

DATE: August 16, 2017

TO: Agency Addressed (No. 07, 2017-18)

FROM: Christina Smith, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: EMPLOYEE ID CONVERSION WORKSHOP

The Department of Financial Services (DFS) will conduct a workshop on the Employee ID Conversion Project.

The workshop is scheduled for **Friday, August 25, 2017, 9:00 AM to 11:00 AM**, at the Department of Children and Family Services Winewood Complex (Building 4); 1317 Winewood Blvd.

The workshop will focus on the Department's approach to replacing an employee's SSN with their People First ID (Employee ID) to process non-payroll employee transactions in the FLAIR Vendor Employee. Agency personnel involved in these processes are encouraged to attend.

Attendees must register for the workshop using the [DFS Learning Management System](#). Please register by **noon** on **Thursday, August 24th**. Registration is limited to **3** attendees per agency.

Registrations will not be accepted via email.

Please contact [DFSFinancialEd@myfloridacfo.com](mailto:DFSFinancialEd@myfloridacfo.com) if you need assistance with the registration process or if you have any additional questions.