SEPTEMBER 5, 2024

Agenda

- Task Spotlight
  - 541-C: Complete Configuration Workbooks for Segment IV
    - SpeedKey
    - Payroll (PR)
  - 546 Update Florida PALM Interface Inventory Addendum
- Reminders
  - A Look Ahead: Releasing Soon
  - Coming Due Soon
  - Project-Led Meetings
- Questions

Task Spotlight

541-C Complete Configuration Workbooks for Segment IV
Due September 27, 2024

- Direct Project Impact
- **SpeedKey** is to provide a shortcut for users entering ChartField values in transactions online.
  - Required for Payroll to process payroll and PCard transactions.
- **Payroll** worksheets represent core payroll configuration components in Florida PALM and/or People First.
  - SpeedKey dependency.

Table 2: Segment IV Configuration – Payroll (PR) and Speedkey

Module	Configuration Worksheet(s)
All	• SpeedKey
Payroll (PR)	• Position Funding • CJIP Funding • FFIP Funding • Default Funding

Task Spotlight

541-C Complete Configuration Workbooks for Segment IV
Due September 27, 2024

Resources:
- Agency Configuration Workbooks Supplemental (pg. 87-101, pg. 102-119)
- Video recordings coming soon for Payroll

Table 3: Task Completion Rubric

Task Completion Rubric
All required columns in the SpeedKey configuration worksheet in Sharepoint are complete according to the instructions in the RW 541 Agency Configuration Workbooks Supplemental document.
All required columns in each Segment IV – Payroll (PR) configuration workbook worksheets (Position Funding, CJIP Funding, FFIP Funding, Default Funding) in Sharepoint are complete according to the instructions in the RW 541 Agency Configuration Workbooks Supplemental document.
The Task Tracker has been marked as 100% complete for this Task.

SpeedKey Configuration

▸ Worksheet located in Secure File Share Folder – Configuration Workbook Inventory

▸ Complete the SpeedKey Configuration Workbook, establishing the **required** SpeedKey(s) (i.e., Payroll, Pcard), and any other optional SpeedKey configuration values needed by the agency.
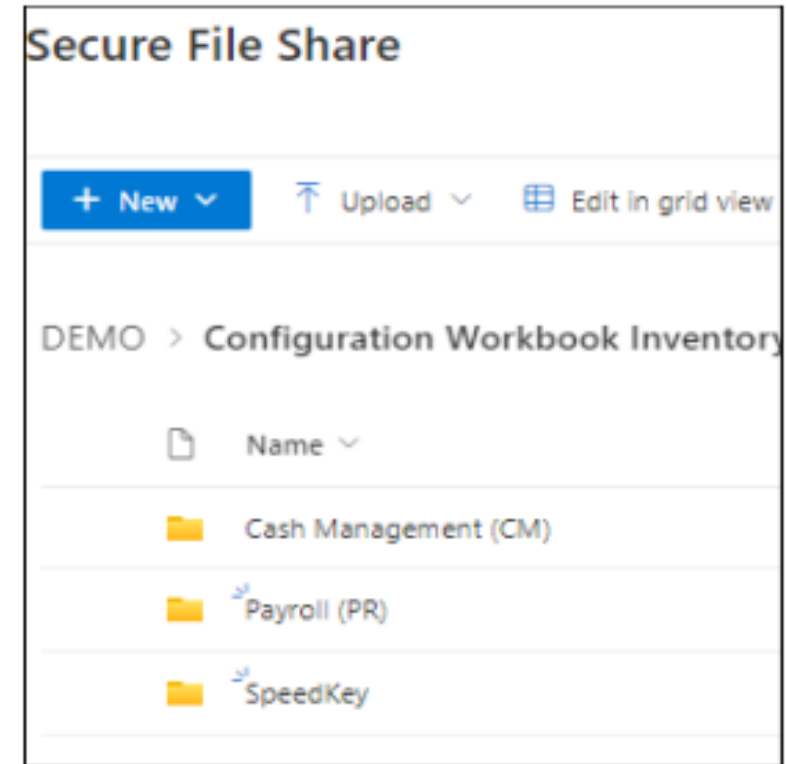
▸ September 11 Design Workshop – SpeedKey focus

Figure 1: Configuration Workbook Inventory in Florida PALM Secure File Share

Payroll Configuration

▸ Worksheet located in Secure File Share Folder – Configuration Workbook Inventory

▸ Complete the Payroll (PR) Configuration Workbook, establishing position level funding split configurations.

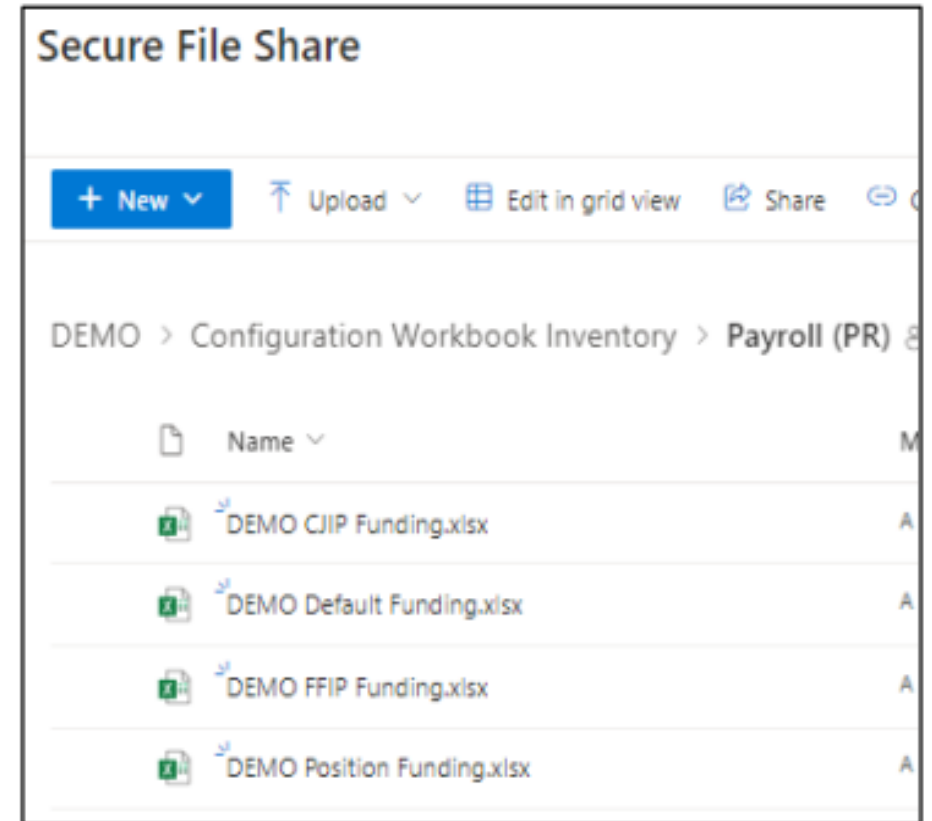▸ Only agencies with applicable CJIP and/or FFIP Positions will see CJIP/FFIP spreadsheets.

Figure 3: Payroll (PR) Worksheets in SharePoint

Task 546 Update Florida PALM Interface Inventory Addendum

Released August 26

Task Checkpoint: September 3, 2024
Task Due Date: October 18, 2024

Implementation Interface Details Worksheet Update

If your agency has selected to use API002 – Inbound Voucher Load, you must indicate if you plan to use the interface to create Single Pay Vouchers. The Implementation Interface Details worksheet in Smartsheet has been updated to include one additional column to provide this information, if applicable.

➢ Prepare to discuss Segment IV interface selections in your September Checkpoint

➢ Review and confirm previous Segment interface selections

A Look Ahead: Releasing Soon
4 Week Look Ahead

September 16

✓553: Prepare for Interface Testing

✓554: Participate in Connectivity Testing for Cycle 1 Interface Testing and Mock Conversion 1

September 30

✓555: Certify Data Readiness in Preparation for Mock Conversion 2

✓556: Certify Conversion Files in Preparation for Mock Conversions 2

Reminders: Coming Due Soon
4 Week Look Ahead

*Agency Sponsor components

September 6

✓541-A: Complete Configuration Workbooks for Segment IV - Project Costing

✓541-B: Complete Configuration Workbooks for Segment IV - Cash Management

September 13

✓550-B: Participate in Technical Meeting to Receive Credentials and Access

September 10

✓551: Submit Bimonthly Agency Readiness Status Report*

September 20

✓549: Submit Training Survey*

September 27

✓531: Remediate Agency Business Systems based on Segment II

✓541-C: Complete Configuration Workbooks for Segment IV

Reminders: Upcoming Project-Led Meetings

➢ Upcoming Design Workshops (Location: Tallahassee State College)
- September 10 – Carry/Certified Forward & Budget Close,
- September 11-12 – Account Management and Financial Reporting
    - SpeedKeys September 11 Afternoon

➢ Testing Town Hall – November 13

➢ Agency Sponsor Summit – November 14

Design Meetings

A series of meetings to review business process models and final designs

Questions?

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