Florida PALM
Planning, Accounting, and Ledger Management

Department of Financial Services
Project Change Request (PCR) Form
PCR-113-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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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	2/19/2024

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 "Interface" as employee leave payouts will be interfaced from human resource management systems into Florida PALM. Request to disassociate the requirement from the Leave Payout Validation (C55) customization, which is requested to be cancelled in the Attachment 5.2 – Customization section below:
	   • 200.1004 – Provide the ability to calculate and process active and terminated employee leave payouts with data provided from human resource management systems per 110 F.S.
	
	2) Request to add the following new requirement to support the addition of the Updates to Third Party Paysheet Transaction Page (C101) customization requested in the Attachment 5.2 – Customizations section below:
	   • 200.1101 (New) – Provide ability to sort third party paysheet transactions based on filters that are available to end users.
	
	3) Request to update the following requirement to designate it with a How Met of "Extension" and modify it to support the new Beneficiary Payment Process (C102) customization requested in the Attachment 5.2 – Customizations section below:
	   • 200.0139 (Current) – Provide ability to calculate and produce a final payment to deceased employee's beneficiary and plaintiffs of settlements.
	   • 200.0139 (Revised) – Provide ability to calculate and produce final payments to deceased employee's beneficiaries and plaintiffs of settlements.
	
	4) Request to update the following requirement to designate it with a How Met of "Extension" and modify it to support the addition of the FRS Retroactive Adjustments (C104) customization requested in the Attachment 5.2 – Customizations section below:
	   • 200.0125 (Current) Provide ability to calculate and process prior period pay adjustments associated with payroll elements effective during the specified time period based on user specified parameters (e.g., deductions, retirement) with corresponding updates to payroll history and accounting entries.
	   • 200.0125 (Revised) Provide ability to calculate, recalculate and process prior period pay adjustments associated with payroll elements effective during the specified time period based on user specified parameters (e.g., deductions, retirement) with corresponding updates to payroll history and accounting entries.
	
	5) Request to add the following new requirement to support the addition of the Load W-2c Process (C105) customization requested in the Attachment 5.2 – Customizations section below:
	   • 200.1104 (New) – Provide the ability to load prior year payroll adjustments to the W-2c tables for processing.
	
	6) Request to add the following new requirement to support the addition of the FRS Retroactive Calculation (C106) customization requested in the Attachment 5.2 – Customizations section below:

- 200.1105 (New) – Provide the ability to process retroactive FRS contributions in the current payroll using FRS contribution rates that were previously in effect.

7) Request to add the following new requirement to support the addition of the Consolidated AP Supplier Voucher (C107) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1106 (New) – Provide the ability to provide a consolidated supplier payment voucher from payroll to AP.

8) Request to add the following new requirement to support the addition of the HCM SpeedKey Functionality (C108) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1107 (New) – Provide the ability to keep SpeedKeys configured in Financials in sync with HCM SpeedKeys, HCM Combination Codes, and HCM Account Codes, as well as systematically prevent users from selecting inactivated HCM SpeedKey, HCM Combination Codes, and HCM Account Codes.

9) Request to add the following new requirements to support the addition of the Overpayment Extension (C109) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1108 (New) – Provide the ability for agencies to select previously paid earnings that resulted in an overpayment and allow the adjustments to be calculated and processed with the next available payroll.
   - 200.1109 (New) – Provide the ability for agencies to view the net impact of an overpayment adjustment without the adjustment being approved.
   - 200.1110 (New) – Provide the ability for overpayment adjustments to be approved by specified personnel, before the payment is issued.
   - 200.1111 (New) – Provide the ability for agencies to override funding associated with an overpayment adjustment.

10) Request to add the following requirement to support the addition of the Payroll Payment Reissue and Cancellation Process (C111) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1113 (New) – Provide the ability to reissue payroll ACH returns without reversing the payroll expense accounting entries and generate the payroll accounting entries needed for reissuing lost payroll warrants.

11) Request to add the following requirement to support the addition of the Tax Deposit Tracking and Reporting (C112) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1114 (New) – Provide the ability to track and manage tax payments made to taxing authorities.

12) Request to update the following requirements to designate with a How Met of "Extension" and associate the requirement with the Payment Requests and Non-Cash Adjustments (C113) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.0060 (Current) - Provide ability to calculate or assign non-cash earnings (e.g., taxable value of life insurance over $50,000, state-provided housing, state-provided vehicles, educational assistance in excess of $5,250) to taxable and/or retirement wage base.
   - 200.0060 (Revised) - Provide ability to calculate or assign non-cash earnings (e.g., taxable value of life insurance over $50,000, state-provide housing, state-provided vehicles, educational assistance in excess of $5,250) to taxable and/or retirement wage base without allowing updates of other payline earnings by agencies.
   - 200.0064 (Current) - Provide ability to initiate a one-time payroll event.
   - 200.0064 (Revised) – Provide ability to initiate a one-time payroll event that requires BOSP approval prior to being included on the next payroll cycle.

13) Request to add the following requirement to support the addition of the Historical W-2, Individual Earnings Statements, and Annual Earnings Statements (C114) customization requested in the Attachment 5.2 – Customizations section below:

- 200.1115 (New) – Provide the ability to employees to access historical FLAIR W-2, Individual Earnings Statements, and Annual Earnings Statements via online self-service employee portal.

14) Request to add the following requirement to support the addition of the Garnishment Attachments (C115) customization requested in the Attachment 5.2 – Customizations section below:
- 200.1116 (New) - Provide the ability to store employee garnishment related documents on the employee garnishment setup page.

Attachment 5.2 – Customizations:

1) Request to cancel the Leave Payout Validation (C55) customization. This extension is for life-time leave payout payment limits, which will be addressed through reporting. (Credit $37,352)

    The Attachment 5.1 – Business Requirements related to the C55 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
    - 200.1004 – Provide the ability to calculate and process active and terminated employee leave payouts with data provided from human resource management systems per 110 F.S.

2) Request to add new Updates to Third Party Paysheet Transaction Page (C101) customization. This customization allows for updates to the delivered third party paysheet transaction page that displays the uploaded transactions prior to loading to paysheets. Additional editing, ordering and filtering of data on the loaded data on the page is needed beyond the delivered PeopleSoft functionality. (Cost $25,911)

    The new Attachment 5.1 – Business Requirements related to the C101 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
    - 200.1101 (New) – Provide ability to sort third party paysheet transactions based on filters that are available to end users.

3) Request to add new Beneficiary Payment Process (C102) customization. This customization allows for the ability to create multiple beneficiary payments from one deceased employee's paycheck. As delivered, when creating an off-cycle payment in PeopleSoft a paycheck (payment) has to be fully processed as only one beneficiary can be specified in a single paycheck. The payment for the first beneficiary has to be fully processed before editing the beneficiary information for the next paycheck that is processed on behalf of the same employee. (Cost $67,477)

    The revised Attachment 5.1 – Business Requirements related to the C102 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
    - 200.0139 (Current) – Provide ability to calculate and produce a final payment to deceased employee's beneficiary and plaintiffs of settlements.
    - 200.0139 (Revised) – Provide ability to calculate and produce final payments to deceased employee's beneficiaries and plaintiffs of settlements.

4) Request to add new FRS Retroactive Adjustments (C104) customization. This customization will identify FRS earnings and contributions and update the FRS table with the amounts and month and year they should be reported to FRS. The customization involves creating a program to pull and summarize all FRS related transactions for the reporting month and prepare for transmission to FRS. The custom table will include all fields required by FRS plus a status field (valid values are: Staged, Sent to FRS, Void), user ID who updated the records, and date time stamp. It will include a custom page that will allow BOSP to "void" a transaction that should not be sent to FRS. (Cost $0)

    The revised Attachment 5.1 – Business Requirements related to the C104 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
    - 200.0125 (Current) Provide ability to calculate and process prior period pay adjustments associated with payroll elements effective during the specified time period based on user specified parameters (e.g., deductions, retirement) with corresponding updates to payroll history and accounting entries.

- 200.0125 (Revised) Provide ability to calculate, recalculate and process prior period pay adjustments associated with payroll elements effective during the specified time period based on user specified parameters (e.g., deductions, retirement) with corresponding updates to payroll history and accounting entries.

5) Request to add new Load W-2c Process (C105) customization. This customization would load prior year payroll activity processed into the W-2c table for processing. As delivered, payroll payments impacting the previous calendar year are no longer able to be processed once the W-2 year-end processes are run. Delivered PeopleSoft functionality requires W-2c information to be entered into the W-2c pages and manual balance adjustments to be entered if the information needs to be tracked within the employee payroll balances. (Cost $0)

The new Attachment 5.1 – Business Requirements related to the C105 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
- 200.1104 (New) – Provide the ability to load prior year payroll adjustments to the W-2c tables for processing.

6) Request to add new FRS Retroactive Calculation (C106) customization. This customization will establish a program that will insert deduction override rows to the Paysheet Transaction Table to adjust FRS contribution amounts. This program will calculate the net impact to the current pay period for prior period adjustments. The following example scenarios have been identified:
    i. Rate corrections that impact a pay period crossing reporting months
    ii. Underpayment and overpayment recovery resulting in re-calculation of contribution amounts
    iii. Corrections to employee's retirement code
    iv. Workers Compensation
    v. Military Leave
    vi. FRS variance invoices

The customization will include a custom table and page to add Worker's Compensation, Military Leave adjustments and FRS variance invoices impacting employer and employee balances that will reclassify FRS eligible earnings and re-calculate the contribution amount for the applicable period. The amounts that are calculated in this customization are used by customization C104 when determining the amounts that should be reported to FRS. (Cost $167,305)

The new Attachment 5.1 – Business Requirements related to the C106 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
- 200.1105 (New) – Provide the ability to process retroactive FRS contributions in the current payroll using FRS contribution rates that were previously in effect.

7) Request to add new Consolidated AP Supplier Voucher (C107) customization. This customization would create a consolidated supplier payment voucher for AP. Supplier payments will be moved within HCM to the Enterprise Business Unit and related ChartFields for payment out of AP. The customization will also allow negatives to be included within the selection of data. PeopleSoft delivered functionality creates AP Supplier Vouchers under each respective agency business unit for which the payroll payment was made. As delivered, a voucher is created for each business unit and each supplier. The State needs to have a single voucher created for a supplier that goes across business units. (Cost $33,030)

The new Attachment 5.1 – Business Requirement related to the C107 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
- 200.1106 (New) – Provide the ability to provide a consolidated supplier payment voucher from payroll to AP.

8) Request to add new HCM SpeedKey Functionality (C108) customization. This customization would support the usage of SpeedKeys in HCM to keep the Valid Combo Data Table in sync and not allow users to select inactivated SpeedKeys. The State has decided to drive the use of SpeedKeys within HCM only based on data entered into Florida PALM Financials. As delivered, SpeedKeys and Valid Combo Data is not synced between the tables within HCM. (Cost $46,682)

The new Attachment 5.1 – Business Requirements related to the C108 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.1107 (New) – Provide the ability to keep SpeedKeys configured in Financials in sync with HCM SpeedKeys, HCM Combination Codes, and HCM Account Codes, as well as systematically prevent users from selecting inactivated HCM SpeedKeys, HCM Combination Codes, and HCM Account Codes.

9) Request to add new Salary Overpayment Extension (C109) customization. This customization will handle the calculation and processing needed for salary overpayments via a custom page.
This customization includes the ability for agencies to select the earnings from a specific paycheck to adjust earnings, actual hours worked or contracted hours and calculate the net pay prior to submitting the adjustment. The salary overpayment adjustment amount will be staged in a custom table and not processed until proper employee notification has occurred and finalized by Agency. Workflow is included when an agency approver is needed for the salary overpayment. This customization includes the ability for the agency to select the salary overpayment that should be loaded to the next payroll, including overriding the funding / accounting string as needed. Approved gross amounts will flow into the next payroll to reduce the employee's net pay. In the event the negative gross amount cannot flow into the next payroll the salary overpayment will be processed via an employee deduction or collected from a personal check. (Cost $340,215)

The new Attachment 5.1 – Business Requirements related to the C109 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.1108 (New) – Provide the ability for agencies to select previously paid earnings that resulted in an overpayment and allow the adjustments to be calculated and processed with the next available payroll.
- 200.1109 (New) – Provide the ability for agencies to view the net impact of an overpayment adjustment without the adjustment being approved.
- 200.1110 (New) – Provide the ability for overpayment adjustments to be approved by specified personnel, before the payment is issued.
- 200.1111 (New) – Provide the ability for agencies to override funding / accounting associated with an overpayment adjustment.

10) Request to add new Payroll Payment Reissue and Cancellation Process (C111) customization. This customization would provide a mechanism to cancel payroll warrant and ACH payments, to include the ability to reissue a new payment as a warrant or reverse an existing payment without reissuing. As delivered, when a warrant is reissued, accounting entries are not updated or generated. For payments that are initially made via ACH that need to be reissued as a warrant, delivered functionality is to fully reverse the check including the related accounting entries. (Cost $334,536)

The new Attachment 5.1 – Business Requirements related to the C111 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.1113 (New) – Provide the ability to reissue payroll ACH returns without reversing the payroll expense accounting entries and generate the payroll accounting entries needed for reissuing lost payroll warrants.

11) Request to add new Tax Deposit Tracking and Reporting (C112) customization. BOSP currently tracks all payroll tax withholdings, tax payments and tax reporting information in a series of Excel spreadsheets that is maintained by daily manual entry and links between the spreadsheets. The customization will automate the storage of the required information for monitoring tax withholdings, adjustments, payments and needed tax reporting in custom tables based on payrolls processed. The information in the tables would be used to generate reports to monitor tax withholdings and payments and provide accurate information for tax reporting. Adjustments made on the custom tax table that impact a prior Quarter or prior Calendar Year, would update the impacted employee balance records for the impacted calendar year. Delivered PeopleSoft functionality does not track the tax payments the state makes to the taxing authority. (Cost $146,053)

The new Attachment 5.1 – Business Requirements related to the C112 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.1114 (New) – Provide the ability to track and manage tax payments made to taxing authorities.

12) Request to add new Payment Requests and Non-Cash Adjustments (C113) customization. This customization will allow agencies to enter only Non-Cash adjustments on the paysheet. Delivered PeopleSoft functionality does not provide the ability to limit access to specific fields within the paysheet. The customization will allow agencies to enter payment requests that would route to BOSP for approval to be included on the next payroll cycle. As delivered, there is not an approval process for entries made on the paysheet. Delivered functionality only allows payments to be entered on the paysheet for the payroll that is currently being processed. The customization will display contracted hours and Interdepartment ID on the paycheck page as these fields are not displayed on the delivered paycheck page. (Cost $161,299)

The new Attachment 5.1 – Business Requirements related to the C113 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
- 200.0060 (Current) - Provide ability to calculate or assign non-cash earnings (e.g., taxable value of life insurance over $50,000, state provided housing, state provided vehicles, educational assistance in excess of $5,250) to taxable and/or retirement wage base.
- 200.0060 (Revised) - Provide ability to calculate or assign non-cash earnings (e.g., taxable value of life insurance over $50,000, state provided housing, state provided vehicles, educational assistance in excess of $5,250) to taxable and/or retirement wage base without allowing updates of other payline earnings by agencies.
- 200.0064 (Current) - Provide ability to initiate a one-time payroll event.
- 200.0064 (Revised) – Provide ability to initiate a one-time payroll event that requires BOSP approval prior to being included on the next payroll cycle.

13) Request to add new Historical W-2, Individual Earnings Statements, and Annual Earnings Statements (C114) customization. This customization will allow employees to access historical FLAIR W-2, Individual Earnings Statements, and Annual Earnings Statements from ePay. Attachments of the historical FLAIR W-2, Individual Earnings Statements, and Annual Earnings Statements will be loaded into Florida PALM HCM. (Cost $0)

The new Attachment 5.1 – Business Requirements related to the C114 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
- 200.1115 (New) – Provide the ability to employees to access historical FLAIR W-2, Individual Earnings Statements, and Annual Earnings Statements via online self-service employee portal.

14) Request to add new Garnishment Attachments (C115) customization. This customization will allow BOSP to attach documents on the employee garnishment setup page. (Cost $20,512)

The new Attachment 5.1 – Business Requirements related to the C115 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
- 200.1116 (New) - Provide the ability to store employee garnishment related documents on the employee garnishment setup page.

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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)*	The desired solution design and business requirements would not be met by delivered Florida PALM functionality. Failure to implement or update the requested customizations would result in the following implications: Leave Payout Validation (C55): • This is a request to cancel the leave payout validation customization based on the design

decision to continue to interface leave payouts from the human resource management systems. Without this change a customization would be built that would have limited use based on the associated quality of existing life to date payout information that exists.

Updates to Third Party Paysheet Transaction Page (C101):
- Based on the volume of payroll transactions that will be loaded via the Third Party Paysheet functionality, the efficiency of BOSP processing payroll would be impacted if the additional filtering and sorting capabilities are not implemented, potentially causing delays in payroll processing.

Beneficiary Payment Process (C102):
- BOSP would need to manually update payee information and process an off-cycle check for each beneficiary payee and payment, one at a time if the customization is not implemented.

FRS Retroactive Adjustments (C104):
- Without the customization, retroactive FRS adjustments would need to be manually reported to FRS creating additional manual work effort for BOSP as this functionality currently exists in PYRL.

Load W-2c Process (C105):
- This customization automates the updating of W-2c information after W-2s are created if there are adjustments to prior year paychecks. Without this customization, BOSP would need to manually update each W-2 creating additional manual work effort as this process is currently automated in PYRL.

FRS Retroactive Calculation (C106):
- Without this customization FRS retroactive calculations would need to be calculated outside of the system and manually entered by BOSP creating additional manual work effort for BOSP as this functionality currently exists in PYRL.

Consolidated AP Supplier Voucher (C107):
- This customization automates the consolidation of supplier payments that currently occurs in FLAIR at the fund level. Without this customization, AP information will be sent from HCM to Finance and require additional manual intervention within Accounts Payable processes. In addition, without this customization negative deduction amounts would not be included in the calculation of payments being sent to Accounts Payable.

HCM SpeedKey Functionality (C108):
- Without this customization, valid Combo Code data that needs to be setup to enable payroll accounting functionality would require manual intervention and maintenance by state staff. Without this customization, inactive accounting ChartField information could be inappropriately sent to Finance impacting payroll related General Ledger, Commitment Control and Accounts Payable processes.

Overpayment Extension (C109):
- Without this customization, agencies would be able to fully process an adjustment of an overpayment without approval by BOSP or would require BOSP to be fully responsible for entry and processing of adjustments related to overpayment. This process would be manual within Florida PALM where this process is currently automated within PYRL.

Payroll Payment Reissue and Cancellation Process (C111):
- Without this customization, payroll payment reissues would not reflect the cash and enterprise related payroll accounting entries that exist in PYRL today. Direct Deposit payments that need to be reissued as a warrant would result in a full paycheck reversal including the associated payroll accounting information. Today in PYRL a full paycheck reversal is not done for Direct Deposit reissue as a warrant.

Tax Deposit Tracking and Reporting (C112):

- Without this customization, tax deposit tracking and reporting would remain a manual process where multiple Excel files are used to track and report tax deposit related information.

Payment Requests and Non-Cash Adjustments (C113):
- Without this customization, payment requests and non-cash adjustments would all need to be made by BOSP within the paysheet. Without this customization, if agencies were provided access to the paysheet they would have the ability to add, modify, delete any earnings and deduction information related to the paycheck being processed.

Historical W-2, Individual Earnings Statements, and Annual Earnings Statements (C114):
- Without this customization, W-2, Individual Earnings Statements, and Annual Earnings Statements produced prior to PALM go-live based on data within FLAIR PYRL would not be available in Florida PALM HCM through ePay. Alternatives would need to be looked at if there is a need for employees to have access to historical W-2, Individual Earnings Statements, and Annual Earnings Statements that were produced prior to the Florida PALM Payroll Wave implementation.

Garnishment Attachments (C115):
- Without this customization, garnishment related documents would not be able to be stored directly on the employee garnishment setup page. BOSP would need to either maintain the garnishment related documents outside of Florida PALM or access the attachments that would not be directly tied to the employee garnishment information.

Project Goals	Goal	
(Please choose all that apply)	☒	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	Segment IV Payroll Customizations and Requirement Updates
PCR ID	PCR113

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
	Enter Name	Enter Role

Tier Specification	○ Tier 1 (Project Director Approval	● Tier 2 (ESC Approval
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 | Alternatives to not implementing the requested customizations are as follows:

Leave Payout Validation (C55):
• This is a request to cancel the leave payout validation customization based on the design decision to continue to interface leave payouts from the human resource management systems.

Third Party Paysheet Transaction Page (C101):
• Use the delivered third party transaction functionality that has limited filtering and sorting capability.

Beneficiary Payment Process (C102):
• Beneficiary Payments could be processed for each beneficiary payee one at a time as an off-cycle paycheck.

FRS Retroactive Adjustments (C104):
• FRS retroactive adjustments could be tracked outside of Florida PALM and manual creation of a FRS file would need to occur to have the retroactive retirement contribution information be sent to FRS.

Load W-2c Process (C105):
• W-2c updates could be addressed by manually entering W-2c box amounts on the delivered W-2c pages.

FRS Retroactive Calculation (C106):
• The FRS retroactive calculation could be calculated outside of Florida PALM and manually entered on the payline so that the retroactive contribution amounts can be included in an employee's paycheck.

Consolidated AP Supplier Voucher (C107):
• Accounts Payable staff could manually update payroll related supplier vouchers for the fund that needs to be specified.

HCM SpeedKey Functionality (C108):
• Valid Combo Codes that are needed within HCM could be created by State staff manually entering valid combo codes. In addition, valid combo codes could be manually maintained in HCM as SpeedKeys are inactivated in Financials.

Overpayment Extension (C109):
• Overpayment adjustments could be handled within Florida PALM by BOSP staff. This would require a change in business process and would require agencies to provide the information to BOSP.

Payroll Payment Reissue and Cancellation Process (C111): |

- Manual journal entries and related cash management entries would need to occur within Florida PALM Financials for warrant reissues. Accounting entries would fully reverse and flow to Florida PALM Financials for direct deposits that need to be reissued as a warrant using delivered functionality.

Tax Deposit Tracking and Reporting (C112):
- Tax deposit tracking and reporting could continue to be tracked manually outside of Florida PALM.

Payment Requests and Non-Cash Adjustments (C113):
- Delivered functionality could be used for agencies to enter payment requests and non-cash adjustments on the paysheet. These transactions could be audited by BOSP after agency entry.

Historical W-2, Individual Earnings Statements, and Annual Earnings Statements (C114):
- Keep existing EIC application where W-2s, Individual Earnings Statements, and Annual Earnings statements could be accessed by employees.

Garnishment Attachments (C115):
- Garnishment related documents could be attached to a form within Florida PALM HCM that BOSP would have access to. Garnishment related documents could be stored outside of Florida PALM.

Risk(s) Associated with Making the Change	Risk Category	N/A
	Cost ☐	
	Schedule ☐	
	Scope ☐	
Is Contract Affected?	◉ Yes ○ No	Updates to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations

Project Cost Impact	Planned to deduct from available PCR credit, GDN credit and A8 credit, as well as cash outlay in FY24/25.
Moderate - Impact within budgeted Spend Plan and does not result in overall Project cost overruns	

Project Schedule Impact	N/A
Low - No impact to Stage Gate Decisions	

Project Scope Impact	1) Added thirteen new business requirements, 2) modified five existing business requirements, 3) added thirteen new customizations, and 4) cancelled one customization.
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	$226,253
Functional Consultant	Enter Number of Hours	Enter Cost Per Hour	$363,594
Functional Manager	Enter Number of Hours	Enter Cost Per Hour	$382,460
Functional Director	Enter Number of Hours	Enter Cost Per Hour	$115,318
Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$43,984

Planning, Accounting, and Ledger Management

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	Enter Number of Hours	Enter Cost Per Hour	
Sr. Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$100,348
Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$31,675
Sr. Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$79,388
Subtotal			$1,343,020
Cancellation of C55 – Leave Payout Validation			($37,352)
See *PCR-113-Additional Resource Requirements Segment IV Payroll Customizations and Requirements Changes* for additional costing details			
Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	$1,305,668

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

The following implementation plan activities will be completed by 3/4/2024, with the exception of items 5 and 6 which will be completed when the respective Work Products are drafted by 4/19/2024:

1) Attachment 5.1 – Business Requirements Working (To be completed by Stacey Terry)
   - Update requirement 200.1004 to designate it with a How Met of "Interface".
   - Add new requirement 200.1101 associated to customization C101.
   - Update requirement 200.0139 to designate it with a How Met of "Extension".
   - Modify requirement 200.0139 associated to customization C102.
   - Update requirement 200.0125 to designate it with a How Met of "Extension".
   - Modify requirement 200.0125 associated to customization C104.
   - Add new requirement 200.1104 associated to customization C105.
   - Add new requirement 200.1105 associated to customization C106.
   - Add new requirement 200.1106 associated to customization C107.
   - Add new requirement 200.1107 associated to customization C108.
   - Add new requirements 200.1108, 200.1109, 200.1110, and 200.1111 associated to customization C109.
   - Add new requirement 200.1113 associated to customization C111.
   - Add new requirement 200.1114 associated to customization C112.
   - Update requirements 200.0060, 200.0064 to designate it with a How Met of "Extension".
   - Modify requirements 200.0060, 200.0064 associated to customization C113.
   - Add new requirement 200.1115 associated to customization C114.
   - Add new requirement 200.1116 associated to customization C115.

2) Attachment 5.2 – Customizations Working (To be completed by Stacey Terry)
   - Remove customization C55 – Leave Payout Validation.
   - Add customization C101 – Third Party Paysheet Transaction Page, associate requirement 200.1101, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C102 – Beneficiary Payment Process, associate requirement 200.0139, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C104 – FRS Retroactive Adjustments, associate requirement 200.0125, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C105 – Load W-2c Process, associate requirement 200.1104, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C106 – FRS Retroactive Calculation, associate requirement 200.1105, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C107 – Consolidated AP Supplier Voucher, associate requirement 200.1106, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C108 – HCM SpeedKey Functionality, associate requirement 200.1107, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C109 – Salary Overpayment Extension, associate requirements 200.1108, 200.1109, 200.1110, and 200.1111, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C111 – Payroll Payment Reissue and Cancellation Process, associate requirement 200.1113, reference as Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C112 – Tax Deposit Tracking and Reporting, associate requirement 200.1114, reference as Payroll solution, aligned to the Payroll Wave implementation period.

- Add customization C113 – Payment Requests and Non-Cash Adjustments, associate requirements 200.0060 and 200.0064, reference as Payroll solution, aligned to the Payroll Wave implementation period.
- Add customization C114 – Historical W-2, Individual Earnings Statements, and Annual Earnings Statements, associate requirement 200.1115, reference as Payroll solution, aligned to the Payroll Wave implementation period.
- Add customization C115 – Garnishment Attachments, associate requirement 200.1116, reference as Payroll solution, aligned to the Payroll Wave implementation period.

3) Requirements Traceability Matrix (RTM) Working (To be completed by Stacey Terry)
- Update requirement 200.1004 to designate it with a How Met of "Interface".
- Add new requirement 200.1101 associated to customization C101, that is aligned to Segment IV (D644) functional design PRE019 – Updates to Third Party Paysheet Transaction Page.
- Update requirement 200.0139 to designate it with a How Met of "Extension".
- Modify requirement 200.0139 associated to customization C102, that is aligned to Segment IV (D644) functional design PRE020 – Beneficiary Payment Process.
- Update requirement 200.0125 to designate it with a How Met of "Extension".
- Modify requirement 200.0125 associated to customization C104, that is aligned to Segment IV (D644) functional design PRE023 – FRS Retroactive Adjustments.
- Add new requirement 200.1104 associated to customization C105, that is aligned to Segment IV (D644) functional design PRE028 – Load W-2c Process.
- Add new requirement 200.1105 associated to customization C106, that is aligned to Segment IV (D644) functional design PRE029 – FRS Retroactive Calculation.
- Add new requirement 200.1106 to customization C107, that is aligned to Segment IV (D644) functional design PRE032 – Consolidated AP Supplier Voucher.
- Add new requirement 200.1107 associated to customization C108, that is aligned to Segment IV (D644) functional design PRE034 – HCM SpeedKey Functionality.
- Add new requirements 200.1108, 200.1109, 200.1110, and 200.1111 associated to customization C109, that is aligned to Segment IV (D644) functional design PRE038 – Overpayment Extension.
- Add new requirement 200.1113 associated to customization C111, that is aligned to Segment IV (D644) functional design PRE024 – Payroll Payment Reissue and Cancellation Process.
- Add new requirement 200.1114 associated to customization C112, that is aligned to Segment IV (D644) functional design PRE027 – Tax Deposit Tracking and Reporting.
- Update requirements 200.0060, 200.0064 to designate it with a How Met of "Extension".
- Modify requirements 200.0060, 200.0064 associated to customization C113, that is aligned to Segment IV (D644) functional design PRE036 – Payment Requests and Non-Cash Adjustments.
- Add new requirement 200.1115 associated to customization C114, that is aligned to Segment IV (D644) functional design PRE040 – Historical W-2, Individual Earnings Statements, and Annual Earnings Statements.
- Add new requirement 200.1116 associated to customization C115, that is aligned to Segment IV (D644) functional design PRE042 – Garnishment Attachments.

4) RICEFW Inventory Working (To be completed by Stacey Terry)
- Add RICEFW item PRE019 – Updates to Third Party Paysheet Transaction Page associated to customization C101.
- Add RICEFW item PRE020 – Beneficiary Payment Process associated to customization C102.
- Add RICEFW item PRE023 – FRS Retroactive Adjustments associated to customization C104.
- Add RICEFW item PRE028 – Load W-2c Process associated to customization C105.
- Add RICEFW item PRE029 – FRS Retro Calculation associated to customization C106.
- Add RICEFW Item PRE032 – Consolidated AP Supplier Voucher associated to customization C107.
- Add RICEFW item PRE034 – HCM SpeedKey Functionality associated to customization C108.
- Add RICEFW item PRE038 – Salary Overpayment Extension associated to customization C109.
- Add RICEFW Item PRE024 – Payroll Payment Reissue and Cancellation Process C111.
- Add RICEFW Item PRE027 – Tax Deposit Tracking and Reporting C112.
- Add RICEFW Item PRE036 – Payment Requests and Non-Cash Adjustments C113.
- Add RICEFW Item PRE040 – Historical W-2, Individual Earnings Statements, and Annual Earnings Statements C114.
- Add RICEFW Item PRE042 – Garnishment Attachments C115.

5) WP402 Requirements Traceability Matrix (To be completed by Stacey Terry)

- Include or remove the following requirements, as applicable, when WP402 is created for Segment IV:
  - Update requirement 200.1004 to designate it with a How Met of "Interface".
  - Add new requirement 200.1101 associated to customization C101 and RICEFW item PRE019 – Updates to Third Party Paysheet Transaction Page.
  - Update requirement 200.0139 to designate it with a How Met of "Extension".
  - Modify requirement 200.0139 text as follows: Provide ability to calculate and produce final payments to deceased employee's beneficiaries and plaintiffs of settlements. Associate to customization C102 and RICEFW item PRE020 – Beneficiary Payment Process.
  - Update requirement 200.0125 to designate it with a How Met of "Extension".
  - Modify requirement 200.0125 text as follows: Provide ability to calculate and produce final payments to deceased employee's beneficiaries and plaintiffs of settlement. Associate to customization C104 and RICEFW item PRE023 – FRS Retroactive Adjustments.
  - Add new requirement 200.1104 associated to customization C105 and RICEFW item PRE028 – Load W-2c Process.
  - Add new requirement 200.1105 associated to customization C106 and RICEFW item PRE029 – FRS Retro Calculation.
  - Add new requirement 200.1106 associated to customization C107 and RICEFW item PRE032 – Consolidated AP Supplier Voucher.
  - Add new requirement 200.1107 associated to customization C108 and RICEFW item PRE034 – HCM SpeedKey Functionality.
  - Add new requirements 200.1108, 200.1109, 200.1110, and 200.1111 associated to customization C109 and RICEFW item PRE038 – Salary Overpayment Extension.
  - Add new requirement 200.1113 associated to customization C111 and RICEFW item PRE024 – Payroll Payment Reissue and Cancellation Process.
  - Add new requirement 200.1114 associated to customization C112 and RICEFW PRE027 – Tax Deposit Tracking and Reporting.
  - Update requirements 200.0060, 200.0064 to designate it with a How Met of "Extension".
  - Modify requirement 200.0060 text as follows: Provide ability to calculate or assign non-cash earnings (e.g., taxable value of life insurance over $50,000, state-provide housing, state-provided vehicles, educational assistance in excess of $5,250) to taxable and/or retirement wage base without allowing updates of other payline earnings by agencies. Associate to customization C113 and RICEFW item PRE036 – Payment Requests and Non-Cash Adjustments.
  - Modify requirement 200.0064 text as follows: Provide ability to initiate a one-time payroll event that requires BOSP approval prior to be included on the next payroll cycle. Associate to customization C113 and RICEFW item PRE036 – Payment Requests and Non-Cash Adjustments.
  - Add new requirement 200.1115 associated to customization C114 and RICEFW item PRE040 – Historical W-2, Individual Earnings Statements, and Annual Earnings Statements.
  - Add new requirement 200.1116 associated to customization C115 and RICEFW item PRE042 – Garnishment Attachments.

6) WP403 RICEFW Inventory (To be completed by Stacey Terry)
   - Include or remove the following RICEFW items, as applicable, when WP403 is created for Segment IV:
     - Add RICEFW item PRE019 – Updates to Third Party Paysheet Transaction Page associated to customization C101.
     - Add RICEFW item PRE020 – Beneficiary Payment Process associated to customization C102.
     - Add RICEFW item PRE023 – FRS Retroactive Adjustments associated to customization C104.
     - Add RICEFW item PRE028 – Load W-2c Process associated to customization C105.
     - Add RICEFW item PRE029 – FRS Retroactive Calculation associated to customization C106.
     - Add RICEFW Item PRE032 – Consolidated AP Supplier Voucher C107.
     - Add RICEFW item PRE034 – HCM SpeedKey Functionality associated to customization C108.
     - Add RICEFW item PRE038 – Salary Overpayment Extension associated to customization C109.
     - Add RICEFW Item PRE024 – Payroll Payment Reissue and Cancellation Process C111.
     - Add RICEFW Item PRE027 – Tax Deposit Tracking and Reporting C112.
     - Add RICEFW Item PRE036 – Payment Requests and Non-Cash Adjustments C113.
     - Add RICEFW Item PRE040 – Historical W-2, Individual Earnings Statements, and Annual Earnings Statements C114.
     - Add RICEFW Item PRE042 – Garnishment Attachments C115.
     - Do not include RICEFW item PRE006 - Leave Payout Validation C55.

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	Comments
☒ SSI Contract Manager	2/23/2024	
☒ Production Support Manager	2/21/2024	NA
☒ Project Management Office	2/21/2024	
☒ Other	2/21/2024	NA

CCB Review		
CCB Members	Member Recommendation	Member Recommendation Date
☒ Deputy Project Director	Approve	2/23/2024
☒ Functional Architect	Approve	2/23/2024
☒ Readiness Architect	Approve	2/23/2024
☒ Reporting Architect	Approve	2/26/2024
☒ Technical Architect	Approve	2/26/2024
☒ Training Architect	Approve	2/23/2024

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