

**Meeting Details**

<b>Meeting Date</b>	Tuesday May 19, 2015	<b>Meeting Time</b>	1:30 pm to 4:30 pm
<b>Meeting Location</b>	Department of Revenue, Building 2, Room 1250		
<b>Meeting Objective</b>	Payroll Hire to Separation (PAY) - Review and Discuss Draft Level 2 Flows and Process Models		
<b>Invitees</b>	<p><u>Level 2 SMEs:</u>                  Mitchell Clark (DMS), Teresa Mast (DOT), Sharan Arnold (DOT), Lisa Simpson (DEO), Charlene Chen (DEO), <del>Linda Osborne (DMA)</del>, Bonnie Bevis (HSMV), Andy Snuggs (JAC), Jamie Johnson (JAC), Wendy Wu (DOR), Lee Boatwright (DOR), Jennifer Peddicord (A&amp;A)</p> <p><u>Florida PALM BPS Team:</u>                  Angie Robertson, Janice Jackson, Mark Fairbank, Manpreet Singh, Stanton Beazley, <del>Tanner Collins, Robert Hicks, Deb Gries</del>, Deana Metcalf, Sean Cooley</p>		
<b>Attachments/ Related Documents</b>	DRAFT Level 1 Process Flow and Narrative DRAFT Level 2 Process Flow and Narrative		

**Meeting Topics**

<b>Topic</b>	<b>Presenter</b>	<b>Allotted Time</b>
Introduction and Welcome <ul style="list-style-type: none"> <li>• General Housekeeping</li> <li>• Participant Introductions</li> <li>• Level Setting</li> </ul>	Angie Robertson/Mark Fairbank	<b>15 min</b> (1:30 pm-1:45 pm)
All participants except for Linda attended in person, Sean discussed the meeting logistics and Angie gave an overview of the agenda and introduced the team.		
Review of Draft Level 1 Flows	Janice Jackson, Angie	<b>15 min</b> (1:45 pm-2:00 pm)
<p><b>Notes:</b>                      Janice started with the Payroll process for Level 1's to level set with the group. Janice explained the various complements of the Level 1 process flow to the workgroup.</p> <p>Mark then initiated the overview of the Level 2 process flow. He covered the employee hire, pre-production and production workflows with the group.</p> <p>The practice and process of dual-employment (whereby an employee hold positions at more than one state agency) was discussed. A policy is in place and a form is to be used to record and acknowledge dual-employment by agencies. The current process attempts to control risk by acknowledging the situation and by agreeing to manage any overtime rate implications. The process is in accordance with directions from the federal Department of Labor.</p> <p>The group also came up with edits for the process flow and narrative:</p>		

Topic	Presenter	Allotted Time
<ul style="list-style-type: none"> <li>• PAY CP 1.2 to be shaded</li> <li>• PAY 1.12 Charitable contributions to be changed to elective deductions.</li> <li>• “Deduction Payees” to be changed to “Deduction Payments” in</li> <li>• In the narrative for PAY 1.10, “positions” to be changed to “position”</li> <li>• In the second page narrative for swimlanes , remove Department of Management Services</li> <li>• BOVR to be expanded to Bureau of Vendor Relations</li> <li>• PAY 2.5 to be shaded</li> <li>• A pre check and check loop to be added for budget edits and cash</li> <li>• In PAY 2.5 “ Change objects” to be corrected to “ Charge Objects”</li> <li>• Charge objects also to be added to the description for PAY2.30</li> <li>• SAD payroll was also discussed by the group , and the group decided to add Justice Administration and Office of State Court Administrator as an input to PAY IP 2.9</li> <li>• The narrative of PAY 2.15, PAY 2.16 and PAY 2.17 to be updated</li> <li>• Fix the flow lines around PAY 2.32a and PAY 2.33</li> <li>• The narrative for PAY 2.20a to be updated</li> <li>• In PAY 2.26 elective deduction to be added</li> </ul> <p>The group also had a discussion on the cost allocation for payroll. Certain departments are using prior month statistics as a method to allocate. This is stipulated in PAY requirements.</p> <p>Q. Wendy asked if the future Florida PALM system can fix overpayments,                      A. Mark explained that payroll processed in advance of actual time reported will always involve the risk of overpayment.</p> <p>The process of manager approval of timesheets was also discussed by the group and a concern was raised that some managers were doing a bulk signoff instead of a true review.</p> <p>The group discussed the budget edits and wanted to understand how the budget edits will come into play.</p> <p>The group concurred that budget edits need to be applied twice in the process and a cash edit needs to be applied once: first budget edit should be a warning at the time the payroll is being processed and the second should be a budget and cash edit then a check on the day of release of the warrants.</p>		

Topic	Presenter	Allotted Time
Review of Level 2 Workflows and Narrative	Mark Fairbank	<b>60 min</b> (2:00 pm – 3:00 pm)
<b>Break</b>		<b>10 min</b> (3:00 pm - 3:10 pm)
Icebreaker	Angie	<b>10 min</b> (3:10 pm-3:20 pm)
<p>Mark then discussed the pre-production process flow with the group and received feedback regarding the flows and the narrative which are to be incorporated by the BPS team before the next workshop.</p> <p>The group discussed the payroll runs and the application of allocations , it was discussed while some groups process the payroll on Thursday and do allocations the next day using prior months statistics, there are others that take longer to apply allocations. Department of Education representatives discussed that they have a database where employees are assigned to the grant and they use that for allocation.</p>		
Level 2 Workflows and Narratives (Continued)	Mark	<b>60 min</b> (3:20 pm – 4:20 pm)
Close Meeting <ul style="list-style-type: none"> <li>• Action Items</li> <li>• Homework</li> <li>• Next Meeting Date / Time / Location</li> </ul>	Angie, Mark, Manpreet Singh	<b>10 min</b> (4:20 pm-4:30 pm)

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Update process flows and process narrative with the feedback received from the group	Manpreet	05/20/2015