



**FLORIDA ASSOCIATION OF
STATE AGENCY ADMINISTRATIVE SERVICES DIRECTORS
May 21, 2021 Meeting 8:30 a.m. – 10:00 a.m.
GoToWebinar**

Agencies Represented	Department of Agriculture and Consumer Services – MyFloridaMarketPlace, Department of Economic Opportunity, Department of Education, Department of Elder Affairs, Department of Environmental Protection, Department of Financial Services, Department of Financial Services – Florida PALM, Department of Highway Safety and Motor Vehicles, Department of Juvenile Justice, Department of Law Enforcement, Department of Management Services, Department of Management Services – Statewide Travel Management System, Department of Revenue, Department of State – Legislative Affairs, Department of Transportation, Department of Veterans’ Affairs, Fish and Wildlife Conservation Commission, Florida Commission of Offender Review, Florida Department of Citrus, Justice Administrative Commission, and State Courts.
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Opening Remarks

Mark Merry

Department of Financial Services (DFS)

Director’s Office

Renée Hermeling

- Important Year-End Memo Reminders – The FY 20/21, AA Memo #22 – Florida Accounting Information Resource (FLAIR) Fiscal Year 2020-21 DFS year-end memo was distributed on April 19 and includes many important activities that agencies need to be mindful of. The end of this fiscal year is especially busy due to the implementation of the new Florida Planning, Accounting, and Ledger Management (PALM) Project, replacing Treasury’s Cash Management System (CMS) functionality this July. DFS is asking that agencies send contact information for each of the following areas: Payroll, Disbursements, Receipts/Deposits, and Disinvestments. This information can be sent to NewAccountCode@MyFloridaCFO.com. The submission of this information is especially

important this year. Any delay in receiving the necessary information can potentially impact the implementation of Florida PALM.

- Important Dates – This memo includes many important dates that agencies need to be mindful of. These dates are especially significant because year-end activities need to be conducted in a specific order. For all specific activity dates, refer to the memo located here: <https://www.myfloridacfo.com/Division/AA/Memos/documents/aam222021.pdf>.
- Closing of Treasury’s Trust Fund Disinvestment Portal – This fiscal year, Treasury will close their Trust Fund Disinvestment Portal longer than previous fiscal years due to the retirement of the Cash Management System. The portal will go down on Wednesday, June 30, and will resume processing no later than Thursday, July 15, in Florida PALM.

Florida PALM

Rachael Lieblick

- Florida PALM Update – The CMS Wave will be launching in just 45 days. To prepare for the launch, a communication packet has been posted online that includes how to access Florida PALM, what web browsers are supported, how to get user support, training information, etc. The packet has been organized in a manner that allows for easy information-sharing. To access this communication packet, visit: <https://myemail.constantcontact.com/Action--MRW-Task---COMM36---Provide-Pre-Go-Live-Communication-Approach.html?soid=1131982807153&aid=kTCb4BKtNIA>.
- Testing Update – CMS Wave launch testing activities are starting to wind down. Interface testing, user acceptance testing, conversion testing, disaster recovery testing, and the first round of the full dress rehearsal are now complete. The results of testing have been very successful with a 99% pass rate. The next round of testing will begin on June 1.
- Training Update – All training materials have been posted to the People First Learning Management System (LMS). Several web-based courses are available and can be taken at your leisure. These trainings also include 4 instructor-led classes that are role specific. Training will continue through June.
- Resources Available – A User Support webpage is now available on the Florida PALM website providing additional training information, Solution Center contacts, and additional job aids. To view this webpage online, visit: <https://www.myfloridacfo.com/floridapalm/user-support>.
- Tier 0 Support Team/Super Users – Agencies have been asked to create an internal support team to help their end-users after the CMS Wave launch. For additional support and/or questions, each agency’s Tier 0 Support Team should be contacted before contacting the Florida PALM Solution Center as they better understand agency-specific operations. To view your agency’s Tier 0 Support Team contacts, visit: <https://www.myfloridacfo.com/floridapalm/user-support>.

- Florida PALM Log-In – Starting on July 6, end users will be able to log into Florida PALM using their Department/Agency daily computer log-in credentials (Florida PALM specific credentials will not be given). After logging in, your agency’s security programs will authenticate your log-in. Your agency’s Security Access Managers (SAMs) can be contacted for any assistance.
- Proposed Future Implementations – Feedback from agencies, business sponsors, stakeholders, and the Chief Financial Officer (CFO) have led to changes to future implementation. The Central Wave, Departmental Wave, and Phase 2 implementation are to take place together in July 2024. The Payroll Wave will be implemented in January 2025. By making these changes, the overall implementation of Florida PALM will be 18 months shorter.

To view the full Florida PALM presentation online, visit:

<https://www.myfloridacfo.com/Division/AA/fasaasd/documents/FloridaPALMFASAASDPresentation-May2021.pdf>.

Closing Remarks

Mark Merry

- Electronic W-2 Election Statistics – Currently at 74.52%, we have the highest percentage ever of state employees enrolled in receiving their W-2s electronically. Enrollment in this election is not only a cost savings to the State, but also the fastest and safest way of receiving your tax documents.
- Bureau of Financial Reporting (BFR) Governmental Accounting Standards Board (GASB) Update – The GASB Implementation Schedule has been published. To view the full GASB Implementation Schedule, visit: <https://www.myfloridacfo.com/Division/AA/fasaasd/documents/BFR-GASBImplementationSchedule.pdf>.
- Comprehensive Annual Financial Report (CAFR) Workshop Update – This workshop is scheduled for Wednesday, June 16. An agency survey will be created to determine if the workshop should be held in person, via webinar, or via a hybrid approach.
- Data Management Statistics Update – Clean-up efforts are still being noticed and all progress is appreciated. Updated data and clean-up efforts should continue. This quarter’s report still indicates many outdated records. Additional detail will be paid to these records to determine if a programmatic change can be made to remove these records.

Statement: The Department of Transportation (DOT) sends out quarterly targeted emails to encourage electronic W-2 enrollment.

Response: This process is welcomed. Contact your agency’s Human Resources department to receive a list of individuals in your agency that are not currently enrolled in receiving their W-2 electronically.

Statement: Being able to log in to receive W-2s immediately and not dig for paperwork is wonderful.

Q: Can electronic W-2 election be statutorily mandated like Direct Deposit?

A: DFS can contact our legal department and see if this is a possibility.

Bureau of State Payrolls Response: The Internal Revenue Service (IRS) will not allow us to require electronic delivery of W-2s.

Statement: There are some OPS employees commissioned that do not have access to the State of Florida's Employees' Information Center (EIC).

Response: This will be reviewed and further advised.

Bureau of State Payrolls Response: OPS employees do have access to EIC if they receive a W-2 from the State.

Open Floor

Adjourn