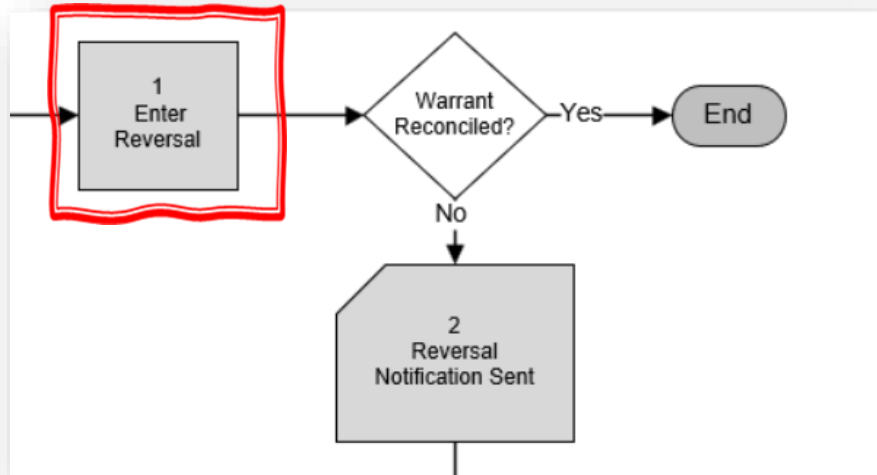
- ▶ Unreconciled Warrant Reversal Request
  - A paper warrant that has been reconciled (cleared the bank) cannot be reversed
  - A payment made via EFT cannot be reversed
  - The agency enters a paper warrant reversal request in the Request Payment Reversal page
  - Requires two different agency users to submit and approve
  - The agency certifies if the paper warrant is in hand at the time of the request
    - If in hand, the reversal request is automatically routed to BOSP for processing
    - If not in hand, the reversal request is routed to BOSP after four business days for processing, if the paper warrant is not reconciled in that timeframe



# Payroll Adjustments

## 100.6.3 Reverse Unreconciled Warrants

- ▶ Request Payment Reversal Page



### Request Payment Reversal

Run Control ID TEST Report Manager Process Monitor **Request**

---

Process Request Parameter(s) Q | < | > | 1 of 1 | View All

---

**Selection Criteria** + -

*Paycheck Number	12345678
Paycheck Issue Date	03/22/2024 Q
Empl ID	87654321 Q
Net Pay	\$1,256.87

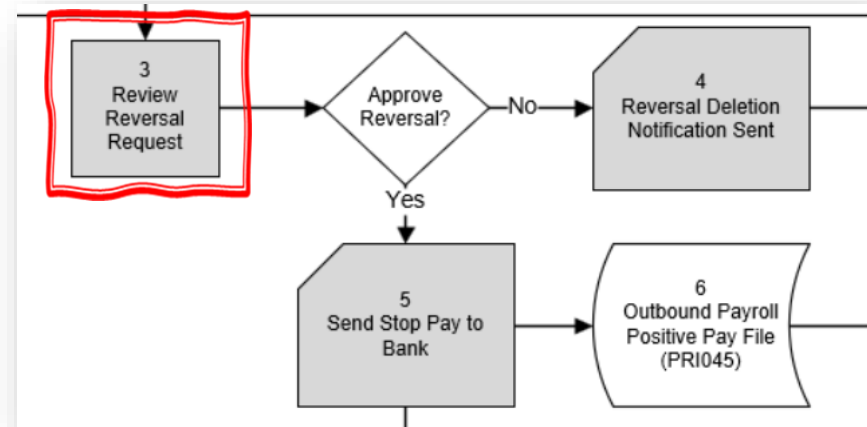
Certify that requestor has physical warrant in hand.



# Payroll Adjustments

## 100.6.3 Reverse Unreconciled Warrants

- ▶ Request Payment Reversal Page



**Payment Reversal Request**

Header is pending your approval

---

**Summary**

Company	FLA	Pay Period End Date	03/15/2024	Requestor	Lee Boatwright	Request Date	03/26/2024
Pay Group	BWK	Pay Run ID	BWKMAR1				

[View Legend](#)

▼ **Payment Reversal Details**

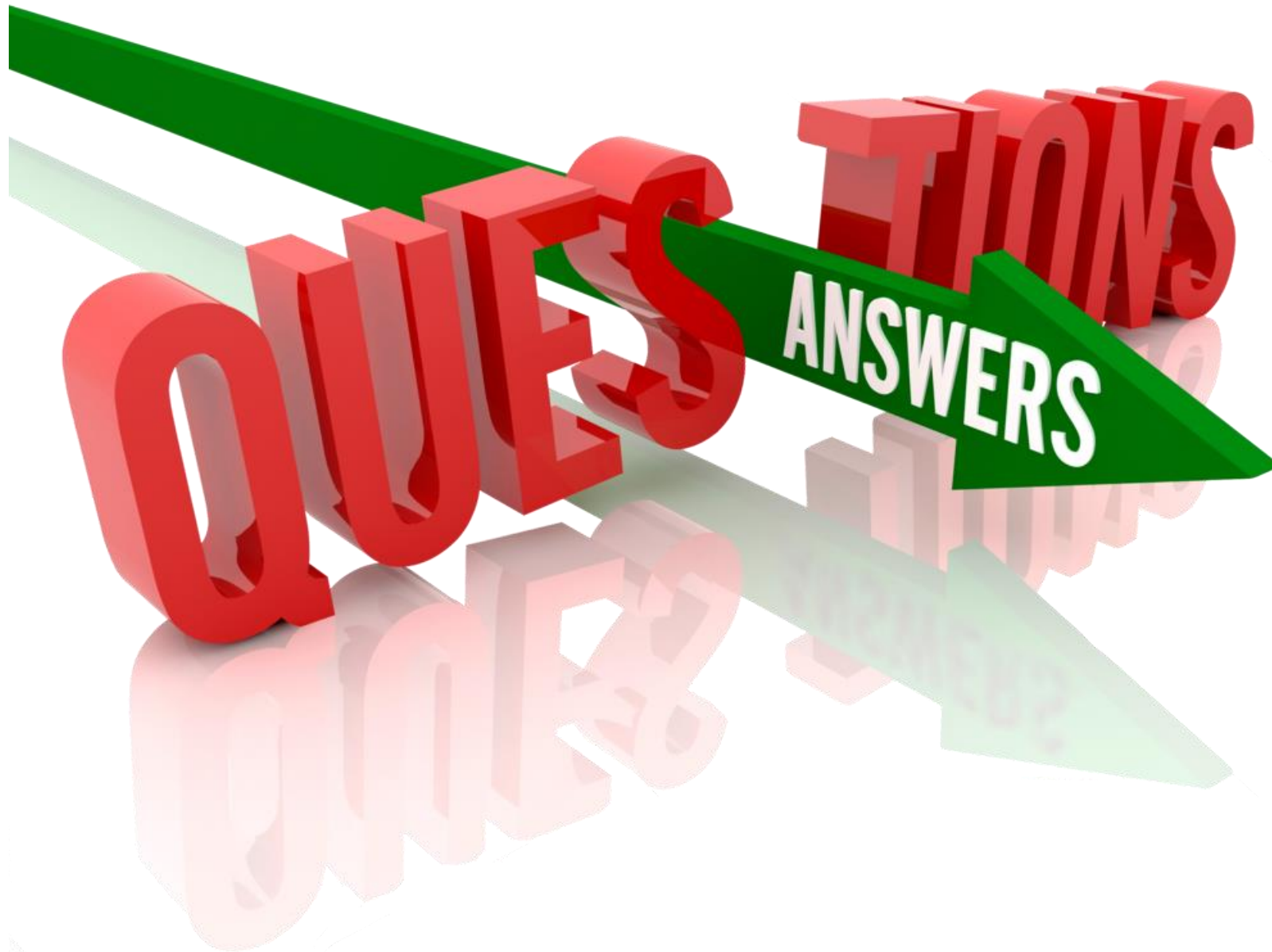
Paycheck Number	Paycheck Issue Date	Empl ID	Net Pay	Page	Line	Separate Check	Warrant in Hand?	Reconciliation Status
123456789	03/22/2024	87654321	\$1,256.87	1	2	0	Yes	Unreconciled

1 row

Approver Comments

Approval Chain >





1. Can the agency leave the Deposit Number blank when approving an Overpayment?

Yes or No

2. A reversal request is routed to BOSP after \_\_\_\_\_ business days for processing if the paper warrant is not in hand.

- a. 2
- b. 4
- c. 7





# Payroll Adjustments

## 100.6.4 Adjust Retirement Earnings and Contributions

- ▶ Business Process Model Review
  - The Adjust Retirement Earnings and Contributions subprocess explains the adjustments to Florida Retirement System (FRS) eligible earnings and contributions and sending the information to FRS

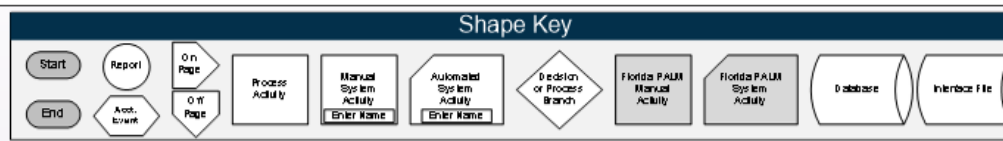


# Payroll Adjustments

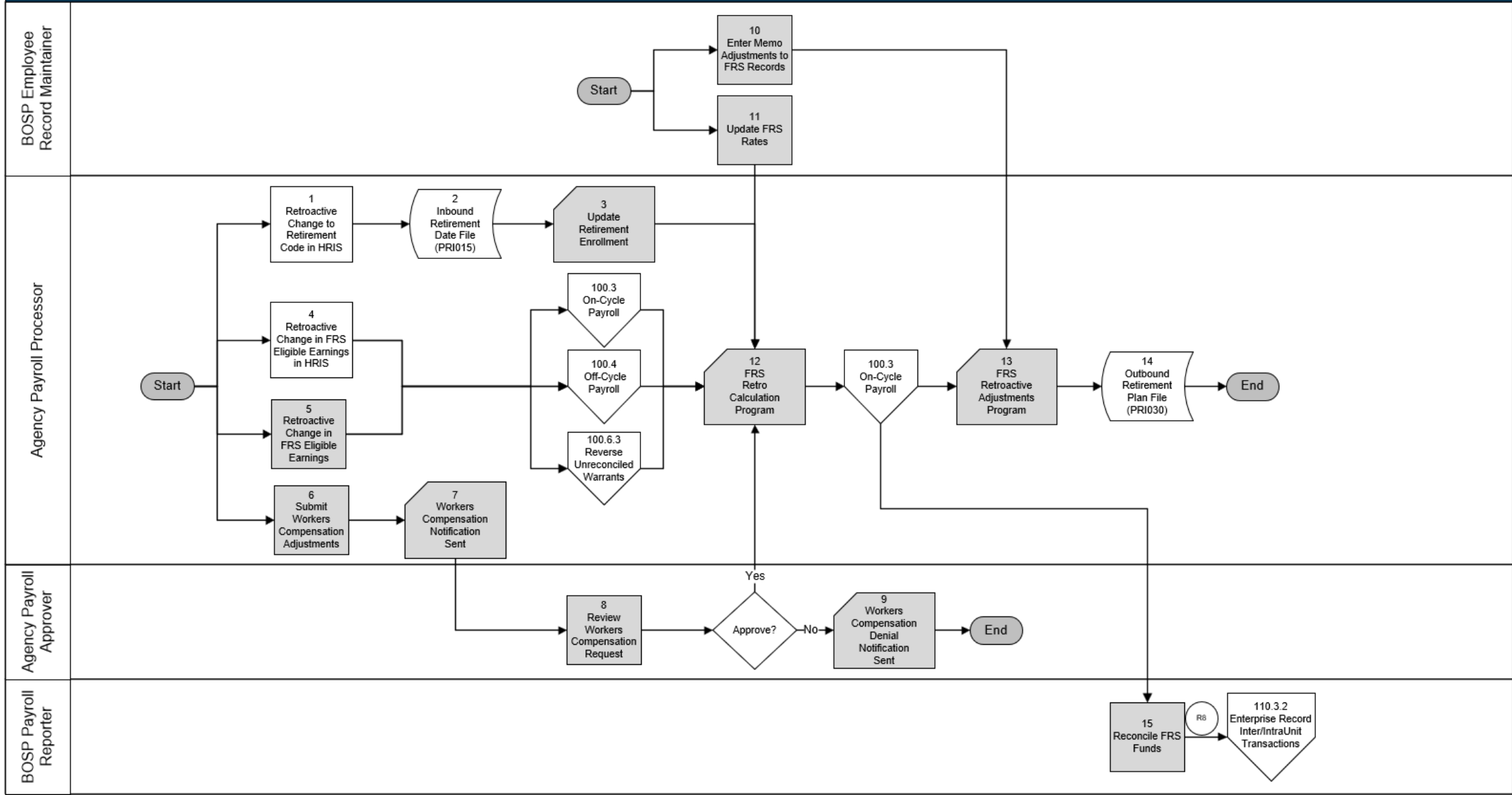
## 100.6.4 Adjust Retirement Earnings and Contributions

- ▶ What is changing?
  - Reduced variance invoices
  - Improved retirement reporting to FRS
  - Effective dated retirement code changes from HRIS
  - Retroactive processing improvements
  - Adjustment processing improvements





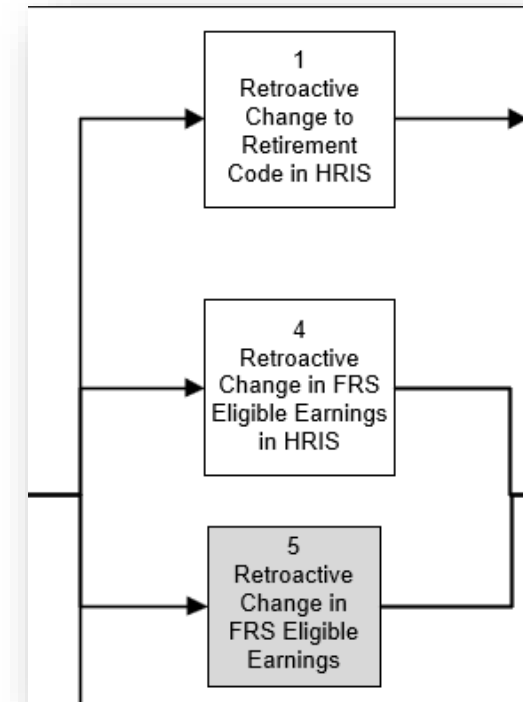
**Payroll Module**



# Payroll Adjustments

## 100.6.4 Adjust Retirement Earnings and Contributions

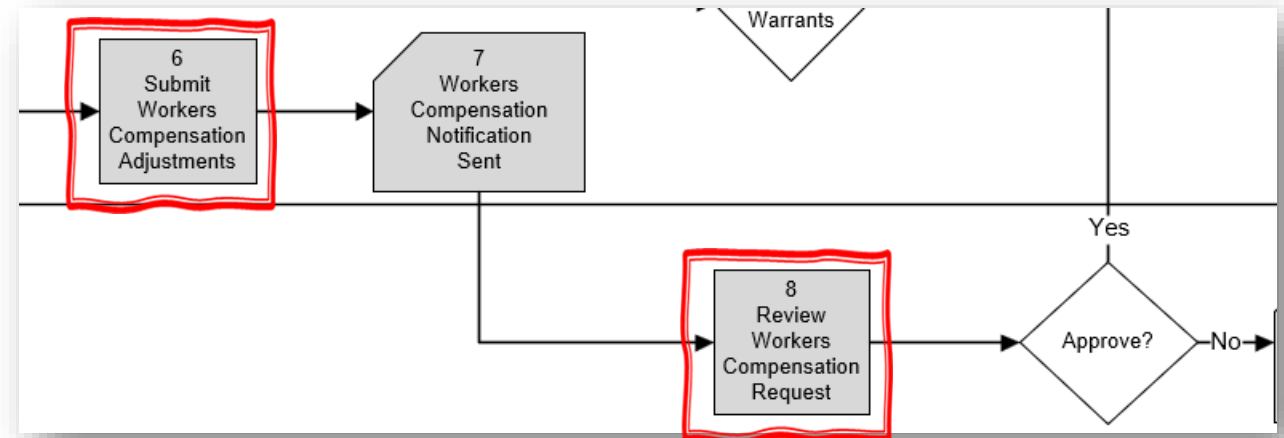
- ▶ Retroactive Changes in FRS Eligible Earnings
  - The agency makes retroactive updates to the Retirement Code in the HRIS
    - i.e., Update HA to DP
  - The agency makes retroactive updates to FRS Eligible Earnings in the HRIS
    - i.e., Timesheet change resulting in a retroactive payment
  - The agency processes adjustments in Florida PALM that affect retirement contributions
    - Salary Overpayment
    - Paycheck Reversals
    - One-Time Payment Requests



# Payroll Adjustments

## 100.6.4 Adjust Retirement Earnings and Contributions

- ▶ Workers Comp Retirement Adjustments
  - The agency submits a workers compensation adjustment to update FRS Eligible Earnings and Contributions in the Workers Compensation Adjustment page
  - Requires two different agency users to submit and approve



# Payroll Adjustments

## 100.6.4 Adjust Retirement Earnings and Contributions

### ▶ Workers Compensation Adjustment Page

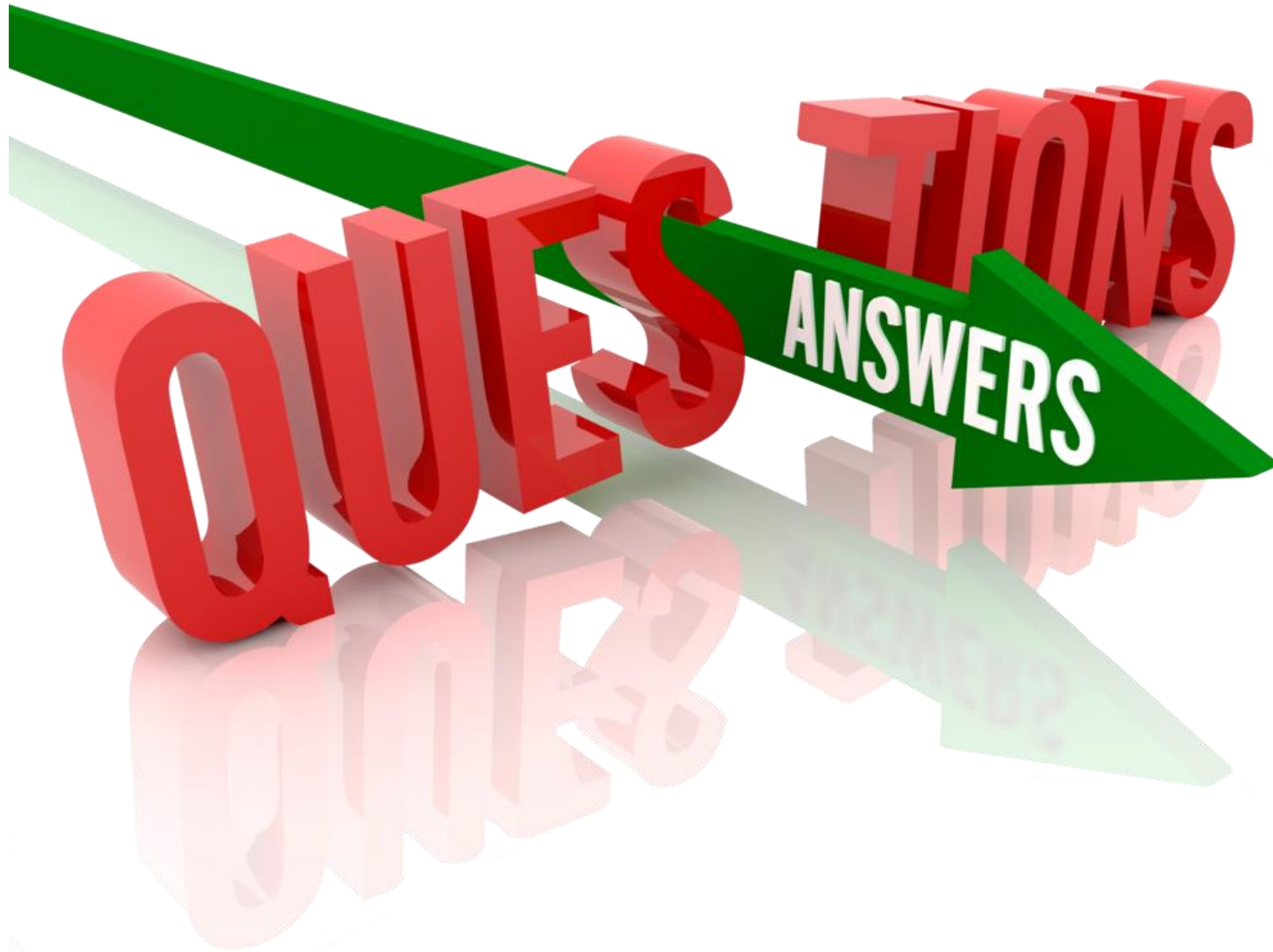
### Workers Compensation Adjustment

**Employee ID** 001234567    **Empl Rcd** 2    **Position ID** 001234567  
**Doe**    **Jane**    **Appt ID**    **Job Effective Date** 4/30/2023

Check Date	Total Gross Pay	FRS Contribution		FRS Plan	Adjustments Workers Comp	FRS Contribution	
		Employee	Employer			Employee	Employer
1/31/2023	\$ 5,000.00	\$ 150.00	\$ 678.50	HA	<input type="checkbox"/>		
2/28/2023	\$ 5,000.00	\$ 150.00	\$ 678.50	HA	<input type="checkbox"/>		
3/31/2023	\$ 5,000.00	\$ 150.00	\$ 678.50	HA	<input type="checkbox"/>		
4/30/2023	\$ 5,000.00	\$ 150.00	\$ 678.50	HA	<input type="checkbox"/>		
5/31/2023	\$ 2,000.00	\$ 60.00	\$ 271.40	HA	<input checked="" type="checkbox"/>	\$ 3,000.00	\$ -    \$ 497.10
6/30/2023	\$ 2,000.00	\$ 60.00	\$ 271.40	HA	<input checked="" type="checkbox"/>	\$ 3,000.00	\$ -    \$ 497.10
7/31/2023	\$ 2,000.00	\$ 60.00	\$ 271.40	HA	<input checked="" type="checkbox"/>	\$ 3,000.00	\$ -    \$ 497.10
8/30/2023	\$ 2,000.00	\$ 60.00	\$ 271.40	HA	<input checked="" type="checkbox"/>	\$ 3,000.00	\$ -    \$ 497.10
9/30/2023	\$ 5,000.00	\$ 150.00	\$ 595.50	HA	<input type="checkbox"/>		
10/31/2023	\$ 5,000.00	\$ 150.00	\$ 595.50	HA	<input type="checkbox"/>		
11/30/2023	\$ 5,000.00	\$ 150.00	\$ 595.50	HA	<input type="checkbox"/>		
12/31/2023	\$ 5,000.00	\$ 150.00	\$ 595.50	HA	<input type="checkbox"/>		
1/31/2024	\$ 5,000.00	\$ 150.00	\$ 595.50	HA	<input type="checkbox"/>		

[Add New Row](#)
[Submit](#)





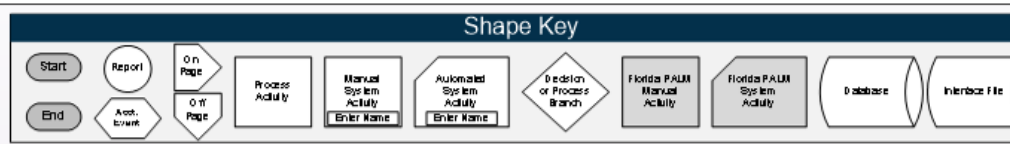
# Payroll Adjustments

## 100.6.5 Record Non-Cash, Fringe, and Other Adjustments

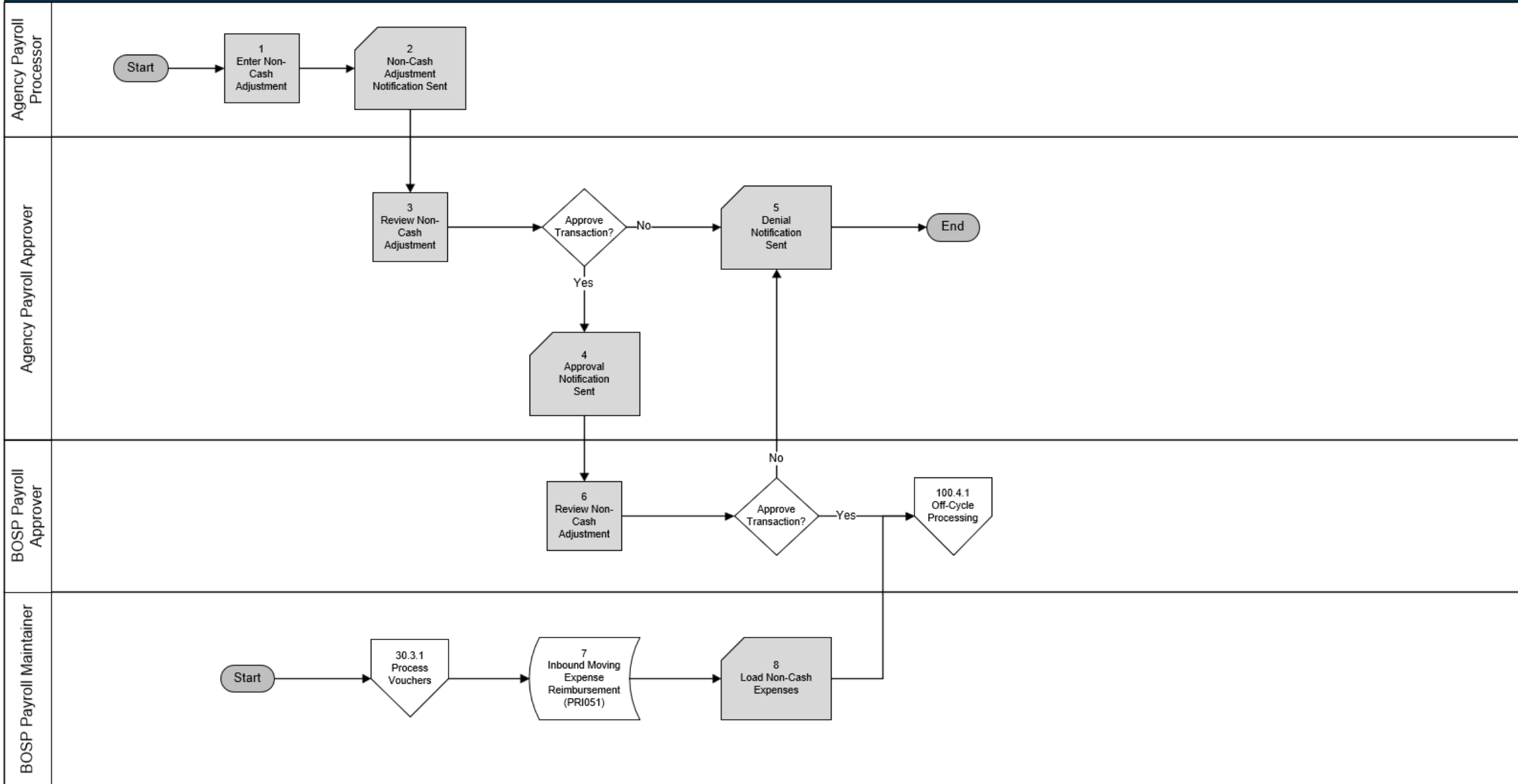
- ▶ Business Process Model Review
  - The Record Non-Cash, Fringe, and Other Adjustments subprocess explains the recording of non-cash adjustments in payroll







**Payroll Module**

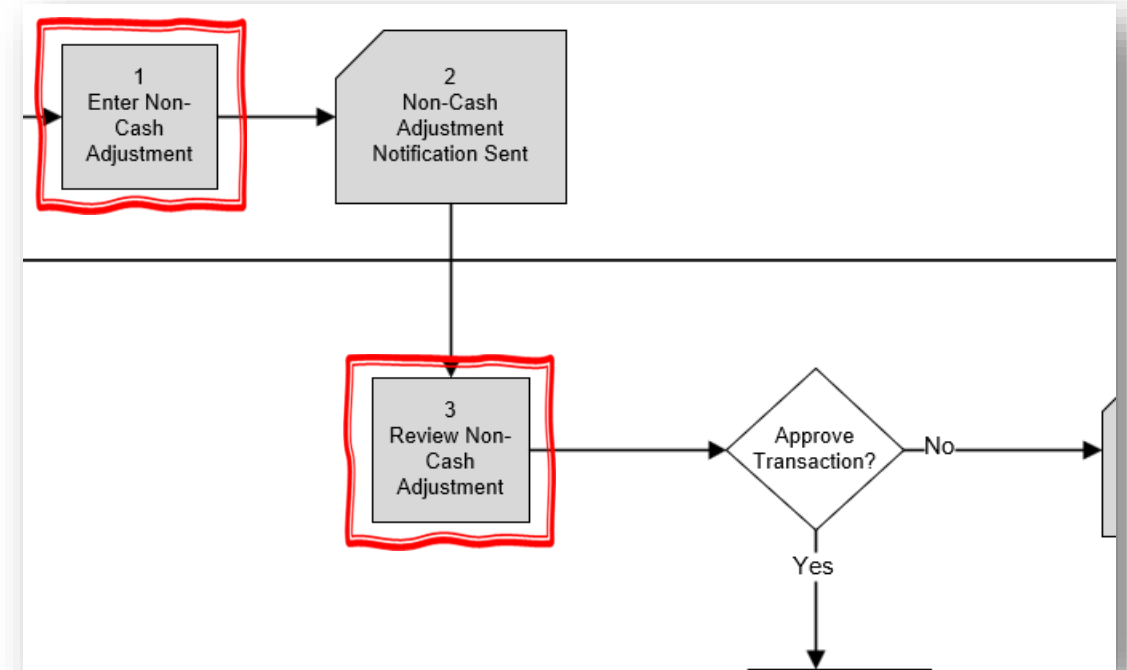


# Payroll Adjustments

## 100.6.5 Record Non-Cash, Fringe, and Other Adjustments

### ▶ Non-Cash Adjustment Request

- The agency submits a non-cash adjustment in the Non-Cash Adjustment Request page
- Requires two different agency users to submit and approve
- After agency approval, adjustment routes to BOSP for review and approval, if applicable
- Once approved and processed by BOSP, the employee's payroll record is updated



# Payroll Adjustments

## 100.6.5 Record Non-Cash, Fringe, and Other Adjustments

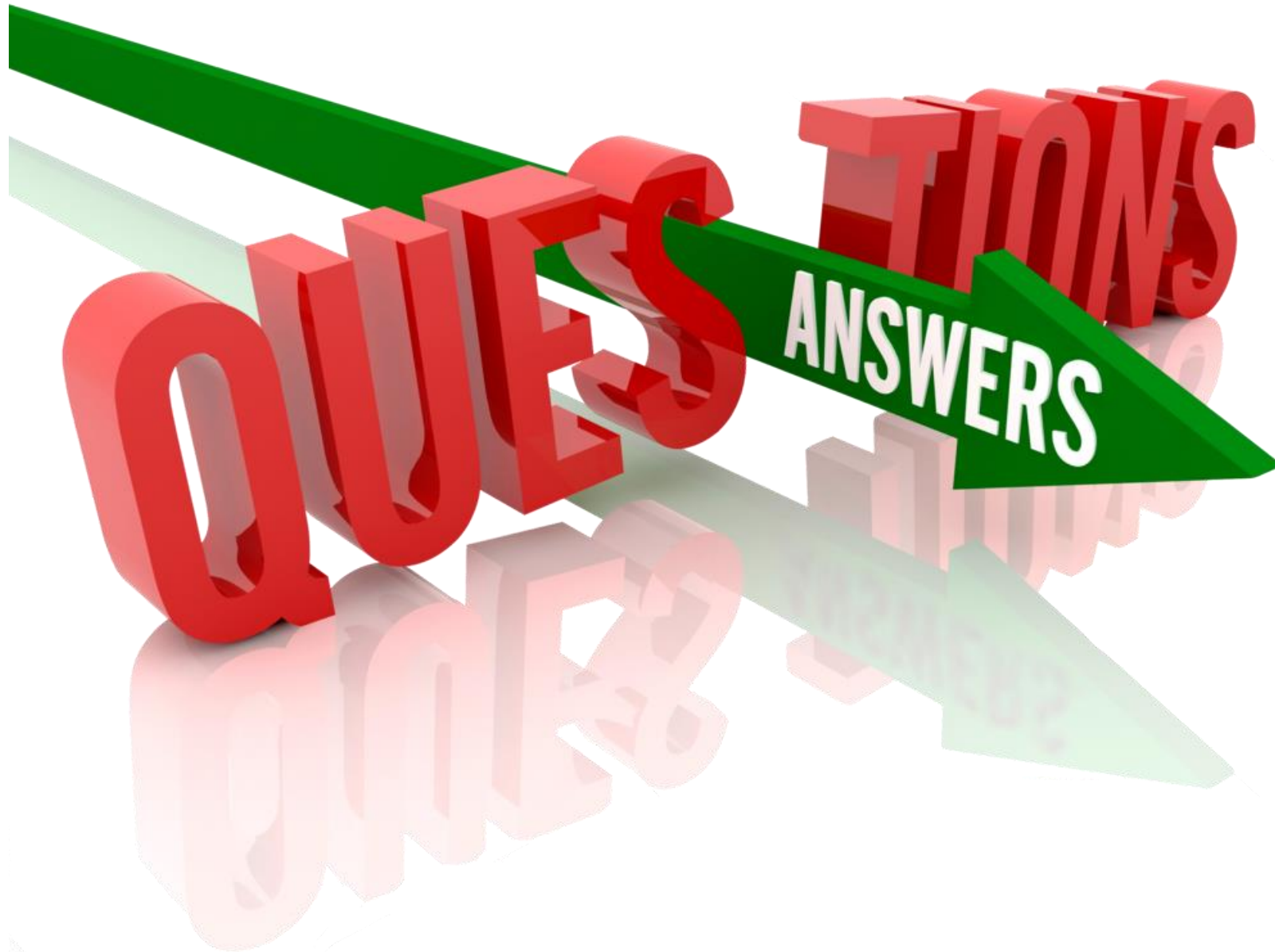
### ▶ Non-Cash Adjustment Request Page

**Non-Cash Adjustment Request**

<b>Employee ID</b>	001234567	<b>Empl Rcd</b>	2	<b>Position ID</b>	001234567
<b>Doe</b>	Jane	<b>Appt ID</b>	3311234	<b>Pay End Date</b>	4/30/2024
<b>Earnings Begin Date</b>	<input type="text" value="4/1/2024"/>	<b>Earnings End Date</b>	<input type="text" value="4/30/2024"/>	<b>Disable Direct Deposit</b>	<input checked="" type="checkbox"/>
<b>Earning Code</b>	<input type="text" value="114"/> STATE AWARD NONCASH	<b>Deduction Taken</b>	<input type="checkbox"/>		
<b>Payment Amount</b>	<input type="text" value="\$1,000.00"/>	<b>Grossup</b>	<input checked="" type="checkbox"/>		
<b>Reason Code</b>	<input type="text" value="U"/> Underpayment	<b>SpeedKey</b>	<input type="text"/>		
<b>Reason Description</b> (150 Char Max)	<input type="text"/>				

**Submit**





1. Where will agencies update an employee's retirement code?

- a. In Florida PALM
- b. Update Not Required
- c. In the HRIS

2. Will all non-cash adjustments require BOSPP approval?

Yes or No



# CALENDAR YEAR END PROCESSING

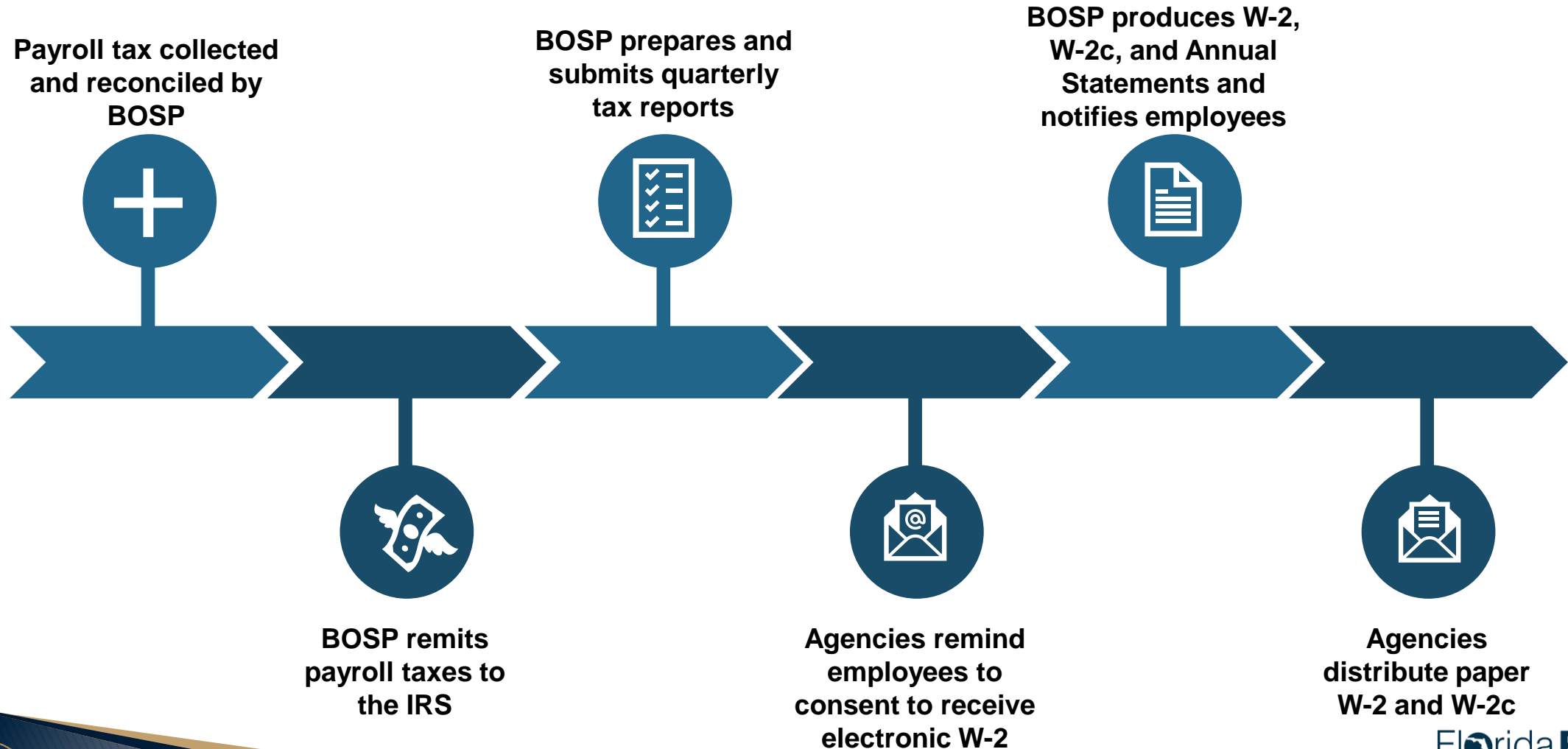


- 100.8.1 Process Daily Payroll Tax Data
- 100.8.2 Reconcile Monthly Payroll Taxes
- 100.8.3 Prepare Quarterly Payroll Taxes
- 100.8.4 Produce Employee W-2s
- 100.8.5 Produce Employee W-2Cs
- 100.8.7 Process Year End Off-Cycles
- 100.8.8 Reset Employee W-4 Exempt Status



# Calendar Year End Processing

## Process Payroll Tax Data (100.8.1 – 100.8.5, 100.8.7)



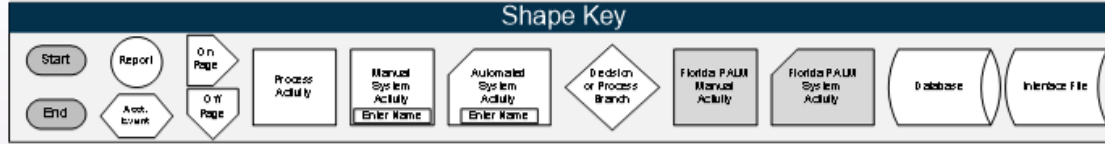
# Calendar Year End Processing

## 100.8.8 Reset Employee W-4 Exempt Status

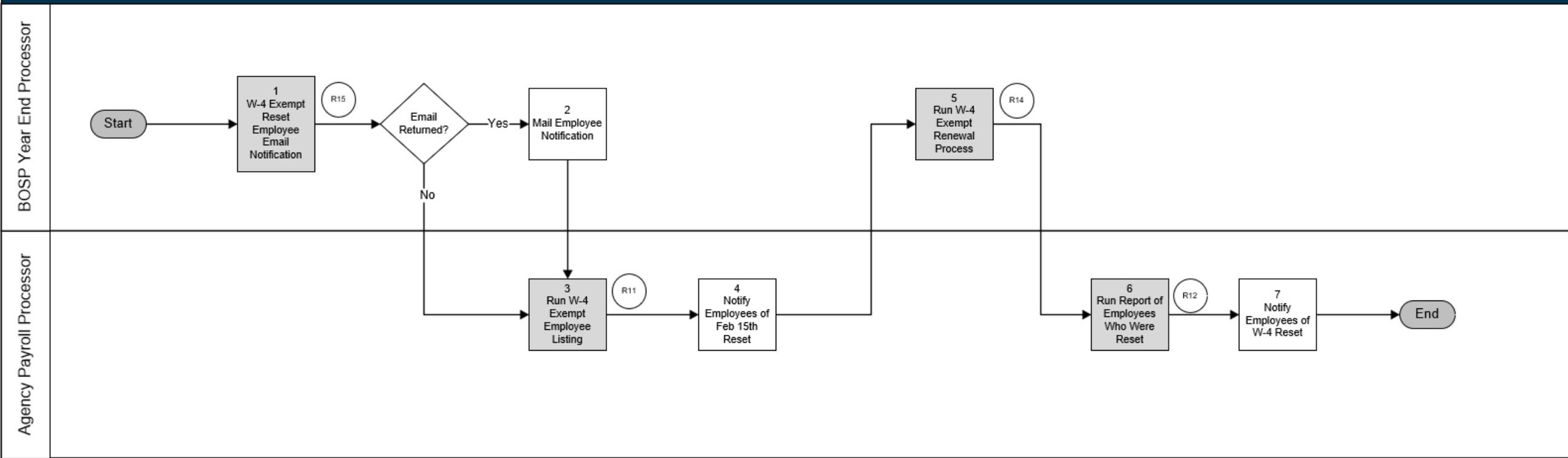
- ▶ Business Process Model Review
  - The Reset Employee W-4 Exempt Status subprocess explains the processing steps to notify and reset employees W-4 “Exempt” status during January and February of each calendar year







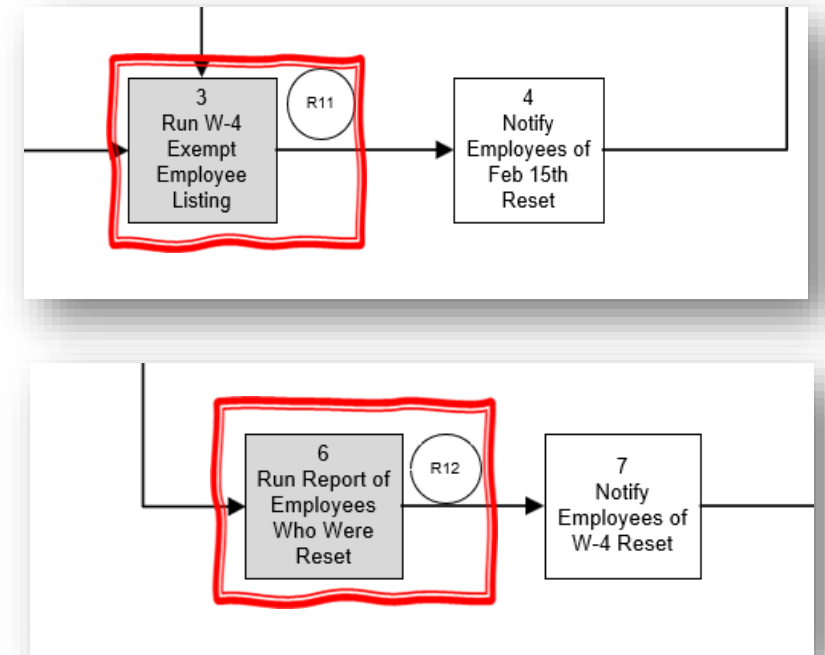
**Payroll Module**



# Calendar Year End Processing

## 100.8.8 Reset Employee W-4 Exempt Status

- ▶ Agencies identify and notify employees who need to renew their W-4 Exempt status
  - Employee W-4 Exempt Status Report (PRR045)
- ▶ Agencies identify and notify employees whose Exempt status is reset due to non-renewal
  - Expired W-4 Exemption (PRR068)



# Employee W-4 Exempt Status Report (PRR045)

## What

information is transmitted?



Employees with an Exempt status for Federal Income Tax Withholding

## Why

do I need this?



To identify the employees currently exempt from Federal Income Tax Withholding

## Who

runs?



Agency Payroll Processor  
BOSP Year End Processor

## When

should this report run?



Annually  
As Needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)

# Expired W-4 Exemption (PRR068)

## What

information is transmitted?



Employees who did not submit an updated W-4 for the new year resulting in a reset of their Exempt status for Federal Income Tax Withholding

## Why

do I need this?



To notify employees whose current Exempt status for Federal Income Tax Withholding has been reset by the system

## Who

runs?



Agency Payroll Processor  
  
BOSP Year End Processor

## When

should this report run?



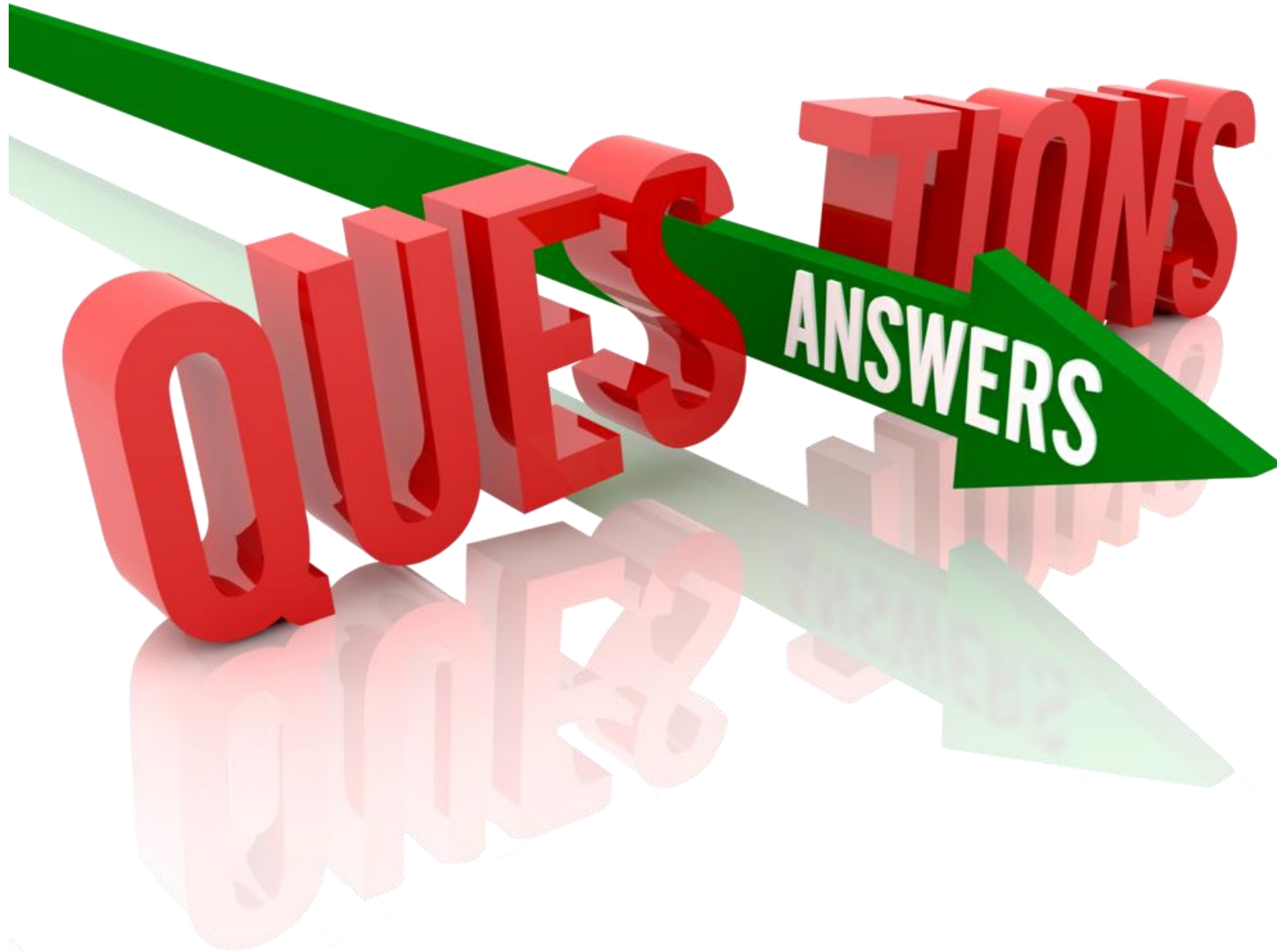
After February 15th each year  
  
As needed (ad hoc)

## Where

can more information be found?



[Knowledge Center Reports Catalog](#)



# How will an agency identify who to notify of W-4 Exempt status that has been reset?

- a) Review all employees W-4 forms
- b) Wait until the employee notifies you
- c) Run the Expired W-4 Exemption Report



CONTACT US

[FLORIDAPALM@MYFLORIDACFO.COM](mailto:FLORIDAPALM@MYFLORIDACFO.COM)

PROJECT WEBSITE

[WWW.MYFLORIDACFO.COM/FLORIDAPALM/](http://WWW.MYFLORIDACFO.COM/FLORIDAPALM/)

KNOWLEDGE CENTER

[HTTPS//:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO](https://:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO)

