

People First Portal Upgrade HR Training – Payroll

(February 2018)



FLORIDA DEPARTMENT of

management
SERVICES

We serve those who serve Florida



People First
the New Generation



Created with you in mind.

Criminal Justice Incentive Program (CJIP)

- CJIP change order process is no longer used and the separate CJIP payroll is no longer processed through BOSP
- CJIP payments will now be maintained on the Recurring Payments screen and are paid on the regular payroll (either 12 or 26 times per year) as a separate warrant
- Current employees with a CJIP will be added as a recurring payment. Any new employees who begin CJIP will need to have a recurring payment entered
- CJIP amounts are restricted to no more than \$60 for biweekly employees and \$130 for monthly employees
- FLAIR Account Code is required and must have a category that starts with 10* (01*, 03*, and 04* are not valid)
- FLAIR Org Code and Inter-Department ID are available (optional); if not entered, defaults to the values on the Position Funding screen

CJIP (Continued)

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Recurring Payments

CORRECTIONAL OFFICER

[Edit](#) [New +](#) [Delete](#)

Wage Type	Effective Date	End Date	Amount	Employee ID
9172 - CJIP	12/15/2017	12/31/9999	60.00	00108336

Effective Date

End Date

Payment Type

Amount

FLAIR Account Code

FLAIR Org Code

Interdepartment ID

CJIP (Continued)

- CJIP Transition:

- **Biweekly Employees** – For March 1 through March 22, People First will process a one-time payment for 73% (16 days divided by 22 days rounded to nearest percent) of the employees normal CJIP monthly amount on the supplemental payroll that processes on April 3, warrant date April 9.
 - The 16 days is based on Monday – Friday schedule (standard payroll schedule), and does not consider individual employees flexible work schedule (e.g., 10 hour schedule, 12 hour schedule)
- **Monthly Employees** – For March 1 through March 31, process a one-time payment for 100% of the employees normal CJIP monthly amount on the supplemental payroll that processes on April 3, warrant date April 9
- **Reason for One-Time Payment** – Currently the CJIP payroll is processed retroactively each month. However, the new CJIP process will be based on the employee's pay period. The transition to pay period based payments starts March 23 for biweekly employees and April 1 for monthly employees. In order to start the new process correctly, the employees need to be compensated for March (1-22 for biweekly and 1-31 for monthly)

Firefighter Incentive Program (FFIP)

- FFIP payments are maintained on the Recurring Payments screen and are paid on the regular payroll (either 12 or 26 times per year) as a separate warrant
- Current employees with an FFIP will be added as a recurring payment. Any new employees who begin FFIP will need to have a recurring payment entered
- FFIP amounts are restricted to no more than \$51 for biweekly employees and \$110 for monthly employees
- FLAIR Org Code and Inter-Department ID are available (optional); if not entered, defaults to the values on the Position Funding screen

FFIP (Continued)

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Recurring Payments

FIREFIGHTER ROTORCRAFT PILOT

[Edit](#) [New +](#) [Delete](#)

Wage Type	Effective Date	End Date	Amount	Employee ID
9138 - FIREFIGHTERS SUPP COMP	12/15/2017	12/31/9999	51.00	00704894

Effective Date End Date

Payment Type

Amount

FLAIR Account Code

FLAIR Org Code


Interdepartment ID

Payroll Deductions



- The new Payroll Deductions screen consolidates and replaces the One-Time and Recurring Pay Deductions screens
- Includes the ability to delete deductions prior to payroll processing and to end date deductions at the end of the last pay period
- All deductions require entry of an amount, including employer deductions that are treated as an employee deduction
- Deductions that are currently calculated based on a percentage of the employee's salary will require entry of an amount (will no longer be system-calculated)
- Union deductions will no longer be amount-restricted, allowing quicker adjustments when dues amount changes

Payroll Deductions (Continued)

Manager / My Team / Pay Info / Payroll Deductions


 Payroll Deductions

CORRECTIONAL OFFICER




Save  Cancel 

Frequency Recurring
 One Time

Manager / My Team / Pay Info / Payroll Deductions

 Payroll Deductions

NOAH ZETH RAMSEY MORGAN 01284064 CORRECTIONAL OFFICER

Edit  New  Delete 

Deduction	Amount	Employee ID	Effective Date	End Date	Frequency
0202 - AIG LIFE INSURANCE CO	84.66	01284064	02/01/2018	12/31/9999	Recurring
0249 - AAA AUTO CLUB SOUTH	15.75	01284064	12/01/2017	12/31/9999	Recurring
0423 - INDIAN RIVER FEDERAL CR U	120.00	01284064	12/01/2017	12/31/9999	Recurring

Frequency Recurring
 One Time

Effective Date End Date

Deduction

Amount

Payroll Deductions (Continued)

- Payroll Deductions Transition:
 - The People First team will process a mass load to convert current system calculated deductions to a fixed amount; conversion will be based on the last payroll deduction amount process
 - Agencies are responsible for calculating deductions for new hires after March 26 and for updating for existing employees when their salary changes
 - No conversion is required for fixed payroll deductions or any other payroll deduction since they are already amount based

Direct Deposit Changes

- Direct Deposit
 - When creating a new direct deposit record, the employee will be required to re-enter (verify) the account number
 - The employee will no longer be required to enter his or her password when creating direct deposit record
 - Changes in financial institutions require a new direct deposit record to be created
 - Direct deposit records will be end-dated for employees who have been inactive for more than two years
 - Clean-up will occur post go-live, then will be processed once per year (date is TBD for annual purge)
 - Email sent to the employee when the bank information entered by the employee is rejected by his or her financial institution

Form W-4

- W-4 records will be end-dated for employees who are inactive for three calendar years
 - Clean-up will occur post go-live, then will be processed once per year (date is TBD for annual purge)
- The employee will no longer be required to enter his or her password when creating and changing a W-4 record
- New email will be sent on January 1 of each year to employees claiming exemption, letting the employee know their exemption is about to expire

Additional Payroll Changes

- Recurring Pay Additives & Military Pay screen – Retitled to Recurring Payments (CJIP/FFIP located here)
- Additional One-Time Payments Screen – Consolidates and replaces the One-Time Regular Payroll Pay, Awards, and Supplemental Pay screens
- Awards Payroll – A separate Awards Payroll is no longer processed; screen is removed
- Payroll sort will be updated to ensure the employee's record with insurance benefits is sorted to the top to ensure health and life insurance deductions occur when employees are receiving more than one warrant on a payroll
- Update payroll to show the actual contract hours on the payroll file for monthly employees instead of defaulting in the standard hours

Access While Payroll Is Running

- In an effort to increase system availability time, People First will no longer be brought offline while payroll is running
- Even when payroll-related processes are in read-only mode, employees can access the Talent Management system (SuccessFactors) to complete performance and recruiting-management activities. Additionally, employees enrolled in an FSA or HSA will be able to access their Chard Snyder account while payroll is running

Access While Payroll Is Running

(Continued)

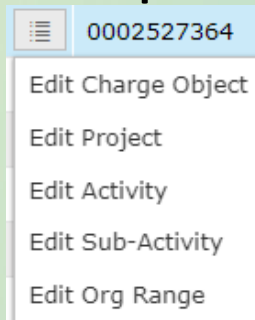
- All employees can log in while payroll is processing; however, what they have access to do is restricted based on their pay cycle:
 - If biweekly payroll is processing, all payroll-related functions (e.g., time, payroll, PARs, position actions) are in read-only mode for all biweekly employees
 - If monthly payroll is processing, all payroll-related functions (e.g., time, payroll, PARs, position actions) are in read-only mode for all monthly employees
 - If supplemental payroll is processing, all payroll-related functions (e.g., time, payroll, PARs, position actions) are in read-only mode for all biweekly and monthly employees
 - If an agency has employees on both biweekly and monthly pay cycles, all payroll-related functions (e.g., time, payroll, PARs, position actions) are in read-only mode for those employees during all payroll runs

Charge Objects

- To simplify the process, charge object creation, maintenance, org range assignment, inactivation, etc., are all performed within a single screen
- Charge Object Text is a new field and is available as the default presentation to employees on the timesheet screens. The Charge Object Text presented to the employees on the timesheet for pre-upgrade charge objects is a concatenation of Project, Activity, and Sub-Activity
- Charge Object Text is available to be created for old and new charge objects and should be created using plain language (e.g., Project A), not codes (should be easy for employees to understand)
- Ability to assign a charge object to a position is no longer available

Charge Objects (Continued)

- Buttons within the screen are presented in the order they should be completed (e.g., New Project, New Activity); steps that are not applicable can be skipped
- To edit an existing charge object, select the menu beside the charge object and select the action to be completed from the menu



Charge Objects (Continued)

Manager / Charge Objects



Charge Objects

Agency7000 - Department of Corrections

Resize Columns to Fit

New Project +

New Activity +

New Sub-Activity +

New Charge Object +

Assign Org Range +

Charge Object	Charge Object Text	Effective Date	End Date	Project	Project Text	Activity	Activity Text
0003937965	Test AA B CC	12/18/2017	12/31/9999	Test AA	TEST AA	Test B	TEST B
0003904991		08/25/2017	12/31/9999	Hurricane Irma	HURRICANE IRMA		
0003901224		08/14/2017	12/31/9999	August 19, 2017 ...	OPERATIONS EVEN...		
0003898374		08/14/2017	12/31/9999	August 19, 2017 ...	OPERATIONS EVEN...	08	OPERATIONS EVEN
0003898373		07/31/2017	12/31/9999	Tropical Storm E...	TROPICAL STORM E...	07	TROPICAL STORM
0003797958		10/04/2016	12/31/9999	Weather Emerge...	HURRICANE MATTH...	06	HURRICANE MATTI
0003784086		08/31/2016	09/08/2016	Tropical Storm	TROPICAL STORM H...	05	TROPICAL STORM
0003778641		08/12/2016	12/31/9999	FCOR - OIT	FCOR - OIT	19	FCOR - OIT
0003674712		08/28/2015	12/31/9999	Weather Emerge...	TROPICAL STORM/...	04	TROPICAL STORM/
0003726163		07/01/2015	12/31/9999	GRANT-08 PREA ...	GRANT-08 PREA PH...	18	GRANT-08 PREA PI
0003726162		07/01/2015	12/31/9999	GRANT-RE I-CORE	GRANT-RE I-CORE	17	GRANT-RE I-CORE
0003726161		07/01/2015	12/31/9999	GRANT-SM PINE...	GRANT-SM PINELLA...	16	GRANT-SM PINELL

Charge Objects (Continued)


- To create a new charge object:
 - Step 1: Create the project if the project does not already exist, (if it does, skip to step 2) by selecting New Project and entering the project details


New Project



*Agency

*Project

*Project Text

*Effective Date 

*End Date 

Charge Objects (Continued)



- Step 2: Create the activity, if the activity does not already exist (otherwise skip to step 3). Select New Activity; enter the activity details; and select Save

New Activity

*Agency

*Activity

*Activity Text

Save  Cancel 

Charge Objects (Continued)

- Step 3: Create the sub activity, if the sub-activity does not already exist (otherwise skip to step 4). Select New Sub Activity; enter the sub-activity details; and select Save

New Sub Activity

*Agency

*Sub Activity

*Sub Activity Text

Charge Objects (Continued)

- Step 4: Create the charge object. Select New Charge Object. Select the Project, Activity, Sub Activity; update the Effective Date and End Date if needed; enter the Charge Object Text; and select Save

New Charge Object

* Agency	7200 - Dept of Management Services		
* Project	<input type="text"/>	<input type="button" value="New Project"/>	<input type="button" value="+"/>
* Activity	<input type="text"/>	<input type="button" value="New Activity"/>	<input type="button" value="+"/>
* Sub-Activity	<input type="text"/>	<input type="button" value="New Sub-Activity"/>	<input type="button" value="+"/>
* Effective Date	<input type="text" value="01/23/2018"/>	* End Date	<input type="text" value="12/31/9999"/>
* Charge Object Text	<input type="text"/>		

Charge Objects (Continued)

- Step 5: Assign org range. Select Assign Org Range. Select the charge object; assign the org range-low and high values; update the Begin Date and End Date if needed; and select Save

New Org Range

*Agency

*Charge Object

*Org Range-Low Value *Org Range-High Value

*Begin Date *End Date

Employment Status

- Employment Status – The Leave of Absence (LOA) status shown on the Action History screen will be used for payroll purposes. Therefore, when employees are placed on LWOP status as a result of PAR action, they must have a return from LWOP PAR completed once they return to active work. Otherwise, they will not be included on the payroll file sent to BOSP

Insurance Benefits Deduction Process

- Employee (up to \$180 per biweekly and \$360 per monthly payroll in addition to normal payroll deductions) and employer underpayments (full amount due) are payroll-deducted for active employees (employees not on full LWOP), which eliminates the need for active employees to write a personal check when underpayments occur
- Early effective date process informs the employee that both the amount due for the early effective date and the regular amount due for the next coverage month will be deducted on the next payroll; employees will not need to submit a personal check; in fact, submitting a personal check in this scenario could create an overpayment
- Underpayment deductions will not occur on the third biweekly payroll since insurance benefits are not deducted on this payroll
- Payroll deduction drop priority does not change; refer to DFS payroll manual for drop priority

Insurance Benefits Deduction Process (Continued)

- Underpayment deductions will start on the following payrolls:
 - Biweekly payroll warrant dated for April 13
 - Monthly Warrant dated for April 30
 - If regular salary payments with pay cycle 1 or 2 are processed on the supplemental payroll processed in April, the deductions will occur
- Underpayments will not be payroll deducted for inactive employees; employee must be on the payroll to have employee or employer underpayment deductions processed
- Employer underpayments are not capped (full amount will be deducted on the first payroll after underpayment is created)

Insurance Benefits Deduction Process

(Continued)

- New Premiums Due Report
 - Report will be available for HR professionals
 - Report will return only employees who have a retro amount due
 - For the employee with a retro amount due, the report will display both the current amount due (normal payroll deduction) and the retro amount due
 - Filters: Agency, Sub-Agency (BENOs only), and Plan Type
 - Fields: Login ID, Name, Plan Code and Description, Additional Amount Due (retro amount), and Standard Deduction

Underpayments Process

- Employees are no longer underpaid until the end of the coverage month (approximately 3 business days prior to the end of the month); determination of underpayment is based on the carrier file
- Employee underpayment email (first notice) is sent when the carrier file for the next coverage month runs (generally 2-3 business days prior to the end of the month) and when the employee is underpaid by at least \$4 for one or more plans
 - Notice advises employees they have an underpayment and that the underpayment will be deducted from the next payroll
- Employee underpayment letter (second notice) is sent at the end of the coverage month that is underpaid and when the employee is underpaid by at least \$4 for one or more plans