

Date	08/19/2016	Time	3:30 – 4:30 p.m.
Location	Department of Management Services 4050 Esplanade Way, Room 280K		
Objective	Discuss Payroll Requirements		
Attendees	Eric Adair (DFS); Nancy B. Anderson (DFS); Brandi Babb (DFS); Jimmy Cox (DMS); David DiSalvo (DMS); Steve Eaton (DMS); Toni Estes (DFS); Charles Ghini (DFS); Julian Gotreaux (DFS); Carolyn Hicks (DFS); Danielle Kosberg (DFS); Alissa Martz (DMS); Jane Matthews (AST); Stuart Potlock (DFS); Angie Robertson (DFS); Andrea Simpson (DMS); Christina Smith (DFS); Melissa Turner (DFS); Bob Ward (DMS)		
Attachments/ Related Documents	N/A		
Action Items	<ul style="list-style-type: none"> • The Florida PALM Project (Project) will provide a response to the Department of Management Services (DMS) comments on Payroll and Budget Requirements • The Department of Financial Services (DFS) will coordinate with DMS to schedule a Payroll discussion meeting and to develop the agenda for a follow-up meeting with Legislative partners 		

- **Introductions: Facilitated by Angie Robertson (DFS)**
- **Payroll Requirements: Facilitated by Christina Smith (DFS)**
 - Florida PALM Payroll requirements may require modifications to People First to support integration with the Financial Management Solution (FMS) and may cause or contribute to costs incurred by DMS. The extent of these costs will not be known until after the FMS has been selected.
 - DMS has asked to be kept in-the-loop so that they can plan accordingly for system modifications and resulting budget needs.
 - The Project plans to continue information sharing and coordination with DMS.
- **Data Management: Facilitated by Angie Robertson (DFS) and Christina Smith (DFS)**
 - DMS identified a potential issue that could arise with data sharing. Where Florida PALM and People First access the same record (e.g. vendor or employee files), data drift or inconsistencies between the two systems could occur when data is updated in one system but not updated in the other. People First would like to discuss how data would be handled and what type of processes and policies would be in place to maintain data integrity. Specifically, they would like to know how and where data will be stored, and who will have ownership and edit rights to the master files.
 - DFS agreed that this was a topic for discussion however, specifics about “how” data will be shared and updated will be determined later in the development of the FMS.
 - The Project plans to provide the methods for data management, in part, through the Data Management Plan (DMP). Data may be handled using similar but updated methods as those used for managing current vendor records that are being accessed by the Florida Accounting Information Resource (FLAIR) and MyFloridaMarketPlace (MFMP).

- **Interfaces: Facilitated by Christina Smith (DFS)**
 - Neither the origin nor the type of data that will be transmitted or received by the FMS is important for Business Requirements at this time. It is important however, that Business Requirements speak to ability to access, transmit, receive and store data.
 - These topics will be addressed when the FMS has been identified.

- **Payroll Calculations: Facilitated by Christina Smith (DFS)**
 - Specific Payroll functions are handled by People First and FLAIR respectively, based on the responsibilities of each system. Although both systems may perform certain aspects the same Payroll function, it is not a true duplication of functionality.
 - Currently, the State operates on a cash based system. DFS wants to move to an accrual based system with the understanding that they may still need to provide data based on the cash based system in some instances.
 - DFS and DMS agreed to discuss the current dual-portal for employee payroll information and the potential for consolidation or modification of the portals.

- **Open Discussion: Facilitated by Angie Robertson (DFS)**
 - DFS and DMS agreed to participate in meetings with House, Senate, and Executive Office of the Governor (EOG) staff to discuss how Payroll is handled and the shared responsibilities between FLAIR and People First.
 - DFS will coordinate with DMS to schedule a working meeting and develop a plan for those discussions.