

Meeting Details

Meeting Date	Tuesday May 27, 2015	Meeting Time	1:30 pm to 4:30 pm
Meeting Location	Betty Easley, Room 180		
Meeting Objective	Payroll Hire to Separation (PAY) - Review and Discuss Draft Level 2 Flows and Process Models		
Invitees	<p><u>Level 2 SMEs:</u> Mitchell Clark (DMS), Teresa Mast (DOT), Sharan Arnold (DOT), Lisa Simpson (DEO), Charlene Chen (DEO), Linda Osborne (DMA), Bonnie Bevis (HSMV), Andy Snuggs (JAC), Jamie Johnson (JAC), Wendy Wu (DOR), Lee Boatwright (DOR), Jennifer Peddicord (A&A)</p> <p><u>Florida PALM BPS Team:</u> Angie Robertson, Janice Jackson, Mark Fairbank, Manpreet Singh, Stanton Beazley, Tanner Collins, Robert Hicks, Deb Gries, Deana Metcalf,</p>		
Attachments/ Related Documents	Updated DRAFT Level 2 Process Flow and Narrative		

Meeting Topics

Topic	Presenter	Allotted Time
Introduction and Welcome <ul style="list-style-type: none"> Participant Introductions (if new attendees) 	Angie Robertson	15 min (1:30 pm-1:45 pm)
All participants attended in person, Sean discussed the meeting logistics and Angie gave an overview of the agenda, discussed action items and introduced the team.		
Review of Updated Level 2 Workflows and Narrative	Mark Fairbank	60 min (1:45 pm - 2:45 pm)
Mark initiated the overview of the Tax Reporting and Maintenance Level 2 process flow. This was the last subprocess flow to be discussed with the group.		
The group discussed the following edits to the narrative. <ul style="list-style-type: none"> Narrative for 2.17a and 2.17b was reworded to replace 'budget' with 'budgets' Narrative for 2.18b and 2.18c reworded Step 2.9b to be added to the narrative In the Tax reporting and maintenance, the 941x report to be added Change time cards to time sheets in (PAY 2.1, PAY 2.3, PAY 2.4, PAY 2.16) Other edits in the narrative were made to PAY 2.25, PAY 2.26, PAY 3.4, PAY 3.5, PAY 3.9b, PAY 3.10 The definition of Biweekly/monthly was also updated in the definitions section. 		

Topic	Presenter	Allotted Time
<p>The biweekly payroll and the issue of overpayments due to payroll being issued in advance of final/actual reported time being approved results in many overpayments.</p> <p>DOT and HSMV have different ways of dealing with the overpayments. The group dicussed of a way to minimize the changes after W2 , however feedback was received from the agencies such as HSMV they would still need to generate a lot of W2c's. The current process of payroll being issued in advance of final/actual reported time being reported virtually ensures that W2c's will be needed for the payrolls occurring at the end of December.</p> <p>The payroll that occurs at fiscal year end wherein the pay payr period contains expenses from the old and new fiscal years needs to be split for proper accounting. The current practice is manual to split for payroll pre June 30th and July 1st forward.</p> <p>The group also dicussed reports that have been created in the Level 2 process flows in detail. The 941x report needs to be added to the PAY – Tax Reporting & Maintenance</p> <p>The group also discussed KPI's.</p> <p>“ Instances of negative budget” can be inserted as a KPI</p> <p>“Occurences of use of default payroll account due to insufficient budget/cash” to also be added as a KPI.</p> <p>The team also discussed for Future enhancements.</p> <p>For OPS employees a report to get employees who have not got paid an out of that subset, employees whose timesheets have not been submitted.</p> <p>Emergency reimbursement – FEMA likes verification that employees have been paid. Currently time sensitivity only on warrant production , any new system should have time sensitivity.</p> <p>Q) Will the proposed system have methods for uploading large quantities of data for allocation?</p> <p>A) Reuirements are included for such via spreadsheet or other inteerface.</p>		
Break		10 min (2:45 pm - 2:55 pm)
Icebreaker	Angie	15 min (2:55 pm-3:10 pm)
Updated Level 2 Workflows and Narratives (Continued)	Mark	70 min (3:10 pm – 4:20 pm)

Topic	Presenter	Allotted Time
Close Meeting <ul style="list-style-type: none"> Action Items Homework Next Meeting Date / Time / Location 	Angie, Mark, Manpreet Singh	10 min (4:20 pm-4:30 pm)

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Make edits to the process narrative and flows as captured in the workgroup session	Manpreet	06/01/2015