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 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:

- Default Funding

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

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

Default Funding

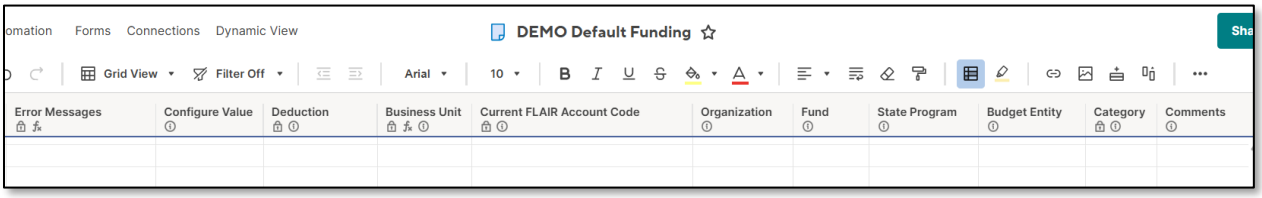

Figure 1: Default Funding Worksheet

Configuration Value Definition

Default Funding is used to notate the default funding that agencies would like the Recovery of State Funds Deductions and Salary Refund Deductions to be deposited. Each agency must specify Default Funding for the funds collected through these deductions (i.e., separate Warrants will not be printed).

Business Process and Subprocess

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

Table 1: Default Funding Business Process and Subprocess

Business Process	Business Subprocess
100.7 Payroll Accounting Distributions	100.7.2 Generate Payroll Accounting Distributions

Configuration Value Purpose and Use

The Default Funding configuration provides agencies an initial load and set up of their ChartField values for the deposit of Recovery of State Funds Deductions and Salary Refund Deductions collected through payroll.

The ChartField values that are being utilized in the Default Funding worksheet are sourced from related agency worksheets, FLAIR, and statewide values (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> Organization configuration worksheet will result in Organization ChartField values being unavailable for selection by your agency in the Payroll configuration worksheets.

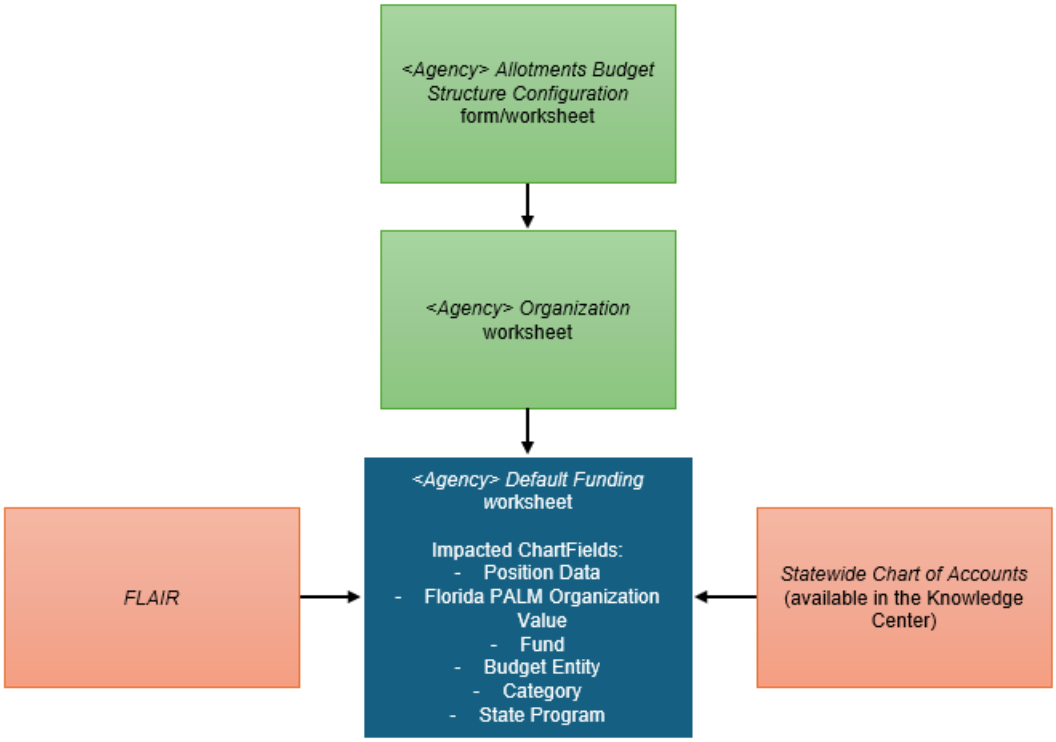

Figure 2: Cross-worksheet Connections for Default Funding

Configuration Design Details

- ChartFields for the deposit of Recovery of State Funds Deductions and Salary Refund Deductions will be required for each agency. Paper warrants will no longer be issued when a deduction for Salary Refund (Code 200) is collected.
- ChartFields for the deposit of Salary Refunds (Code 200) will be specific for each agency.
- Recovery of State Funds Deductions and Salary Refund Deductions will be deposited based on the ChartFields provided by the agency.

Assumptions

The following assumption is considered when defining a Default Funding value:

- The ChartFields given are active in Florida PALM.

Configuration Field Details

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

Table 2: Default 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 Indicated, Agency Provided, or Agency Specified fields.*	N/A	N/A	N/A	Project Provided
Configure Value	Configure Value: "Yes"	Required	Character	3	Agency Indicated
Deduction	Title of the deduction to be deposited.	Required	Character	30	Project Provided
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
Current FLAIR Account Code	FLAIR Account Code assigned to the deduction.	Required (based on prior column dependency)	Character	29	Project Provided
Organization	Identifies the organizational entity associated with a	Required	Character	10	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.				
Fund	Used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions, or limitations.	Required	Character	5	Agency Specified
State Program	Tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS.	Required	Character	10	Agency Specified
Budget Entity	Represents organizations and/or functions to which appropriations are made and typically represents a program.	Required	Character	8	Agency Specified
Category	Represents both appropriation categories and revenue source codes.	Required	Character	6	Project Provided
Comments	Agency comments.	Optional	Character	254	Agency Provided

Worksheet Instructions

The below information provides detailed instructions on how to complete the *<Agency> Default Funding* workbook. Continue to update Default Funding 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 configured position.

2. In the *Configure Value* column:
    a. Select "Yes" to confirm the configured position 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.

a. 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 Organization value is no longer valid based on your <Agency> Organization worksheet. You will update the corresponding items and then mark "Yes" in the *Configure Value* column.

iii. Organization – Select the needed Organization value, if applicable, from the drop-down list that is being assigned to deductions in Florida PALM. This list contains all Florida PALM non-budgetary Organization ChartField values in your current <Agency> Organization worksheet.

***NOTE**: Organization additions, updates, or removals that have been made in your <Agency> Organization workbook will appear for selection via overnight processing.*

iv. Fund – Select the needed Fund value, if applicable, from the drop-down list that is being assigned to the deductions in Florida PALM. This list contains all agency specific Fund ChartField values listed within the Statewide COA Configuration Workbook.
v. State Program – Select the needed State Program that is being assigned to the deductions in Florida PALM. This list contains all agency specific State Program ChartField values listed within the Statewide COA Configuration Workbook.
vi. Budget Entity – Select the needed Budget Entity value, if applicable, from the drop-down list. This list contains all Budget Entity ChartField values listed within the Statewide COA Configuration Workbook.

***NOTE:** When selecting ChartField values, the combination of the Fund, Budget Entity, Category, and/or State Program Value must be a valid combination located in the Budgetary Value Combination Edit Values workbook in Smartsheet.*

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

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

***NOTE:** Post implementation, agencies will **not** be able to update Default Funding values. A request will need to be made through DFS Bureau of State Payrolls if updates are required.*