

Benefits Only Employer “Go-Live” Readiness Checklist People First Portal Upgrade March 2018



Purpose: To provide the State of Florida universities and other benefits only entities a concise list of critical activities for use in completing employer 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. 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	

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. 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. Employer 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 Employer Training for all HR Staff by March 16 (Employer – Led)	February 28	

Go-Live Readiness Activities	Due Date	Completed By (initials)
1. Implement the premium deduction process changes to start deducting underpayments from employee paychecks processed after March 16	February 28	
2. 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	
3. Apply all Technical Updates <i>After March 16 but Prior to March 26</i>	February 28	

Initial Readiness Certification – Due Feb. 9, 2018

Signing below attests that your employer 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 employer deems necessary) in preparation for the People First portal upgrade.

Signature _____ Title _____ Date _____ Employer _____

Final Readiness Certification – Due Feb. 28, 2018

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

Signature _____ Title _____ Date _____ Employer _____