Payroll Module Configurations

Updated 7/9/2026: The Configure Value selection of "Update" has been removed to align with other configuration workbooks. Agencies should make changes to their configured values where applicable and then select "Yes" to confirm their updates.

This workbook contains multiple worksheets, for applicable agencies, 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 to which agencies will review and update (as needed) the values that will be set up in Florida PALM:

- Criminal Justice Incentive Pay (CJIP) Funding

NOTE: *The CJIP configuration values are only required from select agencies whose employees currently receive those types of payments.*

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

Ongoing Data Maintenance

Agency worksheets are used to support the Project performed Dry Runs and will be loaded into Florida PALM for the final cutover at go-live as shown in the Testing Timeline. Therefore, agencies are required to maintain and submit conversion and configuration related workbooks throughout UAT and for go-live based on the RW tasks listed below.

- Task 697 – Maintain Configuration and Conversion Workbooks
- Task 699 – Maintain Configuration and Conversion Workbooks
- Task 701 – Submit Configuration and Conversion Workbooks
- Task 703 – Maintain Configuration and Conversion Workbooks
- Task 706 – Submit Configuration and Conversion Workbooks
- Task 709 – Submit Configuration and Conversion Workbooks
- Task 714 - Submit Configuration and Conversion Workbooks in Preparation for Go-Live

Criminal Justice Incentive Pay (CJIP) Funding

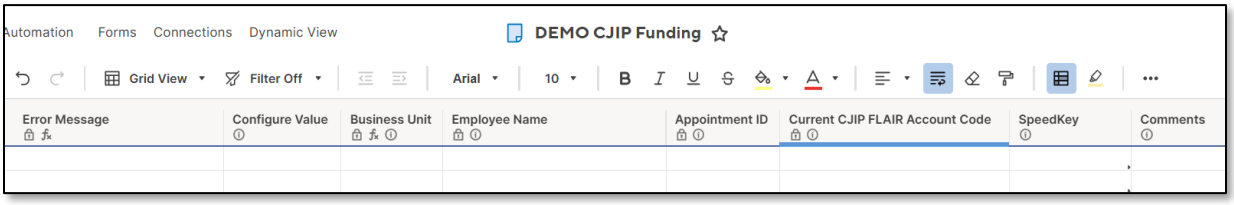

Figure 1: CJIP Funding Worksheet

Configuration Value Definition

CJIP Funding is used to assign funding to payments related to Criminal Justice Incentive Pay (CJIP) in People First. All active employees with this recurring payment in People First must have a valid CJIP SpeedKey created in Florida PALM and assigned in People First. CJIP Funding is only relevant to agencies who have employees that receive CJIP and only for time periods where the employee is in a CJIP eligible position.

NOTE: *The CJIP Funding configuration worksheet is only required to be completed or reviewed by the following agencies: APD, DACS, DBPR, DCF, DEP, DFS, DLA, DOL, FDC, FDLE, FLHSMV, FGCC, FSDB, FWC, JAC, SCS*

Business Process and Subprocess

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

Table 1: CJIP Business Process and Subprocess

Business Process	Business Subprocess
N/A	N/A

Configuration Value Purpose and Use

- The CJIP Funding configuration provides agencies an initial load and set up of their funding information for employees who receive CJIP in People First.
- Eligible SpeedKeys for CJIP are being collected and transmitted to People First for initial load. These will be provided on the applicable earnings and will override funding distributions in Florida PALM.

The ChartField values that are being utilized in the CJIP Funding worksheet are sourced from a related agency worksheet (Figure 2) to ensure the most current information is available in associated ChartField drop-down selections as you complete your agency's configuration workbooks.

Failure to complete the <Agency> SpeedKey configuration worksheet will result in SpeedKey ChartField values being unavailable for selection by your agency in the Payroll configuration worksheets.

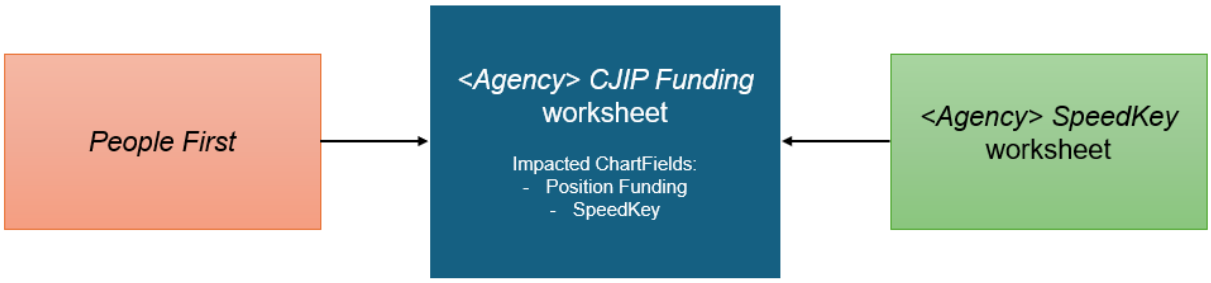

Figure 2: Cross-worksheet Connections for CJIP

Configuration Design Details

The following design considerations are applied when defining an employee's CJIP Funding in Florida PALM:

- The SpeedKey must be valid in Florida PALM to be assigned to the employee's CJIP payment in People First.
- The SpeedKey must be marked eligible for payroll use to be assigned to the employee's CJIP payment in People First.
- The SpeedKey must be eligible for the payment type. CJIP Funding is required to have the category delegated for those payment types.
- CJIP SpeedKey will be stored and updated on the employee's CJIP record in People First after initial load.

Assumptions

The following assumptions are considered when defining an employee's CJIP Funding:

- The employee that CJIP Funding is being assigned to exists in Florida PALM.
- The employee that CJIP Funding is being assigned to belongs to the Business Unit provided.
- The employee receiving the CJIP Funding has an active recurring payment for CJIP in People First.
- The Business Unit that funding is being assigned to exists in Florida PALM.

Configuration Field Details

Agencies must provide the following Criminal Justice Incentive Pay Funding related configuration values as listed in the *<Agency> CJIP Funding* worksheet in Smartsheet.

Table 2: CJIP Funding Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Error Messages	*Real-time "[RT]" and/or interfaced "[API]" messages, which describe all errors found in the Agency*	N/A	N/A	N/A	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	Indicated, Agency Provided, or Agency Specified fields.				
Configure Value	Configure Value: "Yes"	Required	Character	3	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
Employee Name	Name of the employee receiving CJIP.	Required	Character	30+	Project Provided
Appointment ID	Employee's People First Appointment ID.	Required	Numeric	10	Project Provided
Current CJIP FLAIR Account Code	FLAIR Account Code assigned to the CJIP Recurring Payment in People First.	Required	Numeric	29	Project Provided
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
Comments	Agency comments.	Optional	Character	254	Agency Provided

Worksheet Instructions

The information below provides detailed instructions on how to complete the *<Agency> CJIP Funding* worksheet. Continue to update CJIP values for your agency as needed.

1. Review the worksheet and determine whether the configured values need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of the disposition of a configured employee that receives CJIP Funding.

2. In the *Configure Value* column:
    a. Select "Yes" to confirm the configured employee is correct.
        i. If you previously selected "Yes" and no changes are required to the row, no action is required.
        ii. If the Project has added a new row or made a change to a row, the *Configure Value* column will be blank, requiring agency action.

b. If an update is needed, make the applicable updates and then select "Yes" to confirm the information is correctly configured. For example, if there is red text, it indicates that the current SpeedKey value is no longer valid based on your *<Agency> SpeedKey* worksheet. You will update the corresponding items and then mark "Yes" in the *Configure Value* column.
    i. Select the desired SpeedKey value your agency would like to assign to the employee's recurring CJIP payment in People First.
        1. The SpeedKey must be eligible for Payroll use and for the employee type (e.g., payment type must not be for OPS payments).
        2. If the SpeedKey cell turns purple, review the error message.
        3. The SpeedKey must be eligible for the payment type. If the SpeedKey cell turns red, review the category assigned to the SpeedKey. The only categories permissible for CJIP payments are 103290 and 104166.
    ii. SpeedKey updates or additions that have been made in your *<Agency> SpeedKey* worksheet will appear for selection in your *<Agency> CJIP Funding* worksheet via overnight processing.

3. Review and correct any errors identified in the *Error Messages* column.

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