Agenda

- Welcome and Introductions
- Background and Purpose
- Payroll Process Model
- Payroll Business Requirements
- Agency Feedback
- Meeting Closeout
WELCOME AND INTRODUCTIONS
Welcome and Introductions

- Welcome
- Housekeeping
- Project Team Introductions
- Participant Introductions
Background and Purpose

Topics for Discussion

- Project Timeline
- Project Organization (Tracks)
- Business Process Standardization (BPS)
- Process Areas
- Payroll Process Area
- Requirements vs. Process Models
Background and Purpose

Project Timeline

Florida PALM Project Phases

- Pre-Design, Development, and Implementation (Pre-DDI)

Procurement Activity

- Design, Development and Implementation Phases
Project Overview

Project Organization (Tracks)

- **PMO** - Project Management Office *(Project)*
- **OCM** - Organizational Change Management *(People)*
- **SDS** - Systems & Data Strategy *(Technology)*
- **BPS** - Business Process Standardization *(Process)*
Background and Purpose

Business Process Standardization (BPS)

- The BPS Team’s primary activities have been to develop Business Requirements and Standardized Business Process Models
- Agency engagement in support of these efforts have included participation in meetings (Workgroups/Workshops) and written feedback
Background and Purpose

Process Areas

- Record to Report (R2R)
- Budget Preparation to Reversion (BUD)
- Cash Inflow to Outflow (CSH)
- Treasury Management (TRM)
- Accounts Receivable / Billing to Receipt (ARB)
- Procurement to Payment (P2P)
- Asset Acquisition to Disposal (A2D)
- Grant Application to Closeout (GAC)
- Project Development to Closeout (PJT)
- Payroll Hire to Separation (PAY)
Background and Purpose

Payroll Process Area

- Level 2 Standardized Business Process Models – Version 1.0 focused on integrating the PRYL subsystem to Florida PALM
- Cycle 2 did not include a section for Payroll, as all functionality was included in the other Process Area business requirements
- 2016 GAA requires that the Florida PALM Invitation to Negotiate (ITN) include the replacement of the payroll component of FLAIR
- Cycle 3 Business Requirements and Level 2 Standardized Business Process Models – Version 2.0 will include the desired capabilities to replace the current payroll system – both documents will be a part of the ITN for Software and System Integrator (SSI) services
In April and May, working meetings were held with DFS Bureau of State Payrolls (BOSP) and Florida PALM Team members to develop the business requirements and the updated process flows and narratives.

Agency feedback is requested to help ensure we have a complete picture of the State’s needs.

Cycle 3 is due to be submitted on June 30, 2016.

Level 2 Standardized Business Process Models – Version 2.0 is due to be submitted on August 31, 2016.
Background and Purpose

Requirements vs. Process Models

Requirements Are:

- Expected capabilities and functionality of the system
- Critical activities of an enterprise that must be performed to meet organizational objective(s) while remaining solution independent

Example: Provide ability to produce a Trial Balance report organized by unique fund, fund type, and fund group.

Requirements Are Not:

- Objectives or step-by-step process descriptions
- Detailed specifications
- Descriptions of “how” the system will perform the desired functions

Example: Produce and deliver via email on the first day of the following month, a monthly Trial Balance by fund and budget entity.
## Background and Purpose

### Requirements vs. Process Models

<table>
<thead>
<tr>
<th>Process Models Are:</th>
<th>Process Models Are Not:</th>
</tr>
</thead>
<tbody>
<tr>
<td>‣ High-level vision of future business processes describing a series of linked activities</td>
<td>‣ Detailed steps that translate to requirements</td>
</tr>
<tr>
<td>‣ Descriptions of the State’s objectives for implementation of Florida PALM</td>
<td>‣ Step-by-step process descriptions</td>
</tr>
<tr>
<td>‣ Supported by one or more many business requirements</td>
<td>‣ Procedures for how a user will accomplish a task</td>
</tr>
</tbody>
</table>
PAYROLL PROCESS MODEL

PROCESS FLOW DIAGRAMS AND NARRATIVE
Payroll Process Model

Topics for Discussion

- Payroll Sub Processes
- Example Flow
- Example Narrative
- Organizational Roles by Entity
- Icons on Process Flows
- Relationship to Other Process Areas in Florida PALM
- Process Flows
- Summary of Enhancements
Payroll Process Model
Payroll Sub Processes

- Employee Records
- Payroll Processing and Production
- Post-Production Payroll Adjustments
- Tax Reporting
Payroll Process Model
Example Narrative

<table>
<thead>
<tr>
<th>Process Step ID</th>
<th>Process Name</th>
<th>Description of Process</th>
<th>Governing Laws and Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY 1.1</td>
<td>Employee Hired or Update Required to Employee Record</td>
<td>Agency appoints employee to an authorized position or hires other personal services (OPS) personnel. Agency creates personnel action request (PAR) for changes to position (i.e., status, pay, deductions, date of death).</td>
<td></td>
</tr>
<tr>
<td>PAY 1.2</td>
<td>Personnel Record Established/ Updated in Agency’s HR System</td>
<td>Legislature creates employee profile in HR system. Legislature creates PAR for changes to position (i.e., status, pay, deductions, date of death). Legislature provides data to People First for retirement and benefit classification and to Florida PALM.</td>
<td></td>
</tr>
</tbody>
</table>
Payroll Process Model
Organizational Roles by Entity

- Depicted using swimlanes
- Represent entity and role within the entity
- Entities include Enterprise DFS (BOSP), Enterprise DMS (People First, FRS, DSGI), and Agency Payroll
- Not meant to represent all agencies’ roles, but are meant to represent segregation of duty
Payroll Process Model

Icons on Process Flows

- Process Start/End
- Process Activity
- Decision or Process Branch
- Document
- Accounting Event\(^{(1)}\)
- Control Point\(^{(1)}\)
- Report\(^{(1)}\)
- Integration Point\(^{(1)}\)
- On Page
- Off Page\(^{(2)}\)

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(1) - Can appear “in flow” or as a floating icon
(2) - May link to flow within or outside of Process
Payroll Process Model
Icons on Process Flows

- Procurement to Payment (P2P)
- Budget Preparation to Reversion (BUD)
- Cash Inflow to Outflow (CSH)
- Record to Report (R2R)
- Accounts Receivable/Billing to Receipt (ARB)
Payroll Process Model
Summary of Enhancements

- More comprehensive employee record
- EFT & W-4 relies on employee participation
- Pre-production payroll runs provide for proactive payroll management
- Post-production tools for managing adjustments and payroll exceptions
- More streamlined payroll cycles
Payroll Process Model
Summary of Enhancements (continued)

- One ledger (no separation between departmental and central)
- Ability to post to more than one account code for cost allocation
- Automatic establishment of receivable for salary overpayment
- Workflow notifications and reporting
- Automated tax reporting
PAYROLL BUSINESS REQUIREMENTS
Payroll Business Requirements

Topics for Discussion

- Overview
- Subcategories
- Business Requirements
Payroll Business Requirements
Overview

- Total of 171 Requirements for review
- Requirements were derived from:
  - External Consultants (Knowledge Packs)
  - People First Procurement
  - Current FLAIR Functionality
  - Future Capabilities
Payroll Business Requirements

Subcategories

- Employee Records
- Inquiry and Reporting
- Payroll Controls
- Payroll Deductions
- Payroll Processing
- Tax Reporting
- Workflow
Payroll Business Requirements
Subcategories

- Count of Requirements by Subcategory:
  - Employee Records – 22
  - Inquiry and Reporting – 31
  - Payroll Controls – 41
  - Payroll Deductions – 10
  - Payroll Processing – 32
  - Tax Reporting – 13
  - Workflow – 22
AGENCY FEEDBACK
Agency Feedback

Topics for Discussion

- Process Model Review Approach
- Cycle 3 Payroll Requirements Review Approach
Agency Feedback

Process Model Review Approach

- Draft Payroll Level 2 Process Model – Version 2.0
- Draft Payroll Level Process Flow – Version 2.0
- Draft Payroll Level 2 Process Model – Version 2.0 – Agency Feedback
Agency Feedback

Cycle 3 Payroll Requirements

- Cycle 3 Payroll Requirements – Agency Review
- Review the Instructions tab
- Filter by Subcategory
- Compare to Process Flow Diagrams and Narrative
- Provide feedback by:
  - Indicating a proposed revision to the Requirement
  - Indicating that specific Requirement language should be clarified
  - Suggesting a new Requirement if needed
During the review process, look at the payroll process as a whole and identify areas that could be expanded.

Review is high-level and may not provide intricacies of Florida’s payroll.

Recommended changes to comply with payroll needs and to clarify intent.

Recommended new requirements to articulate efficient and effective payroll.

Solicit support from agency SMEs to assist with the review of various subcategories.
MEETING CLOSEOUT
Meeting Closeout

Timeline

- Workshop Dates
- Review Period
- Feedback Submission
Meeting Closeout

- Overall Questions?
At the conclusion of the Workshop, all participants will be asked to complete a short survey about their Workshop experience.

The survey request will be sent via email with a link to Survey Monkey.

We sincerely hope that you will take a few moments to complete the survey, as the information gathered from attendee responses will be used to help the Project team develop better and more effective methods to provide agencies and staff with information about the Florida PALM Project and its progress.
CONTACT INFORMATION

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