

DATE: February 12, 2018

TO: Agency Addressed (No. 22, 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 an Employee ID Conversion notification to discuss changes, testing, and implementation.

The workshop is scheduled for **Monday, February 19, 2018, 9:00 AM to 11:00 AM**, at the Betty Easley Conference Center Room 152; 4075 Esplanade Way.

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

Attendees must register for the workshop **BVR 103** using the [DFS Learning Management System](#). Please register by **noon** on **Friday, February 16**. 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.