

<b>Date</b>	September 20, 2023	<b>Time</b>	10:00 a.m. – 12:00 p.m.
<b>Location</b>	Department of Financial Services, Division of Workers' Compensation 1579 Summit Lake Drive Room 115 Tallahassee, Florida 32308		
<b>Objective</b>	Advisory Council Monthly Meeting		
<b>Attendees</b>	Advisory Council: Mike Alexander (DHSMV), <del>Amber Burns (FWC)</del> , <del>Ramon Evans (APD)</del> , <del>Jennifer Gaines (DMS)</del> , Lydia Griffin (DEP), Renee Hermeling (DFS), Robert Herron (DOH), <del>Sally Huggins (DBPR)</del> , Jim Lewandowski (FDACS), Tony Lloyd (DCF), Nona McCall (JAC), Mike Moore (FDLE), Cheryl Morgan (DOT), Marsha Revell (DOR), Erica Starling (FDC), <del>Lemuel Toro (COM)</del>  Facilitator: Jimmy Cox (DFS); Tony Lloyd (DCF); Renee Hermeling (DFS), Angie Robertson (DFS)		
<b>Related Documents</b>	N/A		

<b>Topic</b>	<b>Facilitator</b>
Welcome and Opening Remarks	Tony Lloyd
Office of Florida Financial Education Update	Renee Hermeling
Bimonthly Agency Readiness Status Report	Angie Robertson
Readiness Workplan Open Discussion	Jimmy Cox
Payroll Business Process Models Review	Jimmy Cox
Walk-On Topics	Jimmy Cox
Closing	Tony Lloyd Jimmy Cox

**Welcome and Opening Remarks: Facilitated by Tony Lloyd**

Mr. Tony Lloyd opened the meeting with roll call and welcomed the group. Representatives were present in the place of Council members for the following agencies: APD, COM, DMS, and FWC.

**Office of Florida Financial Education Update: Facilitated by Renee Hermeling**

Ms. Renee Hermeling introduced the Office of Florida Financial Education's new training manager, Anne Rabon. Ms. Rabon shared their training approach with agencies to assist bridging the knowledge and skill gaps they may have in preparation for transitioning to Florida PALM. Ms. Rabon welcomed suggestions and training topics from the Council.

**Bimonthly Agency Readiness Status Report: Facilitated by Angie Robertson**

Ms. Angie Robertson opened the discussion by requesting feedback from the Council on their first submission of the new Bimonthly Agency Readiness Status Report. Individually, the Council shared their experience, noting the value and benefit of the report, initial challenges or questions when completing the report, their 'ah-ha' moments, and their leadership's involvement/perspective.

Ms. Robertson shared report trends: all agencies submitted a report; 46% were submitted by someone other than primary Agency Sponsor. Mr. Cox shared the criticality of Agency Sponsor involvement and the success of their agency's transition. Ms. Robertson continued with trends, noting such key themes as: limited resources (technical, financial, human), gaps in knowledge, and inconsistent engagement by Stakeholders (SMEs, leadership)

Sharing a summary of reported Risks, Ms. Robertson shared the following key themes: funding availability, turnover in staff, clean data, system remediation, adoption by users, and the unknowns about Florida PALM functionality.

Sharing a summary of reported Issues, Ms. Robertson shared the following key themes: access to resources to support readiness (funding, staffing), planned Florida PALM functionality, and lack of understanding of their current state.

Sharing a summary of reported assumptions, Ms. Robertson shared the following key themes: continued funding to support readiness activities, Chart of Account structure will not change, understanding of current state, continued stakeholder and leadership support, access from business and technical resources, on time Financial and Payroll Waves implementation, adequate testing time, adequate training and post go-live support.

Ms. Robertson then discussed the reported agencies activities and a few lessons learned for the next reporting period.

**Readiness Workplan Open Discussion: Facilitated by Jimmy Cox, Angie Robertson**

The full Readiness Workplan (RW) with tasks through the 2026 go-live and post-implementation support was published on the Florida PALM website on September 11. There are 158 new agency tasks. A virtual meeting was held with agencies to discuss the summary and approach of new tasks. The video can be found on the Florida PALM website. Mr. Cox asked if the Council had questions or feedback and was none given.

**Payroll Business Process Models Review: Facilitate by Jimmy Cox**

The Payroll Business Process Models Review Meetings were held September 18 & 19 with over 150 agency representatives in attendance. Mr. Cox noted this meeting was the first-time payroll process models were presented. Some changes may occur through the Design Phase with final payroll designs being shared during Segment IV. At this time, agencies will get a better understanding of agency impacts.

Mr. Cox discussed key take-aways from the meeting and a few need-to-know impacts:

- People First will not be replaced. Florida PALM will replace FLAIR payroll (PYRL) and Employee Information Center (EIC).

- W-4 and Direct deposit processes will move to Florida PALM as these are purely payroll processes. This will be E-Pay rather than EIC. It grants greater functionality.
- Transactions and data coming from source system must be fixed in source system.
- Current process of canceling payments before payroll cutoff and issuing on-Demand payments will go away. The payment should be fixed instead.
- Preliminary Payroll Process will likely go away.
- Paper Warrants will not be available until late on third day prior to warrant date (e.g., Wednesday afternoon for biweekly payroll). Employees without direct deposit may experience a delay in receiving their paper Warrants. Agencies should encourage all employees to enroll in direct deposit.
- Negative balances will not be known until Wednesday afternoon. However, the process will be quicker in Florida PALM.
- The concept of a daily On-Demand payroll will go away. More information will be shared on Off-Cycle payroll as we move forward with the payroll design.
- Overpayment processes will be significantly different with Florida PALM. Planned to move from a net overpayment process to a gross salary process for active employees. Net overpayment process will still exist for certain situations.
- There will be integration with core HR systems.
- There will be an ability to fix payments prior to payment being issued (1-step process instead of a 4-step process today).
- Agencies will have multiple options for payroll distributions, with most agencies being able to set their payroll distributions in advance of payroll processing.
- Project is hopeful of streamlining the retirement invoice process.

Lastly, Mr. Cox shared valuable resources to support payroll information, listing: How to Read a Business Process Model video, Payroll Business Process Model Relationships, and a Payroll Processing (Biweekly) Timeline Example. All resources are located on the Florida PALM website, Design Meetings page.

The initial payroll business process models will be presented to the Florida PALM Executive Steering Committee for their approval as a Major Project Deliverable.

**Walk-On Topics: Facilitated by Jimmy Cox**

A few Council members asked about RW tasks; DEP asked for clarification for whether to answer yes/no for agency business system remediation based on their current knowledge of Florida PALM functionality. Mr. Cox replied that agencies should answer based on their current knowledge and best decision at the time of the task. FDC asked for clarification on RW task extensions and the reflection on the Agency Dashboard. Mr. Cox responded there will not be extensions in the future due to the tight implementation timeline. He then shared the forthcoming update to a current task where the Project is requesting additional information. An addendum to the instructions will be published on September 25.

Mr. Cox shared the Technical Town Hall was also conducted September 18 & 19. It was held for Technical and Business Liaisons, and technical subject matter experts. The purpose was to re-baseline the transition to Florida PALM, discuss data considerations and best practices, and share

many resources. Mr. Cox noted the importance of the technical and business teams working together to understand agency-specific needs in order to fulfill their agency's mission.

Ms. Renee Hermeling thanked those who volunteered for the data workgroups and mentioned she needed a few more, and that some in-person meetings were changing to virtual meetings.

**Closing: Facilitated by Jimmy Cox, Tony Lloyd**

Mr. Lloyd concluded the meeting.