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	4/16/2024

PCR Need Description *(Include description of change, why it is needed, how it was discovered)*	After execution of Amendment 8 and as a result of payroll solution design conversations, 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 add the following requirement to support the addition of the Pre-Tax Benefit Assessment (C124) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1118 (New) – Provide the ability to calculate employer FICA (Social Security and Medicare) contributions saved as a result of the pretax benefit programs.

2) Request to add the following requirement to support the addition of the Interest Calculation on Writ of Garnishment (C125) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1119 (New) – Provide the ability to calculate the amount of interest due on a writ of garnishment based on the interest rate established by the CFO.

3) Request to add the following requirement to support the addition of the Paycheck Record Table (C126) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1120 (New) – Provide the ability to track payroll related processing status that will enable rerunning of payroll related interfaces and provide paycheck related status information.

4) Request to add the following requirement to support the addition of the Agency Adjustment of Payroll Earnings (C127) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1121 (New) – Provide the ability for agencies to initiate a reduction in earnings or request stop of a payment that requires approval based on HRIS data that has been loaded for payroll processing.

Attachment 5.2 – Customizations:

1) Request to add new Pre-Tax Benefit Assessment (C124) customization. This customization will calculate the employer FICA contributions (Social Security and Medicare) saved as a result of the pretax benefit programs for salaried employees, in accordance with s. 110.161(7), Florida Statutes. The savings that are calculated as employer payroll costs are used for the administration of the pretax benefits program. (Cost $43,501)

   As delivered, benefit and general deductions are not able to calculate deduction amounts based on tax rates with limits. A custom solution is needed since the Pre-Tax Benefit Assessment is calculated based on specific benefit deduction codes multiplied by the combined percentage of Social Security and Medicare. The calculation will take into account if the employee has reached the maximum for Social Security and use only the Medicare percentage if the limit has been reached.

   The new Attachment 5.1 – Business Requirements related to the C124 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
   - 200.1118 (New) – Provide the ability to calculate employer FICA (Social Security and Medicare) contributions saved as a result of the pretax benefit programs.

2) Request to add new Interest Calculation on Writ of Garnishment (C125) customization to comply with s. 77.081, Florida Statutes. This customization will calculate the amount of interest that is due on a

writ of garnishment based on the remaining garnishment balance after each payroll completes. (Cost $45,354)

As delivered, garnishment related interest functionality is not calculated within PeopleSoft HCM. A custom solution is needed to calculate the interest related to a writ of garnishment based on the remaining balance once the payroll has completed.

The new Attachment 5.1 – Business Requirements related to the C125 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
- 200.1119 (New) – Provide the ability to calculate the amount of interest due on a writ of garnishment based on the interest rate established by the CFO.

3) Request to add new Paycheck Record Table (C126) customization. This customization will create a custom table to store information that is needed to track daily sending of payroll information to external systems and additional statuses related to the payroll payment that would be available for viewing by agencies and BOSP. (Cost $41,519)

As delivered, post confirm processes are run at the completion of the on-cycle payroll including off-cycle related payments. Florida PALM plans to run post confirm processes after the completion of each day there are payroll payments. The information is needed by external systems and for payroll accounting related information on a more timely basis than just sending after on-cycle payroll runs. This customization will create a page that allows the tracking of processes and payment related information that can be viewed by agencies and BOSP.

The new Attachment 5.1 – Business Requirements related to the C126 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
- 200.1120 (New) – Provide the ability to track payroll related processing status that will enable rerunning of payroll related interfaces and provide paycheck related status information.

4) Request to add new Agency Adjustment of Payroll Earnings (C127) customization. This customization will allow agencies to adjust payroll earnings, via a custom page, that have been loaded via HRIS systems. Agencies will be able to reduce earnings amounts/hours or to stop a payroll payment during the processing window but prior to payroll confirm once the transaction has been approved. (Cost $90,207)

As delivered, earnings adjustments made directly on the paysheet are typically completed by a central organization and thus do not require approval. However, the decentralized process by agencies to update certain payroll information directly requires a custom solution that will allow agencies to be able to reduce earnings on a customized page that will update the delivered paysheet once the transaction has been approved.

The new Attachment 5.1 – Business Requirements related to the C127 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
- 200.1121 (New) – Provide the ability for agencies to initiate a reduction in earnings or request stop of a payment that requires approval based on HRIS data that has been loaded for payroll processing.

| Business Benefit/ Justification *(Provide the tangible/intangible value(s) that support the Project's goals)* | The requested requirements and customizations enable Florida PALM to design the appropriate solution meeting requirements 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: Pre-Tax Benefit Assessment (C124): • Without this customization, the Pre-Tax Benefit Assessment would not be able to be calculated and included in the employer related charges associated with payroll. The calculation would need to be done outside of payroll which would require manual processing steps by agencies, Division of State Group Insurance and BOSP. This could lead to the need for additional staff to handle the manual processing steps. Interest Calculation on Writ of Garnishment (C125): • Without this customization, interest for writ of garnishments would have to be calculated outside (manually) of Florida PALM and garnishment balances would need to be updated manually by BOSP. This could lead to the need for additional staff to handle the manual processing steps. Paycheck Record Table (C126): • Without this customization, the daily post confirmation processes that send information to external systems would not be able to be reprocessed and there would not be a way to have agencies or BOSP view the additional information related to the payroll payment. Off-Cycle payments, as delivered, are attached to the next available on-cycle payroll and the off-cycle payments are included in downstream processing once the on-cycle payroll is confirmed. Based on the volume of off-cycle supplemental payroll payments that would be processed, this could lead to a delay in payroll payment information being received by external systems impacting accuracy and timeliness of payroll information. The additional fields that need to be tracked to indicate that off-cycle payment information has been processed by Florida PALM interfaces would not be viewable by agencies or BOSP, except by developing additional queries/reports. Based on the number of interfaces that are being designed within Florida PALM for payroll, if the status of payment information cannot be tracked accurately information could be incorrectly sent or excluded. Agency Adjustment of Payroll Earnings (C127) • Without this customization, agency adjustments of payroll earnings would need to be made by BOSP within the paysheet as updates made directly to the payline do not require approval. Without this customization, if agencies were provided access to the paysheet they would have the ability to add, modify, and delete any earnings related to the paycheck being processed without approvals being required, which could impact the accuracy and correctness of employees pay.

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	Segment IV Payroll Customizations		
PCR ID	PCR116		
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 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	Alternatives to not implementing the requested customizations are as follows: Pre-Tax Benefit Assessment (C124): • Pre-Tax Benefit savings could be calculated once the payroll is confirmed and associated manual journal entries could be made in Florida PALM Financials. Interest Calculation on Writ of Garnishment (C125): • Manual updates could be made to writ of garnishment balances once the payroll is completed. Paycheck Record Table (C126): • Post confirm processes could be run only after on-cycle payrolls are run and would result in a delay of payroll information being sent to external agencies and systems. This would impact the ability to send warrant information to DFS for printing and to the Financials Cash Management module to generate the appropriate accounting entries. Agency Adjustment of Payroll Earnings (C127) • Delivered functionality could be used for agencies to enter adjustments of payroll earnings on the paysheet. These transactions could be audited by BOSP after agency entry.

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	Additional expenditure is planned to be incurred and paid in the FY24/25 budget year.
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 four new business requirements and, 2) added four new 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	$32,255
Functional Consultant	Enter Number of Hours	Enter Cost Per Hour	$51,062
Functional Manager	Enter Number of Hours	Enter Cost Per Hour	$53,950
Functional Director	Enter Number of Hours	Enter Cost Per Hour	$16,185
Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$4,489
Sr. Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$9,866
Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$14,700
Sr. Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$37,018
See *PCR-116-Additional Resource Requirements Segment IV Payroll Redistribution Customization* additional costing details			
Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	$219,525

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 200.1118 associated to customization C124.
   - Add new requirement 200.1119 associated to customization C125.
   - Add new requirement 200.1120 associated to customization C126.
   - Add new requirement 200.1121 associated to customization C127.

2) Attachment 5.2 – Customizations Working (To be completed by Stacey Terry)
   - Add customization C124 - Pre-Tax Benefit Assessment, associate requirement 200.1118, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C125 - Interest Calculation on Writ of Garnishment, associate requirement 200.1119, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C126 - Paycheck Record Table, associate requirement 200.1120, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C127 - Agency Adjustment of Payroll Earnings, associate requirement 200.1121, reference as a Payroll solution, aligned to the Payroll Wave implementation period.

3) Requirements Traceability Matrix (RTM) Working (To be completed by Stacey Terry)
   - Add new requirement 200.1118 associated to customization C124, that is aligned to Segment IV (D644) functional design PRE044 – Pre-Tax Benefit Assessment.
   - Add new requirement 200.1119 associated to customization C125, that is aligned to Segment IV (D644) functional design PRE045 – Interest Calculation on Writ of Garnishment.
   - Add new requirement 200.1120 associated to customization C126, that is aligned to Segment IV (D644) functional design PRE046 – Paycheck Record Table.
   - Add new requirement 200.1121 associated to customization C127, that is aligned to Segment IV (D644) functional design PRE047 – Agency Adjustment of Payroll Earnings.

4) RICEFW Inventory Working (To be completed by Stacey Terry)

- Add RICEFW item PRE044 – Pre-Tax Benefit Assessment associated to customization C124.
- Add RICEFW item PRE045 – Interest Calculation on Writ of Garnishment associated to customization C125.
- Add RICEFW item PRE046 – Paycheck Record Table associated to customization C126.
- Add RICEFW item PRE047 – Agency Adjustment of Payroll Earnings associated to customization C127.

5) WP402 Requirements Traceability Matrix (To be completed by Stacey Terry)
- When WP402 is created for Segment IV, add new requirement 200.1118 associated to customization C124, that is aligned to Segment IV (D644) functional design PRE044 – Pre-Tax Benefit Assessment.
- When WP402 is created for Segment IV, add new requirement 200.1119 associated to customization C125, that is aligned to Segment IV (D644) functional design PRE045 – Interest Calculation on Writ of Garnishment.
- When WP402 is created for Segment IV, add new requirement 200.1120 associated to customization C126, that is aligned to Segment IV (D644) functional design PRE046 – Paycheck Record Table.
- When WP402 is created for Segment IV, add new requirement 200.1121 associated to customization C127, that is aligned to Segment IV (D644) functional design PRE047 – Agency Adjustment of Payroll Earnings.

6) WP403 RICEFW Inventory (To be completed by Stacey Terry)
- When WP403 is created for Segment IV, add RICEFW item PRE044 – Pre-Tax Benefit Assessment associated to customization C124.
- When WP403 is created for Segment IV, add RICEFW item PRE045 – Interest Calculation on Writ of Garnishment associated to customization C125.
- When WP403 is created for Segment IV, add RICEFW item PRE046 – Paycheck Record Table associated to customization C126.
- When WP403 is created for Segment IV, add RICEFW item PRE047 – Agency Adjustment of Payroll Earnings associated to customization C127.

7) Design Work Unit Tracker (To be completed by Stacey Terry)
- Add the following FDs to Design Segment IV per the dates defined in the Project Schedule Attachment A noted in item #8 below:
  o PRE044 – Pre-Tax Benefit Assessment.
  o PRE045 – Interest Calculation on Writ of Garnishment.
  o PRE046 – Paycheck Record Table.
  o PRE047 – Agency Adjustment of Payroll Earnings.

8) Project Schedule (To be completed by Stacey Terry and PMO)
- Create an Attachment A document to provide the schedule tasks to add the following FDs and tasks associated to deliverable D644 Completion of Solution Design (Requirements) Segment IV:
  o PRE044 – Pre-Tax Benefit Assessment
  o PRE045 – Interest Calculation on Writ of Garnishment
  o PRE046 – Paycheck Record Table
  o PRE047 – Agency Adjustment of Payroll Earnings

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
☒ SSI Contract Manager	4/17/2024	
☐ Production Support Manager	Choose a Date	
☒ Project Management Office	4/17/2024	
☐ Other	Choose a Date	

CCB Review

CCB Members	Member Recommendation	Member Recommendation Date
☒ Deputy Project Director	Approve	4/17/2024
☒ Functional Architect	Approve	4/17/2024

CCB Review		
☒ Learning Architect	Approve	4/17/2024
☐ Readiness Architect	Choose an Item	Choose a Date
☒ Reporting Architect	Approve	4/17/2024
☒ Technical Architect	Approve	4/17/2024

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)*

_____   _____
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