

DATE: October 17, 2017

TO: Agency Addressed (No. 13, 2017-18)

FROM: Paul Whitfield, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: EMPLOYEE ID CONVERSION WORKSHOP NOTIFICATION

The Department of Financial Services (DFS) will conduct a workshop to provide updates on the Employee ID Conversion project.

The workshop is scheduled for **Wednesday, November 1, 2017, 9:00 AM to 11:00 AM**, at the Carr Building (1st floor); 3800 Commonwealth Blvd. You will need to enter through the front door and sign in to obtain a visitor badge. Sufficient parking is available near the building.

The workshop will focus on replacing an employee's SSN with their People First Central ID in the Vendor Employee file to process non-payroll employee transactions in FLAIR. Agency personnel involved in these processes are encouraged to attend. The following topics will be discussed:

- Agency Impact Statement Results
- System Requirements
- Timeline
- Next Steps

Attendees must register for the workshop, **BVR 102**, using the [DFS Learning Management System](#). Please register by **noon** on **Tuesday, October 31st**. Registration is limited to **2** attendees per agency.

Registrations will not be accepted via email.

Please contact DFSFinancialEd@myfloridacfo.com if you need assistance with the registration process, for conference line information, or if you have any additional questions.