

Agency “Go-Live” Readiness Checklist People First Portal Upgrade March 2018



Purpose: To provide the State of Florida agencies a concise list of critical activities for use in completing agency readiness activities prior to the People First portal upgrade in March 2018.		
Data Clean-Up Activities	Due Date	Completed By (initials)
1. Work Email Address a. Update all invalid Work Email addresses b. Update all missing Work Email addresses	January 31	
2. Work Email Address Updates (Ongoing) a. Ensure all Work Email addresses are updated when changes are required or when new employees are hired	February – March for implementation; Ongoing Thereafter	
3. Leave Without Pay Status a. Confirm that all employees who were never returned from leave without pay (due to another action being processed), have been returned to a pay status (validate on Action History screen)	January 31	
4. Leave Without Pay Status (Ongoing) a. Ensure only employees who are on active leave without pay are in a leave without pay status (validate on Action History screen by reviewing the Employment Status field for the current record) b. Ensure all staff who complete PARs know that a return from leave without pay PAR is required to take an employee off a leave without pay status	February – March for implementation; Ongoing Thereafter	
5. Employee Insurance Underpayments a. Work with employees to correct all employee underpayments b. Correct all employer underpayments c. Communicate new premium deductions process to all employees and HR staff d. Update New Employee Orientation (NEO) training to ensure new hire employees clearly understand the premium deduction process	February 28	
6. Criminal Justice Incentive Program (CJIP) a. Confirm all active CJIP records in People First are valid (including amount, FLAIR Account and Org Codes) b. Train appropriate staff on the new process for entering and stopping CJIP payments	February 28	

Communications	Due Date	Completed By (initials)
1. Notification Emails and Mobile Phone Numbers a. Communicate to employees the necessity to provide both a valid Notification Email and a textable Mobile Phone Number	February 28	
2. Employment Screening a. Prepare mass load for new employment screening b. Communicate to appropriate staff on the new process	February 28	
3. Time and Requisition Groups Elimination a. Prepare mass load to establish org ranges b. Communicate to appropriate staff on the new process	February 28	
4. Firefighter Incentive Payments (FFIP) a. Communicate to appropriate agency staff on the new process for entering and stopping FFIP payments	February 28	
5. Other Employment a. Communicate to appropriate agency staff on the new process for dual employment and outside employment (now collectively known as Other Employment)	February 28	
6. Charge Objects a. Communicate to appropriate staff on the new process for creating and maintaining charge objects b. Communicate charge object process changes to employees (charge object text will be displayed on the employee timesheet)	February 28	
7. Miscellaneous Deductions a. Communicate to appropriate staff on the changes for previously system-calculated deductions b. Communicate to appropriate staff on the changes for union deductions	February 28	
8. Special Compensatory Leave a. Communicate to appropriate staff on the system changes for special compensatory leave, including use of the new leave types and the ability to process payments in the Leave Payout Screen	February 28	
9. Security Questions a. Communicate to all employees that their People First security questions will be reset with the upgrade and they will have to establish new questions the first time they log in on or after March 26, 2018	February 28	
10. Employee Pictures a. Communicate guidelines for displaying employee pictures in People First, including how employees' update pictures, why pictures are not being presented, etc.	February 28	

User Acceptance Testing (UAT)	Due Date	Completed By (initials)
1. Agency Subject Matter Experts Participate in UAT Sessions (Jan. 29 – Feb. 9)	February 9	

System Training	Due Date	Completed By (initials)
1. Attend Train-the-HR Sessions (Feb. 12 – 23) (DMS – Led)	February 23	
2. Complete Training for all Managers and Employees by March 16 (Agency – Led)	February 28	

Go-Live Readiness Activities	Due Date	Completed By (initials)
1. Complete or Reject All Personnel Action Requests (PARs) Before 5:00 p.m. Eastern time on March 16	February 28	
2. Complete All Position Actions Before 5:00 p.m. Eastern time on March 16	February 28	
3. Complete or Reject All Leave, Overtime and Other Approvals Before 5:00 p.m. Eastern time on March 16	February 28	
4. Complete All Timesheets Before 5:00 p.m. Eastern time on March 16	February 28	
5. Complete or Reject All Extra Pay Approvals Before 5:00 p.m. Eastern time on March 16	February 28	
6. Communicate and Communicate Again (During the Week of March 12) When People First will be Unavailable and What this Means to Employees and Managers	February 28	
7. Apply all Technical Updates <i>After March 16 but Prior to March 26</i>	February 28	

People First Activities	Due Date	Completed By (initials)
1. Convert All B, R and T Groups to Org Restricted Roles	March 16	N/A
2. Convert All Criminal Justice Incentive Program (CJIP) Payments in People First to be Paid With the Employee's Normal Payroll (i.e., Biweekly or Monthly)	March 16	N/A
3. Convert All Firefighter Incentive Payments (FFIP) in People First to be Paid With the Employee's Normal Payroll (i.e., Biweekly or Monthly)	March 16	N/A
4. Convert Calculated Miscellaneous Deductions to Fixed Amount	March 16	N/A
5. Process Mass Loads for Employment Screening, Employee Pictures and Other Clean-Up Related Items as Requested by Agencies	March 16	N/A

Initial Agency Readiness Certification – Due Feb. 9, 2018

Signing below attests that your agency has completed all clean-up and testing activities that are due on or before February 9, (items contained in this document, as well as additional items your agency deems necessary) in preparation for the People First portal upgrade.

Signature _____ Title _____ Date _____ Agency _____

Final Agency Readiness Certification – Due Feb. 28, 2018

Signing below attests that your agency has completed all readiness activities (items contained in this document, as well as additional items your agency deems necessary) in preparation for the People First portal upgrade. If the agency has not completed their system training or go live activities, the certification indicates that the agency has an established process to ensure all activities are completed by March 16, 5:00 p.m. Eastern time.

Signature _____ Title _____ Date _____ Agency _____