

## FL-SOLARIS Interface and People First Screen Enhancements

The following is a summary of the new building address data feed (FL-SOLARIS interface) and associated changes to the Location Address and Position Attributes screens (Org Management) being implemented in People First on July 25, 2015:

### **Building Interface**

A new building interface is necessary so agency positions can be accurately associated with the facilities maintained in FL-SOLARIS (facility manager database). The new FL-SOLARIS interface will include state-owned buildings that are marked in FL-SOLARIS as having employees in them **and** all leased buildings.

**Current Process:** A nightly building address data feed (interface) is sent to People First from the legacy building system (FACT) that only includes address data for state owned buildings. The current building interface file does not include leased facilities.

- **Enhancements:** A new nightly building address interface will replace the existing interface. The new interface will send building data from the state's facility manager database (FL-SOLARIS) to People First. The new FL-SOLARIS interface will include both state owned and leased buildings and will identify the facility type, facility number, facility name, facility address and campus name for each building
  - Only state owned buildings that are marked in FL-SOLARIS as having employees in them (People First flag in FL-SOLARIS is set to "yes" for the building) will be sent on the new interface
  - All leased buildings will be sent on the new interface

### **Org Management/Position - Location Address Screen**

Enhancements will be made to the Location Address screen in People First to only allow valid FL-SOLARIS facilities to be assigned in the location address fields. The ability to manually update the building information in People First will be removed. The enhancements are necessary to accurately associate agency positions with the facilities maintained in FL-SOLARIS. When the screen enhancements are implemented, all current position Location Address records will be systematically end dated and a new Location Address record will be created (using the mass load process) to assign the new FL-SOLARIS facility.

**Current Functionality:** To create a Location Address record, the building type is selected from a drop-down list and the building number is entered. When a building type of state owned is selected and the building number is entered, the building address fields (i.e., Address, City, State, County and Campus Name) are populated with the data received on the building interface and are **not** editable. When a building type other than state owned (i.e., Government Owned – Not SOF, Leased, Not Assigned or Unknown) is selected, the building address fields must be manually entered. For all building types, the contact fields (i.e., Room, 411 Phone, 411 Phone Extension, Fax, Cell, Alternate Phone and Alternate Phone Extension) must be manually entered.

- **Enhancements:**
  - A building (state owned and leased) **must** be included on the new FL-SOLARIS interface in order for it to be assigned to a position
  - To create a Location Address record, the county where the building is located will be selected (County field) and then based on the county selected a list of buildings will be available for selection. Only buildings assigned to the agency in the county selected will be presented. The buildings available for selection will be based on what is received on the new FL-SOLARIS interface only. **There will be no manual entry of buildings**
  - When the building is selected, all building fields (i.e., Facility Type [description], Address1, Address 2 [new field], City, State, County and Campus Name) will be

- populated with the address data received on the new FL-SOLARIS interface. **None of building fields will be editable**, regardless of the type of building
- The Room field will continue to be an optional field (not required).
- The 411 Phone field will continue to be required; the field length will be increased from four digits to ten
- A new field titled Floor Number will be added to the screen and will be an optional field (not required)
- All applicable field labels will be revised to change “building” to “facility”

### **Org Management/Position - Mailing Address Screen**

No changes are being made to the Mailing Address screen. The FL-SOLARIS facilities interface will have no impact to the Mailing Address screen in People First. It will remain a manual process to update this screen.

### **Org Management/Position - Position Attributes Screen**

Enhancements will be made to the Position Attributes screen so agencies have a way to capture the percent of time a position is eligible or required to telework. The enhancement is necessary so the DMS Division of Real Estate Development (REDM) is able to accurately report on the number of positions assigned to a building versus the number of employees requiring workspace. **Positions that telework must have a FL-SOLARIS facility assigned on the Location Address screen.**

**Current Functionality:** Positions that are eligible for telework and those that require telework can be identified in People First by selecting the Telework Eligible and/or Telework Required indicators on the Position Attributes screen.

- **Enhancements:** Add two new fields (Telework Eligible Percentage and Telework Required Percentage) to the screen to identify the percentage of telework time for positions identified as telework eligible or telework required
  - If the Telework Eligible field is selected, then the Telework Eligible Percentage field will be required
  - If the Telework Required field is selected, then the Telework Required Percentage field will be required

### **Org Management/Actions - Position Actions**

Enhancements will be made to the workflow process when completing most position actions in order to ensure a valid FL-SOLARIS facility is assigned to all positions.

**Current Functionality:** The Location Address screen is not displayed as part of the workflow when completing a Reclassify Position action (Org Management > Actions > Position Actions). Although the screen is presented for other position actions, it is not required to be completed when processing the action.

- **Enhancements:**
  - The Location Address screen will be displayed as part of the workflow when processing a Reclassify Position action. In addition, the screen will be required when processing Establish Position, Create OPS Position, Reclassify Position, Org Change/Position Move or Re-activate Abolished Position actions
  - When the Location Address screen is presented during a position action, it will be validated to ensure a valid location address record exists (i.e., record is active and the building assigned is on the FL-SOLARIS interface). The Next button will only be presented if the location address record is valid
  - If a location address record is not created or if an invalid record is not corrected during the action, the position will be locked and no further changes can be made until the issue with the address is resolved. If the position is locked, an alert will be displayed in the My Alerts section on the user's People First home page