



FLAIR and CMS Replacement Project (FCR) SME Workgroup Meetings Meeting Notes and Action Items

Meeting Details

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| Process Area | Payroll Hire to Separation (PAY) – A2 |
| Meeting Date | Friday, February 6, 2015 |
| Meeting Time | 9:00am – 12:00pm |
| Meeting Location | Fletcher Building, Room B103 |
| Attendees | Jimmy Cox (DMS), Melissa Vickery (DMS) , Michael Mills (DMS) , Lisa Simpson (DEO), Charlene Chen (DEO), Bonnie Bevis (HSMV) , Sharon Arnold (DOT) , Jim Lane (DOT), Wendy Wu (DOR), Lee Boatwright (DOR), Jennifer Peddicord (DFS), Christina Smith (DFS) , Rachael Lieblich (DFS), Stanton Beazley (DFS), Melissa Turner (FCR) , Angie Robertson (FCR), Deana Metcalf (FCR), Janice Jackson (FCR), Karen Barron (DFS) |
| Meeting Objective | Review and Discuss Standardization Level 1 Business Process Flows |
| Attachments/ Related Documents | SME Workgroup Meeting Notes and Action Items – PAY – A1 BPS Tracking Planning – Payroll Hire to Separation 01-06-15 V1.1.pdf PAY Standardization Level 1 (01-16-2015) V1.1.pdf |

| # | Topic | Leader | Allotted Time |
|---|--|--------|-----------------------------------|
| 1 | Welcome <ul style="list-style-type: none"> • Introductions (<i>If new attendees</i>) • Overview of Today's Agenda • Review of Meeting Notes and Action Items • Thoughts from Workgroup Members | Angie | 20 min (9:00am-9:20am) |
| 2 | Walkthrough of Process Flow and Narrative | Janice | 60 min (9:20am-10:20am) |

Notes:

- The group reviewed and discussed the following for the Business Process Standardization Model for Level 1 for PAY (which includes scope, approach, SME workgroup members, assumptions, definitions)
 - Narrative 1.4 Assumptions – (new action items were added to the narrative):
 - The group discussed the various reasons an employee may or may not receive an EFT; change to narrative as follows: “*Employees will continue to receive payments via EFT as required by law*”
 - Accounting effects of payroll processing will be captured in the accounting system
 - The group discussed the issue of the time reporting in terms of use of a matrix and a mechanism for handling distribution of payroll
 - Various methods for cost allocation of payroll and accounting for allocation of cost
 - The group discussed timesheet information and storage of allocation statistics
 - The CFO is responsible for tax reporting for the State of Florida (add verbiage “direct payroll tax reporting”) (clarify tax reporting)
 - A Policy will be needed to govern payroll accruals
 - Narrative 1.5 Definitions – the group discussed the various types of payroll; and the addition of more definitions based on the types of payroll per the *Payroll Processing Manual* (i.e. awards, bi-weekly, monthly...):
 - Definition pertaining to *Compensated Absence Liability* - add “balances” to end of narrative to read “...right to be compensated for unused leave *balances*”



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| | <ul style="list-style-type: none"> ▪ Definition pertaining to <i>Payroll Processing Cycles</i> - change Payroll Processing Cycles to “Payroll Types” ▪ Definition pertaining to CJIP payroll – the group discussed that firefighters were not included in receiving the CJIP incentive payment ○ Standardized Process Area Overview (Description and Workflow) – the group discussed clarification of the People First system role to the payroll function; changes in the narrative to includes updates to the second paragraph to read “<i>employee pay requisitions</i>” and deletion of the verbiage “<i>received and processed...designated payroll processing cycles</i>”; the new wording will be rephrased as “<i>...related systems will be utilized during the processing of designated payroll types</i>”. Include in the narrative <i>the other personnel or related systems include...“for the hire backs requisition</i>”. The third paragraph will include the deletion of the verbiage “<i>currently known as the payroll requisition file</i>” ○ Standardized Process Area Details (with references to governing laws or policies) - the group discussed the following: <ul style="list-style-type: none"> ▪ Ref No. Pay 1.1, process description: delete narrative “<i>the retirement option available to the employee is based on the position classification (i.e. defined benefit [pension], defined contribution [investment]</i>” | | |
| | Break | | 10 min (10:20am-10:30am) |
| | Icebreaker | Angie | 10 min (10:30am-10:40am) |
| 3 | Walkthrough of Process Flow and Narrative (<i>Continued</i>) | Janice | 75 min (10:40am-11:50am) |

Notes:

- Standardized Process Area Details (with references to governing laws or policies) - *continued*
 - Ref No. Pay 1.5, process description:
 - first bullet: change Payroll information to “*Pay requisitions*”
 - third bullet: includes wording “*employer cost, employee pay and deductions*”
 - insert bullet after “Deductions”: “*Payroll is computed*”
 - change “*employee overpayments or overpayments to an authorized vendor*” **to** “*employee and deduction overpayments...*”
 - Ref No. Pay 1.6, process description: change “Payroll” to “Payment”
 - Ref No. Pay 1.7, process description:
 - delete narrative “*via EFT or warrant (...)*”
 - change verbiage to “*Federal taxes **are** withheld for remittance to the Internal Revenue Service per the established schedule and per specific requisition*”
 - Ref No. Pay 1.8, process description:
 - first bullet: include in narrative the verbiage “*... which is separate from other Division of Treasury managed accounts*”
 - third bullet: delete “**on**” from narrative
 - Ref No. Pay 1.9, process description:
 - sixth bullet: add “*net of any outstanding receivables*” to narrative
 - last bullet: change narrative to “*If employee is retiring the Division of Retirement is notified*”



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| | <ul style="list-style-type: none"> ○ Control Points - the group discussed the following edits to the Control Points: <ul style="list-style-type: none"> ▪ Ref No. C3: change narrative to <i>"Payroll will be checked prior to posting"</i> ▪ Addition to narrative reference number "C5": DFS confirms Federal payroll tax remittance calculation prior to submittal, added to Process Flow, Pay 1.8, Tax Reporting/Reconciliation... ▪ Addition to narrative reference number "C6": At separation, the ARB process is checked for amounts owed by state employees, added to Process Flow, Pay 1.9, Employee Separation ○ Key Performance Indicators/Measures – the group reviewed the KPIs/Measures ○ Reporting <ul style="list-style-type: none"> ▪ Ref No. R3: frequency or trigger, delete narrative <i>"monthly, bi-weekly, supplemental, on-demand"</i>; add verbiage <i>"various, ad-hoc"</i> ▪ Ref No. R4: frequency or trigger, delete narrative <i>"monthly, bi-weekly, supplemental, on-demand"</i>; add verbiage <i>"various, ad-hoc, periodically"</i>; audience add in the narrative <i>"auditor general"</i> ▪ Addition to narrative reference number "R5": <i>"Report Description: Deduction Reporting (i.e. retirement, Deferred Comp), frequency or trigger: ad-hoc, periodically, monthly, bi-weekly; audience: DFS, Agency, Vendors"</i>, added to Process Flow, Pay 1.7, Payroll Deductions ○ Accounting Events – the group discussed the addition to the narrative at Ref. A3, Accounting Event Description, <u>"Compensated Absences Liability Leave"</u> ○ Integration – confirm Ref. No. I3 and list of other related system <p>Future Enhancement Considerations - the group discussed the prospects of Future Enhancement Considerations to include the capability to calculate leave liability reports for budget purposes which includes DROP and other events reasonably expected to be realized; also discussed how to resolve separation issues leading back to the ARB Process Area</p> | | |
| 4 | Close Meeting <ul style="list-style-type: none"> ● Action Items and/ or Homework | Angie | 10 min (11:50am-12:00pm) |
| Notes: <ul style="list-style-type: none"> ● The group recapped the action item discussed...no homework was assigned ● Document(s) will be reviewed and updated for edits in narrative and submitted via word format to SME group for review ● Document(s) will be prepared for submission to vendor | | | |

| Action Items | | | |
|---------------|--|-------------|----------|
| Action Item # | Description of Item | Assigned To | Due Date |
| 1 | Confirm I3 integration point to ensure the list of other related systems is complete | Janice | 2/10/15 |