FloridaPALM
Planning, Accounting, and Ledger Management

Department of Financial Services
Project Change Request (PCR) Form
PCR-110-Segment IV Payroll Customizations and Requirement Updates

Change Request Information *(completed by PCR Requestor)*

Requested by		Submitted By	
Name	Deana Metcalf	Name	Stacey Terry
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Email	deana.metcalf@myfloridacfo.com	Email	stacey.terry@myfloridacfo.com
Title	Florida PALM Functional Architect	Title	Accenture Functional Lead

Requesting Department Name *(Use if requested from outside the Project)*	Department of Financial Services	Date Requested	1/12/2024

| PCR Need Description *(Include description of change, why it is needed, how it was discovered)* | After execution of Amendment 8, the Department of Financial Services (DFS) has requested the following changes to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations.

Attachment 5.1 – Business Requirements:
1) Request to update the following requirement to designate it with a How Met of "Delivered" and disassociate it from the Confidential Payroll Employee and Supplier Information (C60) customization, which is requested to be cancelled in the Attachment 5.2 – Customization section below:
   • 200.1027 – Provide ability to identify a payroll vendor or employee's information as confidential and exempt from public disclosure as outlined in Chapter 119, F.S. so that no one can view or report on the identity of that vendor or employee's information except individuals with proper security.

2) Request to cancel the following requirement as employee health and life insurance data will be sent to People First (requirement 200.1045). Florida PALM will not send directly to Division of State Group Insurance:
   • 200.1046 (Cancel) – Provide ability to send an interface containing employee health and life insurance data to Department of Management Services, Division of State Group Insurance.

3) Request to cancel the following requirement as the DROP override process will not be used within Florida PALM:
   • 200.1052 (Cancel) – Provide ability to receive DROP Authorization data from Department of Management Services, Division of Retirement.

4) Request to modify the following requirement based on how payroll EFT files will be created after confirmation of payroll:
   • 200.1086 (Current) – Provide ability to create EFT banking file during pre-production payroll and send to the bank prior to confirmation of final payroll.
   • 200.1086 (Revised) – Provide ability to create EFT banking file to be sent to the bank after confirmation of payroll.

5) Request to update the following requirement to designate it with a How Met of "Delivered" and disassociate it from the W-2 State Withholding Changes (C62) customization, which is requested to be cancelled in the Attachment 5.2 – Customization section below. In addition, request to modify the following requirement based on how state taxes will be handled for the Payroll wave:
   • 200.1092 (Current) – Provide ability to report state taxes on Form W-2 as required by the IRS and each state when general deductions were used to deduct the state tax from the employees' pay.
   • 200.1092 (Revised) – Provide the ability for a user to update tax balances to enable reporting of state taxes on Form W-2 as required by the IRS and each state when general deductions were used to deduct the state tax from the employees' pay.

Attachment 5.2 – Customizations:
1) Request to cancel the Confidential Payroll and Employee Supplier Information (C60) customization. Employee confidential indicators will be stored within the delivered security clearance type table in HCM and the data will be updated by the PRI003 – Inbound Personal Data and Privacy Indicators interface. Accounts Payable will use a database link during the processing of the API022 – Inbound Employee Load interface to view the confidential indicator information within HCM to designate the employee confidential indicator on the created employee supplier record in Financials, as applicable. |

(Credit $70,686)

The Attachment 5.1 – Business Requirements related to the C60 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.1027 – Provide ability to identify a payroll vendor or employee's information as confidential and exempt from public disclosure as outlined in Chapter 119, F.S. so that no one can view or report on the identity of that vendor or employee's information except individuals with proper security.

2) Request to cancel the W-2 State Withholding Changes (C62) customization. State Tax withholding will not be included in the Payroll Wave based on the impact to employee paychecks, additional staff needed to support out of state tax processes and filings and additional work location information that would need to be collected from agencies. (Credit $113,349)

The Attachment 5.1 – Business Requirements related to the C62 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.1092 – Provide ability to report state taxes on Form W-2 as required by the IRS and each state when general deductions were used to deduct the state tax from the employees' pay.

Business Benefit/ Justification *(Provide the tangible/intangible value(s) that support the Project's goals)*	The respective changes to the requirements and customizations enable Florida PALM to design the appropriate solution for the Payroll Wave.
Implications of Not Making the Change *(If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)*	Florida PALM will, 1) design solutions that are out of scope for the Payroll Wave, and 2) implement customizations that the State plans not to use.

Project Goals *(Please choose all that apply)*		Goal
	☒	Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability
	☐	Improve state and agency specific decision making by capturing a consistent and an expandable set of data
	☐	Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future
	☒	Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies

Initial Review *(completed by PMO Team)*

PCR Title	PCR-110-Segment IV Payroll Customizations and Requirement Updates
PCR ID	PCR110

PCR Historical Information *Please enter the following IDs from the Project SharePoint logs (when applicable)*

Decision ID	Enter Decision ID	Decision Name	Enter Decision Name
Risk ID	Enter Risk ID	Risk Name	Enter Risk Name
Issue ID	Enter Issue ID	Issue Name	Enter Issue Name

Impact Analysis *(completed by Florida PALM Project team members)*

PCR Analysis Resources	Name	Role
	Deana Metcalf	State Functional Architect
	Stacey Terry	Accenture Functional Lead
	Enter Name	Enter Role
	Enter Name	Enter Role

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	Enter Name	Enter Role
Tier Specification	○ Tier 1 (Project Director Approval Required)	● Tier 2 (ESC Approval Required)
Scope	Changes that do not relate to additions or deletion of Business Requirements	Addition or deletion of Business Requirements
Schedule	Changes not associated with Major Project Deliverables or Stage Gate Decision due dates	Changes to Major Project Deliverables or Stage Gate Decision due dates
Cost	Changes within the budgeted spend plan categories, provided it does not result in overall Project cost overruns	Changes resulting in request for funds from the Legislative Budget Committee (LBC) or in the cost of a deliverable over $250,000

Alternatives to Making the Change *(Describe solution options to fulfilling the change request)*	**Viable** ○ Yes ● No	N/A

Risk(s) Associated with Making the Change	**Risk Category** Cost ☐ Schedule ☐ Scope ☐	N/A

Is Contract Affected?	● Yes ○ No	Updates to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations

Project Cost Impact	Planned to add to the credit available for future PCRs.
Low - No impact to Cost	
Project Schedule Impact	N/A
Low - No impact to Stage Gate Decisions	
Project Scope Impact	1) Modified three existing business requirements, 2) cancelled two requirements, and 3) cancelled two customizations.
Critical - Adjustment requiring ESC acceptance	

Additional Resource Requirements *(insert rows as needed)*	Hours Effort	Hours Cost	Cost
Functional Analyst	Enter Number of Hours	Enter Cost Per Hour	
Functional Consultant	Enter Number of Hours	Enter Cost Per Hour	
Functional Manager	Enter Number of Hours	Enter Cost Per Hour	
Functional Director	Enter Number of Hours	Enter Cost Per Hour	
Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	
Sr. Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	
Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	
Sr. Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	
Cancellation of C60 – Confidential Payroll Employee Supplier Information to Accounts Payable			($70,686)
Cancellation of C62 – W-2 State Withholding Changes			($113,349)

Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	$(184,035)

Implementation Plan *(Completed by Florida PALM team member(s))*

The following implementation plan activities will be completed:

1) Attachment 5.1 – Business Requirements Working (To be completed by Stacey Terry)
   - Update requirement 200.1027 to designate it with a How Met of "Delivered" and remove reference to customization C60.
   - Remove requirement 200.1046.
   - Remove requirement 200.1052.
   - Update requirement 200.1092 to designate it with a How Met of "Delivered" and remove reference to customization C62.
   - Modify requirement 200.1092 requirement text as follows: Provide the ability for a user to update tax balances to enable reporting of state taxes on Form W-2 as required by the IRS and each state when general deductions were used to deduct the state tax from the employees' pay.
   - Modify requirement 200.1086 requirement text as follows: Provide ability to create EFT banking file to be sent to the bank after confirmation of payroll.

2) Attachment 5.2 – Customizations Working (To be completed by Stacey Terry)
   - Remove customization C60 – Confidential Payroll Employee and Supplier Information.
   - Remove customization C62 – W-2 State Withholding Changes.

3) Requirements Traceability Matrix (RTM) Working (To be completed by Stacey Terry)
   - Update requirement 200.1027 to designate it with a How Met of "Delivered" and remove reference to customization C60.
   - Update requirement 200.1092 to designate it with a How Met of "Delivered" and remove reference to customization C62.
   - Modify requirement 200.1092 requirement text as follows: Provide the ability for a user to update tax balances to enable reporting of state taxes on Form W-2 as required by the IRS and each state when general deductions were used to deduct the state tax from the employees' pay.
   - Cancel requirement 200.1046.
   - Cancel requirement 200.1052.
   - Modify requirement 200.1086 requirement text as follows: Provide ability to create EFT banking file to be sent to the bank after confirmation of payroll.

4) RICEFW Inventory Working (To be completed by Stacey Terry)
   - Cancel RICEFW item PRE010 – Confidential Payroll Employee Supplier Information to Accounts Payable.
   - Cancel RICEFW item PRE011 – W-2 State Withholding Changes.

5) WP402 Requirements Traceability Matrix (To be completed by Stacey Terry)
   - Update requirement 200.1027 to designate it with a How Met of "Delivered" and remove reference to customization C60, once WP402 is documented for Segment III.
   - Remove requirement 200.1046, once WP402 is documented for Segment III.
   - Remove requirement 200.1052, once WP402 is documented for Segment III.
   - Update requirement 200.1092 to designate it with a How Met of "Delivered" and remove reference to customization C62, once WP402 is documented for Segment III.
   - Modify requirement 200.1092 requirement text as follows: Provide the ability for a user to update tax balances to enable reporting of state taxes on Form W-2 as required by the IRS and each state when general deductions were used to deduct the state tax from the employees' pay, once WP402 is documented for Segment III.
   - Modify requirement 200.1086 requirement text as follows: Provide ability to create EFT banking file to be sent to the bank after confirmation of payroll, once WP402 is documented for Segment III.

6) WP403 RICEFW Inventory (To be completed by Stacey Terry)
   - Do not include RICEFW item PRE010 – Confidential Payroll Employee Supplier Information to Accounts Payable, when WP403 is documented for Segment III.
   - Do not include RICEFW item RICEFW item PRE011 – W-2 State Withholding Changes when WP403 is documented for Segment IV.

7) Design Work Unit Tracker (To be completed by Stacey Terry)
- Cancel PRE010 – Confidential Payroll Employee Supplier Information to Accounts Payable for Segment III.

8) Project Schedule/RADAR (To be completed by PMO)
- Remove PRE010 – Confidential Payroll Employee Supplier Information to Accounts Payable from D641 – Completion of Solution Design (Requirements) Segment III.

Note: Extensions are not bucket items, hence, no updates are needed to the RICEFW Consumption Tracker.

Additional Reviewers *(Use this table only if needed)*	Review Complete Date
☒ SSI Contract Manager	1/17/2024
☐ Production Support Manager	Choose a Date
☐ Project Management Office	Choose a Date
☐ Other	Choose a Date

CCB Review		
CCB Members	Member Recommendation	Member Recommendation Date
☐ Deputy Project Director	Choose an Item	Choose a Date
☒ Reporting Architect	Approve	1/22/2024
☒ Technical Architect	Approve	1/22/2024
☐ Functional Architect	Choose an Item	Choose a Date
☒ Stakeholder Architect	Approve	1/17/2024

Authorization
This PROJECT CHANGE REQUEST is bound to the signed <u>Project Charter and/or Contract Statement of Work</u> and the PCR approval date. The following signatures authorize work described herein to be performed.

Determination	Choose an Item

TIER 1 *(when applicable)*   **TIER 2** *(when applicable)*

_____ _____   _____ _____
Signature   Date   Signature   Date

Jimmy Cox, CPA, PMP, FCCM, FCCN   Steven Fielder, Chair
Florida PALM Project Director   Florida PALM Executive Steering Committee