

Payroll Module Configurations

This workbook contains multiple worksheets that represent core configurations in Florida PALM and/or People First. Column/Field definitions and instructions are provided below. This configuration workbook contains the following Payroll (PR) module configuration for which agencies will review and update (as needed) the values that will be setup in Florida PALM:

- Position Funding

NOTE: Payroll data was pulled on February 18, 2025. If a position is deactivated following that date, for each Payroll configuration worksheet, insert the word “Deactivate” into the Comments column. All positions activated following February 18, 2025, will appear in future RW Task 657.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Payroll (PR)

Position Funding

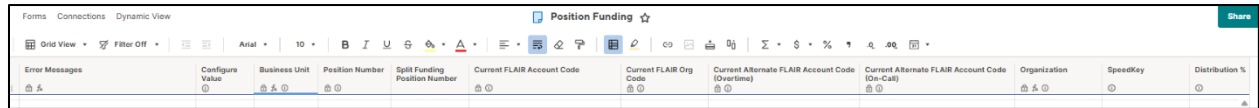


Figure 1: Position Funding Worksheet

Configuration Value Definition

Position Funding is used to distribute payroll expenses to one or more funding sources by position. **All active positions must have valid Position Funding in Florida PALM.**

Business Process and Subprocess

The Position Funding configuration supports the following business process and subprocess:

Table 1: Position Funding Business Process and Subprocess

| Business Process | Business Subprocess |
|--|---------------------------------------|
| 100.7 Payroll Accounting Distributions | 100.7.1 Set Up Position Distributions |

Configuration Value Purpose and Use

- The Position Funding configuration provides agencies an initial load and set up of their Position Funding information for their payroll distribution.
- Alternate SpeedKeys for Overtime and On-Call are being collected and transmitted to People First for initial load. These values are optional, even if an alternate account is being used currently in People First and notated in the workbook. If provided, then Alternate SpeedKeys will be used on the applicable earnings, which will override the position funding distributions in Florida PALM. If an agency wants to use the position funding for these earnings, leave these fields blank.

Configuration Design Details

The following design considerations are applied when defining a position's Position Funding in Florida PALM:

- Distribution percentage for any Position Funding must add up to 100.000 (i.e., 100%), otherwise the Position Funding will error.
- Every position is required to have **one, and only one** SpeedKey marked as the Primary Funding, otherwise the Position Funding will error.
- Florida PALM payroll distributions will not be dependent on third party Human Resource Information Systems (HRIS), unless an override is sent for the earnings.
- The SpeedKey must be valid in Florida PALM to be assigned to a position.
- The SpeedKey must be marked eligible for payroll use to be assigned to a position.
- The SpeedKey must be eligible for the position type (i.e., OPS or Salaried).
- SpeedKey marked as Primary Funding will be stored in Florida PALM and People First but will only be updated in Florida PALM after the initial load.
- SpeedKey marked as Primary Funding must have the same Organization Code assigned to the position.
- SpeedKey allocations will be stored and updated in Florida PALM after initial load.
- Alternate SpeedKey for Overtime (if the agency wants to override the Position Funding for this earnings type) will be stored and updated in People First after initial load.
- Alternate SpeedKey for On-Call (if the agency wants to override the Position Funding for this earnings type) will be stored and updated in People First after initial load.
- Alternate SpeedKeys for Overtime and On-Call will only be funded by the SpeedKey identified by the agency. This serves as a complete override for the applicable earnings and the Position Funding allocation will be ignored.

Assumptions

The following assumptions are considered when defining a position's Position Funding in Florida PALM:

- Position Funding will be able to be updated manually on the delivered Department Budget Earnings Page or via the Inbound Agency Position Funding Spreadsheet Upload (PRI038).
- Position Funding is associated to a Fiscal Year and will need to be reloaded into Florida PALM at the beginning of each new Fiscal Year.
- Agency users with certain security roles will only be able to update Position Funding for Business Units for which they have access.
- The position that Position Funding is being assigned to exists in Florida PALM.
- The position that Position Funding is being assigned to belongs to the Business Unit provided. The Business Unit that Position Funding is being assigned to exists in Florida PALM.
- Distribution percentage for any Position Funding must add up to 100.000 (i.e., 100%), otherwise the Position Funding will error.
- SpeedKeys for Payroll values must be established in the SpeedKey configuration workbook prior to adding it in the Payroll Position Funding workbook.

Configuration Field Details

Agencies must provide the following Position Funding related configuration values as listed in the <Agency> Position Funding worksheet in Smartsheet.

Table 2: Position Funding Field Details

| Field Name | Field Description | Required / Optional Field | Field Type | Field Length | Field Value Input |
|--|--|---|------------|--------------|-------------------|
| Error Messages | Real-time worksheet errors generated by Florida PALM using Agency provided data. | N/A | N/A | N/A | Project Provided |
| Configure Value | Configure Value: "Yes" or "Update". | Required | Character | 6 | Agency Indicated |
| Business Unit | Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions. | Required | Numeric | 5 | Project Provided |
| Position Number | Agency Position Number. | Required | Numeric | 8 | Project Provided |
| Split Funding Position Number | Agency Position Number that will be split funded across multiple SpeedKeys. | Required <i>(based on prior column dependency)</i> | Numeric | 8 | Agency Provided |
| Current FLAIR Account Code | FLAIR Account Code assigned to the Position in People First. | Required | Numeric | 29 | Project Provided |
| Current FLAIR Organization Code | FLAIR Org Code assigned to the Position in People First. | Required | Numeric | 11 | Project Provided |
| Current Alternate FLAIR Account Code (Overtime) | Alternate FLAIR Account Code for Overtime assigned to the Position in People First, if applicable. | Optional | Numeric | 29 | Project Provided |
| Current Alternate FLAIR Account Code (On-Call) | Alternate FLAIR Account Code for On-Call assigned to the Position in People First, if applicable. | Optional | Numeric | 29 | Project Provided |
| Organization | Identifies the organizational entity | Required | Character | 10 | Project Provided |

| Field Name | Field Description | Required / Optional Field | Field Type | Field Length | Field Value Input |
|--------------------------------------|---|---------------------------|--------------|--------------|-------------------|
| | associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. Must match the Organization assigned in the Primary SpeedKey. | | | | |
| SpeedKey | Unique Florida PALM SpeedKey ChartField value which will be used by agency transaction processors to populate one or more ChartField values. | Required | Alphanumeric | 10 | Agency Provided |
| Distribution % | The percentage of the position's earnings to be applied to the SpeedKey. The sum of the distribution percentages for each position funding must be equal to 100.000. | Required | Character | 7 | Agency Provided |
| Primary Funding | Indicates if the SpeedKey listed on that line is the primary funding for the position: (Y)es or (N)o. Every position must have one primary SpeedKey. This SpeedKey will be fed back to People First. | Required | Character | 1 | Agency Indicated |
| Alternate SpeedKey (Overtime) | Indicates alternate funding for Overtime. This is replacing the Alternate FLAIR Account Code for Overtime. This SpeedKey should only | Optional | Alphanumeric | 10 | Agency Provided |

| Field Name | Field Description | Required / Optional Field | Field Type | Field Length | Field Value Input |
|-------------------------------------|--|---------------------------|--------------|--------------|-------------------|
| | be entered on the line that notates the Primary Funding and cannot be split funded. This SpeedKey will be fed back to People First. | | | | |
| Alternate SpeedKey (On-Call) | Indicates alternate funding for On-Call. This is replacing the Alternate FLAIR Account Code for On-Call. This SpeedKey should only be entered on the line that notates the Primary Funding and cannot be split funded. This SpeedKey will be fed back to People First. | Optional | Alphanumeric | 10 | Agency Provided |
| Comments | Agency comments. | Optional | Character | 254 | Agency Provided |

Configuration Page(s)

The following provides an example of the configuration page where the defined Position Funding field values will be setup in Florida PALM:

Department Budget Table USA

Dept Budget Date: Dept Budget Defaults: **Dept Budget Earnings**

Set ID: 43000 Department: 1000000000 CHIEF FINANCIAL OFFICER Fiscal Year: 2024

Budget Begin Date: 07/01/2023 Offset Group: STATE Budget Cap: Per Budget Level Per Earn/Tax/Ded

Budget End Date: 06/30/2024

Default Funding Source Option: Distrib over Actual Earnings

Level

Department Position

Position Number: 00000123 *Effective Date: 07/01/2023 Eff Seq: 0 *Status: Active Date Entered: 02/13/2025

Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution

| SpeedKey | SpeedKey Description | Funding End Date | Fiscal Year Budget Amount | Distribution % | Primary |
|-------------|----------------------|------------------|---------------------------|----------------|-------------------------------------|
| 1 000000040 | | | | 100.000 | <input checked="" type="checkbox"/> |

Figure 2: Position Funding Configuration Page

Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> Position Funding worksheet.

Task Completion Requirement: For this task (RW Task 567-L) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

NOTE: This workbook will remain locked and will be unavailable for editing or selection if your agency has not yet completed work on RW Task 567-P SpeedKey configuration workbook activities. Meaning that this task (RW Task 567-L) cannot be completed and marked as 100% submitted in your agency RW Task Tracker in Smartsheet. Once work has been completed on RW Task 567-P SpeedKey configuration workbook activities, the Project team will unlock this workbook.

Complete the following for each Position Funding ChartField configuration:

1. Review the Error Messages provided. This column will auto populate as you complete your workbook. If red text appears in a cell, refer to the *Error Messages* column to see the error message. Once the error is corrected, the Error Message will disappear.
2. Review the worksheet and determine whether the configured values from Task 541-C need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of a configured position.
3. In the *Configure Value* column:

- a. Select 'Yes' to confirm the configured position is correct and no updates are needed.
 - b. Select 'Update' if the configured position needs to be updated.
 - i. For example, if there is red text, it indicates that the current SpeedKey value is no longer valid based on Task 567-P submission. You will mark *Configure Value* as 'Update' and update the corresponding items.
4. SpeedKey – Provide the desired SpeedKey value your agency would like assigned to the position in Florida PALM.
- a. The SpeedKey must be eligible for Payroll use and for the employee type (i.e., an OPS position is required to have a SpeedKey with category that is eligible for OPS expenditures).
 - b. The SpeedKey ChartField value is **required**, and the field will remain yellow until a value is entered for each Position Funding configuration.
 - c. Once the SpeedKey is selected, the Organization column will prepopulate based on the configured Organization value set up with the selected SpeedKey from Task 567-P.
5. Distribution % - Provide the percentage of the position's earnings that is being allocated to the SpeedKey listed. Every position is **required** to have a distribution percentage totaling 100.000. If your agency has determined the need to split funding across multiple SpeedKeys, you are required to insert a row directly beneath the corresponding position and repeat the position number that is being split within the *Split Funding Position Number* column. Only one row is provided for each position. See specific instructions below.
- a. Locate the position that you need to allocate funds to another SpeedKey.

| Business Unit | Position Number | Current FLAIR Account Code | Current FLAIR Org Code | Current Alternate FLAIR Account Code (Overtime) | Current Alternate FLAIR Account Code (On-Call) | Organization | SpeedKey | Distribution % | Primary Funding | Alternate SpeedKey (Overtime) | Alternate SpeedKey (On-Call) |
|---------------|-----------------|-------------------------------|------------------------|---|--|--------------|-----------|----------------|-----------------|-------------------------------|------------------------------|
| 73000 | 73000001 | 73101000180731002000001000000 | 73100101000 | 73101000180731004000001000000 | | 100101000 | SPEEDKEY1 | 100 | Yes | OVERTIME1 | |

Figure 3: Allocating Funds

- b. Insert a row beneath that position's row.

| Business Unit | Position Number | Current FLAIR Account Code | Current FLAIR Org Code | Current Alternate FLAIR Account Code (Overtime) | Current Alternate FLAIR Account Code (On-Call) | Organization | SpeedKey | Distribution % | Primary Funding | Alternate SpeedKey (Overtime) | Alternate SpeedKey (On-Call) |
|---------------|-----------------|-------------------------------|------------------------|---|--|--------------|-----------|----------------|-----------------|-------------------------------|------------------------------|
| 73000 | 73000001 | 73101000180731002000001000000 | 73100101000 | 73101000180731004000001000000 | | 100101000 | SPEEDKEY1 | 100 | Yes | OVERTIME1 | |
| | | | | | | | | | | | |

Figure 4: Row Insert

- c. Complete the *Split Funding Position Number*, *SpeedKey*, and *Distribution %* fields within the newly added row. For distribution percentages, each line of a single position can have a different percentage, but the total of all line percentages for that position must equal 100.000.
- d. The Distribution % ChartField value is **required**, and the field will remain yellow until a value is entered for each Position Funding configuration.

6. Primary Funding – select a value of (Y)es or (N)o for each SpeedKey listed.
 - a. Only one Primary Funding SpeedKey is allowed per position.

| Current Alternate FLAIR Account Code (Overtime) | Current Alternate FLAIR Account Code (On-Call) | Organization | SpeedKey | Distribution % | Primary Funding | Alternate SpeedKey (Overtime) | Alt (On-Call) |
|---|--|--------------|-----------|----------------|-----------------|-------------------------------|---------------|
| 8101000180731004000001000000 | | 100101000 | SPEEDKEY1 | 75 | Yes | OVERTIME1 | |
| | | 100101000 | SPEEDKEY2 | 25 | No | | |

Figure 5: Primary Funding and Distribution %

7. Alternate SpeedKey (Overtime) – Provide the alternate SpeedKey value your agency would like assigned to the position in Florida PALM for Overtime payments.
 - a. This alternate SpeedKey should only be listed on the row marked as Primary Funding, only for Overtime eligible positions and only if the agency does not want to use the Position Funding for Overtime payments.
 - b. This SpeedKey will be relayed back to People First and will be used for all Overtime payments for this position.
 - c. The SpeedKey must be eligible for Payroll use and for the employee type (i.e., an OPS position is required to have a SpeedKey with an OPS category).

| Current Alternate FLAIR Account Code (On-Call) | Organization | SpeedKey | Distribution % | Primary Funding | Alternate SpeedKey (Overtime) | Alternate SpeedKey (On-Call) |
|--|--------------|-----------|----------------|-----------------|-------------------------------|------------------------------|
| | 100101000 | SPEEDKEY1 | 75 | Yes | OVERTIME1 | |
| | 100101000 | SPEEDKEY2 | 25 | No | | |

Figure 6: Overtime SpeedKey

8. Alternate SpeedKey (On-Call) – Provide the alternate SpeedKey value your agency would like assigned to the position in Florida PALM for On-Call payments.
 - a. This alternate SpeedKey should only be listed on the row marked as Primary Funding, only for On-Call eligible positions and only if the agency does not want to use the Position Funding for On-Call payments.
 - b. This SpeedKey will be relayed back to People First and will be used for all On-Call payments for this position.
 - c. The SpeedKey must be eligible for Payroll use and for the employee type (e.g., payment type must not be for OPS payments).

| Current Alternate FLAIR Account Code (On-Call) | Organization | SpeedKey | Distribution % | Primary Funding | Alternate SpeedKey (Overtime) | Alternate SpeedKey (On-Call) | Comments |
|--|--------------|-----------|----------------|-----------------|-------------------------------|------------------------------|----------|
| | 100101000 | SPEEDKEY1 | 75 | Yes | | ONCALL1 | |
| | 100101000 | SPEEDKEY2 | 25 | No | | | |

Figure 7: On-Call SpeedKey

- Use the Comments field, optionally, for your internal purposes.