
FL-SOLARIS Interface and People First Screen Enhancements

Timeline – Key Activities

March 2015

- **March 5** – DMS Division of Real Estate Development and Management (REDM) notified all agency FL-SOLARIS account managers and lease liaisons that, by May 1, all state-owned facilities that have employees (salaried and OPS) assigned to the facility must have the People First field in FL-SOLARIS set to “Yes”. All state-owned facilities in FL-SOLARIS marked as “Yes” (People First field) will have the facility address information sent to People First using the new FL-SOLARIS interface.
- **Beginning March 5** – Agency human resource staff will work with their agency FL-SOLARIS account manager/lease liaison to ensure that state-owned facilities that have employees (salaried and OPS) assigned to the facility have “Yes” marked in the People First field in FL-SOLARIS. Refer to the following link to identify agency FL-SOLARIS account managers and lease liaisons (as of 06/30/2015): http://www.dep.state.fl.us/lands/files/fl-solaris_FITS_acct_manager.pdf.

April 2015

- **Beginning April 1** – REDM will begin monitoring and reporting each agency’s progress in updating the People First field in FL-SOLARIS.

May 2015

- **May 1** – Deadline for agencies to have the People First field in FL-SOLARIS set to “Yes” for all state-owned facilities that have employees (salaried and OPS) assigned.
- **May 4** – DMS People First team will communicate the details of the FL-SOLARIS integration and Location Address screen enhancements to agencies.
- **May 5** – DMS People First team will provide agencies with a spreadsheet that includes 1) every position (salaried and OPS) in the agency with the current Location Address assigned in People First, 2) facility numbers and addresses for all state-owned facilities that have the People First field set to “Yes” in FL-SOLARIS and 3) facility numbers and addresses for all leased facilities in FL-SOLARIS. In addition, agencies will be provided a Location Address mass load template that will be used to assign every position (salaried and OPS) in the agency to a state-owned or -leased facility.
- **May 5 through June 25** – Agency human resource staff will assign every position (salaried and OPS) in the agency to a state-owned or -leased facility number, by completing the Location Address mass load template that was provided by the DMS People First team on May 5.

June 2015

- **June 26** – Agency Location Address mass load files due to the DMS People First team.

July 2015

- **July 13** – Agency mass load files processed in the test system. DMS People First team will notify agencies of any major issues with the data provided (e.g., facility number assigned does not exist) prior to the mass load file being processed in production.
- **July 24** – Instructional guide for the Location Address screen enhancements will be posted on the DMS People First team website.
- **July 25** – Implement FL-SOLARIS integration and Location Address screen enhancements in People First and process agency Location Address mass load files.
- **July 28** – DMS People First team will send agencies results of the Location Address mass load. Agencies will be responsible for manually updating any dropped records.

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- **Beginning July 28** – DMS People First team will begin monitoring Location Address records in People First to ensure every agency position (salaried and OPS) has an active Location Address record and includes the new FL-SOLARIS facility number and address.
- **Beginning July 29** – DMS People First team will begin monitoring errors that occur during the nightly update of facility addresses (FL-SOLARIS interface - data sent from FL-SOLARIS to People First) and notify the applicable agency.

August 2015

- **August** – Process additional Location Address mass load file for positions that were not captured on the original agency Location Address mass load files