

Change Request Information <i>(completed by PCR Requestor)</i>			
Requested by		Submitted By	
Name	Deana Metcalf	Name	Stacey Terry
Phone	850.410.9023	Phone	512.350.6460
Email	deana.metcalf@myfloridacfo.com	Email	stacey.terry@myfloridacfo.com
Title	Florida PALM Functional Architect	Title	Accenture Functional Lead
Requesting Department Name <i>(Use if requested from outside the Project)</i>	Department of Financial Services	Date Requested	3/19/2024
PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	<p>After execution of Amendment 8, the Department of Financial Services (DFS) has requested the following changes:</p> <ul style="list-style-type: none"> • Attachment 5.1 – Business Requirements, and • Attachment 5.2 – Customizations. <p><u>Attachment 5.1 – Business Requirements:</u></p> <p>Request to add the following new requirement to support the addition of the Payroll Redistributions (C122) customization requested in the Attachment 5.2 – Customizations section below:</p> <ul style="list-style-type: none"> • 100.0544 (New) – Provide the ability to redistribute payroll accounting entries as IntraUnit transactions that are posted to the General Ledger (GL) and Financials HR Accounting Line. <p><u>Attachment 5.2 – Customizations:</u></p> <p>Request to add new Payroll Redistributions (C122) customization. This customization will allow agencies to select payroll accounting entries posted to the Financials HR Accounting Line to redistribute via the online Inter-IntraUnit transaction page. Once payroll redistribution accounting entries are posted to the General Ledger, they will be subsequently recorded on the Financials HR Accounting Line for reference and reporting. (Cost \$98,019).</p> <p>Once a Payroll run has been generated and confirmed in the Human Capital Management (HCM) Payroll module, the detailed accounting entries are posted to the HR Accounting Line in the HCM application. A delivered integration subsequently records the accounting entries to the HR Accounting Line in the Financials application where the accounting entries are budget and cash checked. Lastly, the entries are posted to the General Ledger as summarized journals. The resulting journal IDs are recorded to the respective accounting entries on the HR Accounting Line in Financials for reference.</p> <p>As delivered, if payroll accounting entries need to be redistributed, they would be done so via the Time and Labor module and processed through payroll. However, since this functionality is not being implemented with the Florida PALM solution, a custom solution is needed to allow detailed payroll accounting entries to be redistributed. To minimize the impact of the customization, payroll redistributions will be recorded as an IntraUnit transaction within the custom Inter-IntraUnit solution within the Financials application. The requested C122 customization would provide the following capabilities:</p> <ol style="list-style-type: none"> 1. C122 would enable users to search and select payroll accounting entries to redistribute from entries recorded to the Financials HR Accounting Line. 2. Once the applicable accounting entry lines are selected, C122 would systematically populate the entries on the IntraUnit page as credit rows, which would include three custom fields: Emplid, Position No., and User ID (established via customization C58), along with the delivered journal line reference field. These fields would provide agencies the ability to record details against the redistributed accounting entries to link them to the original accounting entries. <ol style="list-style-type: none"> a. Users would enter the redistributed lines with the applicable Chart of Account (COA) updates. b. Once the payroll redistribution transaction is approved, budget checked and posted, the accounting entries would be posted to the General Ledger as summarized journals. The resulting journal IDs would be recorded to the redistributed accounting entries on the Inter-IntraUnit Accounting Line for reference. 		

	<p>3. C122 would subsequently record the redistributed accounting entries, to include the details recorded in the four additional fields (i.e., Emplid, Position No., User ID, Journal Line Reference), onto the Financials HR Accounting Line for reference and reporting.</p> <p>Note: Payroll redistributions may also be created via the Inbound Inter-IntraUnit Spreadsheet Upload (IUI001) and Inbound Inter-IntraUnit Interface (IUI002). C122 will also update redistributed accounting entries created from these interfaces onto the Financials HR Accounting Line.</p> <p>The new Attachment 5.1 – Business Requirements related to the C122 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:</p> <ul style="list-style-type: none"> 100.0544 (New) – Provide the ability to redistribute payroll accounting entries as IntraUnit transactions that are posted to the General Ledger and Financials HR Accounting Line. 										
<p>Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the Project's goals)</i></p>	<p>The requested requirement and customization enables Florida PALM to design the appropriate solution for the Financials and Payroll Waves.</p>										
<p>Implications of Not Making the Change <i>(If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)</i></p>	<p>Failure to implement the requested customization would require agencies to identify accounting entries to redistribute via reporting. Payroll redistributions could be entered within the Financials application in one of two ways: 1) Agencies could create journals directly in the GL, or 2) Payroll redistributions could be entered as an IntraUnit transaction in the Inter-IntraUnit solution, which would result in a journal being posted to the General Ledger. However, in either scenario, redistributed accounting entries would not be recorded to the Financials HR Accounting Line. Thus, the initial Payroll posting and redistributions, would not be in the same table requiring a manual audit trail of redistributions. This could lead to incorrect entries being recorded requiring further corrections.</p>										
<p>Project Goals <i>(Please choose all that apply)</i></p>	<table border="1"> <thead> <tr> <th colspan="2">Goal</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Improve state and agency specific decision making by capturing a consistent and an expandable set of data.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies.</td> </tr> </tbody> </table>	Goal		<input checked="" type="checkbox"/>	Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability.	<input type="checkbox"/>	Improve state and agency specific decision making by capturing a consistent and an expandable set of data.	<input checked="" type="checkbox"/>	Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future.	<input checked="" type="checkbox"/>	Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies.
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Initial Review <i>(completed by PMO Team)</i>			
PCR Title	Segment IV Payroll Redistribution Customization		
PCR ID	PCR115		
PCR Historical Information <i>Please enter the following IDs from the Project SharePoint logs (when applicable)</i>			
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 <i>(completed by Florida PALM Project team members)</i>		
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	<input type="radio"/> Tier 1 (Project Director Approval Required) <input checked="" type="radio"/> 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 <i>(Describe solution options to fulfilling the change request)</i>	Viable <input checked="" type="radio"/> Yes <input type="radio"/> No	Alternatives to not implementing the requested customization is for agencies to create journals directly in the GL to redistribute payroll costs.	
	Risk(s) Associated with Making the Change Risk Category Cost <input type="checkbox"/> Schedule <input type="checkbox"/> Scope <input type="checkbox"/>		N/A
Is Contract Affected? <input checked="" type="radio"/> Yes <input type="radio"/> No	Updates to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations		
Project Cost Impact Moderate - Impact within budgeted Spend Plan and does not result in overall Project cost overruns	Additional expenditure is planned to be incurred and paid in the FY24/25 budget year.		
Project Schedule Impact Low - No impact to Stage Gate Decisions	N/A		
Project Scope Impact Critical - Adjustment requiring ESC acceptance	1) Added one new business requirement and 2) added one new customization.		
Additional Resource Requirements <i>(insert rows as needed)</i>			
Functional Analyst	Enter Number of Hours	Enter Cost Per Hour	\$16,337
Functional Consultant	Enter Number of Hours	Enter Cost Per Hour	\$26,452
Functional Manager	Enter Number of Hours	Enter Cost Per Hour	\$27,980
Functional Director	Enter Number of Hours	Enter Cost Per Hour	\$8,715
Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	\$3,072
Sr. Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	\$6,992
Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	\$2,450
Sr. Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	\$6,021
See PCR-115-Additional Resource Requirements Segment IV Payroll Redistribution Customization additional costing details			
Totals	Enter Total	Enter Total Cost	\$98,019

	Number of Hours	Per Hour	
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Implementation Plan *(Completed by Florida PALM team member(s))*

The following implementation plan activities will be completed, with the exception of items 5 and 6 which will be completed when the respective Work Products are drafted.

- 1) Attachment 5.1 – Business Requirements Working (to be completed by Stacey Terry)
 - Add new requirement 100.0544 associated to customization C122.
- 2) Attachment 5.2 – Customizations Working (to be completed by Stacey Terry)
 - Add customization C122 – Payroll Redistributions, associated requirement 100.0544, reference as a Financials solution, aligned to the Financials Wave implementation period.
- 3) Requirements Traceability Matrix (RTM) Working (to be completed by Stacey Terry)
 - Add new requirement 100.0544 associated to customization C122, that is aligned to Segment IV (D644) functional design IUE003– Payroll Redistributions.
- 4) RICEFW Inventory Working (to be completed by Stacey Terry)
 - Add RICEFW item IUE003 – Payroll Redistributions associated to customization C122.
- 5) WP402 Requirements Traceability Matrix (to be completed by Stacey Terry)
 - When WP402 is created for Segment IV, add new requirement 100.0544 associated to customization C122, that is aligned to Segment IV (D644) functional design IUE003– Payroll Redistributions.
- 6) WP403 RICEFW Inventory (to be completed by Stacey Terry)
 - When WP403 is created for Segment IV, add RICEFW item IUE003 – Payroll Redistributions associated to customization C122.
- 7) Design Work Unit Tracker (to be completed by Stacey Terry)
 - Add RICEFW item IUE003 – Payroll Redistributions.
- 8) RADAR (to be completed by Stacey Terry and PMO)
 - Add RICEFW item IUE003 – Payroll Redistributions to the New Schedule Tasks tab in RADAR to incorporate the applicable tasks associated under deliverable D644 Completion of Solution Design (Requirements) Segment IV within the project schedule.

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

Additional Reviewers

(Use this table only if needed)

Reviewer	Complete Date	Notes
<input checked="" type="checkbox"/> SSI Contract Manager	3/22/2024	
<input type="checkbox"/> Production Support Manager	N/A	
<input checked="" type="checkbox"/> Project Management Office	3/21/2024	
<input type="checkbox"/> Other	Choose a Date	

CCB Review

CCB Members	Member Recommendation	Member Recommendation Date
<input checked="" type="checkbox"/> Deputy Project Director	Approve	3/21/2024
<input checked="" type="checkbox"/> Functional Architect	Approve	3/22/2024
<input checked="" type="checkbox"/> Learning Architect	Approve	3/21/2024
<input checked="" type="checkbox"/> Readiness Architect	Approve	3/21/2024
<input checked="" type="checkbox"/> Reporting Architect	Approve	3/22/2024

CCB Review

<input checked="" type="checkbox"/> Technical Architect	Approve	3/22/2024
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Authorization

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

Determination Choose an Item

TIER 1 (when applicable)

 Signature Date

Jimmy Cox, CPA, PMP, FCCM, FCCN
 Florida PALM Project Director

TIER 2 (when applicable)

 Signature Date

Steven Fielder, Chair
 Florida PALM Executive Steering Committee