Agency Reorganization Process

Overview
This instructional guide identifies the sequential steps that an agency must follow when processing an agency reorganization in the People First system. Following these steps will ensure employees are paid accurately and on time; agency reports are accurate, etc.

Definitions
The following are definitions relevant to this instructional guide:

- People First Team – The entity within the Department of Management Services that is responsible for strategic planning and procurement management; contract management and service center oversight; system and data warehouse design; and customer support, communication and training as it relates to the People First system.

- Division of Human Resource Management (Workforce Design & Compensation) – The policy entity within the Department of Management Services responsible for reviewing and approving changes made to any part of an agency’s organization structure.

- Mass Load – A systematic way to process certain position and employee actions in People First. A minimum of 100 records are required to process a mass load.

- Mass Load File – A completed file (using the mass load template) that is submitted by the agency that contains all data necessary to process a mass load.

- Mass Load Template – A formatted blank file that contains all data elements (fields) necessary to process a mass load. Agencies use the template to create a mass load file.

- NorthgateArinso (NGA) – The vendor who provides the state with a personnel information system (People First) and an enterprise-wide suite of human resource services.

- Reorganization – A change made to any part of the agency’s organization structure. A reorganization requires approval from the Division of Human Resource Management (Workforce Design & Compensation) and Executive Office of the Governor, Office of Policy and Budget (OPB).

Responsibilities
The following identifies the responsibilities for manually processing the reorganization in People First or through the mass load process.

Processing Reorganization Manually

- Agency Responsibilities (as applicable):
  - Obtain approval for the reorganization from the Division of Human Resource Management’s Workforce Design & Compensation team and OPB.
  - Request the People First Team create new Budget Entity (BE), FLAIR Org Code, and State Program Component (SPC).
Agency Reorganization Process

- Request the People First Team establish the BE to SPC relationship for new BE and SPC codes.
- Create new 29-digit FLAIR Account Code in FLAIR and ensure the new account codes are marked for payroll.
- Create new (or modify existing) 24-digit Human Resource Organization Code. If there are more than 100 codes that are being created, this task can be handled through the mass load process. Note: There is not a mass load process to modify existing Organization Codes.
- If applicable, create new Other Cost Accumulators (OCA) codes (for DCF, APD, and DOH only).
- Ensure that all manual entries associated with the reorganization (e.g., position updates, PAR actions, etc.) are processed correctly.

**Processing Reorganization through Mass Loads**

In addition to the agency responsibilities identified previously, the following are the additional responsibilities when processing the reorganization through a mass load.

- **Agency Responsibilities:**
  - Notify the People First Team of the need for a mass load at least 60 days prior to the effective date of the reorganization.
    - In order for the People First Team to determine what mass loads are available for use, it is the agency's responsibility to determine the scope of the reorganization.
  - Complete the required mass load files necessary to process the agency reorganization and ensure that all files include accurate data, and are provided to the People First Team timely.
  - Manually process all records that are dropped during the mass load process.
    - Records typically drop during the mass load process due to invalid relationships (e.g., trying to tie a record to an organization code, position, employee, etc., that is not active), typos on the mass load files, or future dated actions existing.
    - Records must be processed sequentially to ensure accuracy. For example, the supervisor position must exist before an employee relationship (employee reports to) can be created.
  - Coordinate all communications with internal staff related to the reorganization, including any silent periods (see “Silent Period” section) for actions in People First.

- **People First Team Responsibilities:**
  - Once notified by the agency that a reorganization is going to occur (and the agency has received approval), work with the agency to determine if the reorganization qualifies for a mass load.
Based on the effective date of the reorganization, provide the agency with deadlines and templates for the mass load(s).

Create any new Budget Entities, State Program Components and FLAIR Org Codes as requested by the agency.

Process requests for Budget Entity to State Program Component relationships.

Review mass load files submitted by the agency for errors (e.g., alpha characters in an all numeric field, duplicate records, etc.).

Send mass load files to NGA for processing in accordance with the agreed upon schedule.

- Once the mass load files are submitted to NGA, the files are processed through the People First test environment to determine errors prior to the records being loaded to People First (production).
  - Based on the number of dropped (errors) records in the test environment, the mass load files will either be processed in production or sent back to agency for correction, before the mass load is processed in production.

Notify the agency when the mass load has been completed (processed in production).

Provide the agency with any dropped records that need to be manually processed.

Close out mass load assignment.

### Process Steps

There is a **required** order for performing an agency reorganization in People First. The following steps **must** be followed in sequential order when processing a reorganization, regardless if it is being processed manually or through a mass load. **Only if a particular step is not applicable, it can be skipped.**

**Step 1: Create new Budget Entity (BE) in People First**

- If new Budget Entities are being created, then these must be established in People First before any other changes are made.
  - A request to create a new Budget Entity must be made at least two business days before the BE is needed.

- Refer to the “Creating Budget Entity (BE)” instructional guide for establishing Budget Entities.

**Step 2: Create new State Program Component (SPC) in People First**

- If new State Program Components are being created, these must be established after the new Budget Entities have been created.

- A request to create a new State Program Component must be made at least two business days before the SPC is needed. Requests are normally processed the same day as the request is received.

- Refer to the “Creating State Program Component (SPC)” instructional guide for establishing State Program Components.
Step 3: Create BE to SPC Relationship for New Budget Entity or New State Program Component
- Each new BE must be linked to the appropriate SPC before using in People First.
- Each new SPC must be linked to the appropriate BE before using in People First.
- This step is only necessary if new Budget Entities or State Program Components were created in Step 1 or 2.
- A request to create a BE to SPC relationship must be made at least five business days before it’s needed.
- Refer to Step 2 in the “Creating Budget Entity (BE)” instructional guide for establishing the BE to SPC relationship.

Step 4: Create New 29-Digit FLAIR Account Code in FLAIR
- FLAIR Account Codes must be marked for Payroll use in FLAIR before they can be used in People First.
- Refer to the “Creating FLAIR Account Code” instructional guide for establishing FLAIR Account Codes.

Step 5: Create New 11-Digit FLAIR Organization Code in People First
- If new FLAIR Organization Codes are being created in People First, these should be created after all applicable Steps 1 – 4 have been completed.
- A request to create a new FLAIR Org Code must be made at least two business days before the FLAIR Org Code is needed. Requests are normally processed the same day as the request is received.
- Refer to the “Creating or Modifying FLAIR Org Code” instructional guide for establishing FLAIR Org Codes.

Step 6: Create New 24-Digit Human Resource (HR) Organization Code or Update Existing HR Organization Code
- If new Organization Codes are being created, these should be created after all applicable Steps 1 – 5 have been completed.
Once Steps 1 - 5 have been successfully completed, the agency may update existing Organization Codes to reflect the new accounting information by processing an Update Org Details action in People First.

Parent Organization Codes cannot be assigned as the child (dependent) to an Organization Unit that is lower in the Organization structure than the Parent Organization. This applies to assigning the relationship either manually or through the mass load process.

- For example, the Organization Unit for a Division cannot be assigned as the child (dependent) of a Bureau’s Organization Unit within that Division.

- If a new Organization Unit will be the parent to one or more existing Organization Units, then the new Organization Unit must be established before the existing Organization Unit can be moved under the new Organization Unit.

- If processing the creation of an Organization Unit as a mass load, the agency provides data to People First Team using the established mass load template (Create Orgs Template). Mass load requests should be submitted to Brenda Hough at Brenda.Hough@dms.myflorida.com. Note: There is not a mass load process to modify existing Organization Codes.

**Step 7: Create New OCA Code**

- This step is only applicable for agencies that use OCA codes (i.e., DCF, APD and DOH), all other agencies should move to Step 8.

- Create new OCA codes and establish their relationships (through the interface process) prior to assigning the OCA codes to a position, Organization Unit, etc.

**Step 8: Assign Positions to an Organization Unit**

- Establish new positions, or move existing positions, into the new organization units (i.e., establish the S (position) to O (Org) relationship).
  - If new positions will have one or more existing positions reporting to it, then the new positions must be established before existing positions can be moved into the new Organization Unit.
  - If new positions will report to one or more existing positions, then the existing positions must be moved into the Organization Unit prior to establishing the new position within the Organization Unit.

- If processing this step as a mass load, the agency provides data to People First Team using the established position mass load template(s). Mass load requests should be submitted to Brenda Hough at Brenda.Hough@DMS.MyFlorida.com.

**Step 9: Establish or Update Supervisor Relationship**
Assign (or change) the appropriate supervisor (i.e., establish the S (position) to S (Supervisor) relationship) to the position by processing an Update Position Details action in People First.

If processing this step as a mass load, the agency provides data to People First Team using the established mass load template (S to S Object Relationships Template). Mass load request should be submitted to Brenda Hough at Brenda.Hough@DMS.MyFlorida.com.

Step 10: Update Position Funding

After all applicable Steps 1 – 9 have been completed, update all positions impacted by the reorganization effort to reflect the new accounting structure for the position by processing an Update Position Details action in People First.

If processing this step as a mass load, the agency provides data to People First Team using the established mass load template (Position Funding Template). Mass load requests should be submitted to Brenda Hough at Brenda.Hough@DMS.MyFlorida.com.

Step 11: Update Employee Records

Process the appropriate PAR for all employees that were impacted by the reorganization effort to sync the employee’s record with the position record.

- Employee Sync PAR - This PAR type would only be used in specific circumstances. For example, this PAR type is needed when making changes to the employee’s overtime designation (i.e., included, excluded), supervisor or position title (working title).

- Appointment PAR - This PAR type would be used when processing a reorganization that involves getting employees from another agency. In addition, depending on the type of changes for an internal reorganization (e.g., reclassification), this PAR type would also be used.

This step should always be completed to ensure the position and employee records are in sync. Additionally, if this is not completed, then all updates will not be sent to the data warehouse.

If processing this step as a mass load, the agency provides data to People First Team using the established mass load template (Employee Sync Template or Appointment PAR Template). Mass load requests should be submitted to Brenda Hough at Brenda.Hough@DMS.MyFlorida.com.

Final Step: Assign an Alternate FLAIR Account Code

If new FLAIR Account codes were created and the old FLAIR Account codes assigned to the positions included in the reorganization are no longer valid, then an alternate FLAIR Account code entry should be made for all overtime and on-call eligible positions by processing an Update Position Details action in People First.

This entry is used to override the FLAIR Account code on the Position Funding screen.
There are separate fields for Overtime and On-Call. Once created for Overtime and/or On-Call, all (this includes payments for prior pay periods as well as any future pay periods when the payments are due) payments of that type (e.g. Overtime), for that position, will be paid from the value entered into the applicable field in the Alternate FLAIR Account record.

The entries in the Overtime and/or On-Call fields will continue to override the position record for these payments until the Alternate FLAIR Account code entry is removed. To remove the entries in the Overtime and/or On-Call fields, process an Update Position Details action in People First. Payments processed after the Alternate FLAIR Account Code entry is removed (based on effective date) will use the positions FLAIR Account code that was valid for the pay period being paid.

The Alternate FLAIR Account Code is only used to override the FLAIR Account codes for Overtime and/or On-Call payments and does not impact regular salary, CJIP payments, etc.

If processing this step as a mass load, the agency provides data to People First Team using the established mass load template (Alternate FLAIR Acct Code Template). Mass load requests should be submitted to Brenda Hough at Brenda.Hough@DMS.MyFlorida.com.

**Silent Period**

The following are the changes that can be made on position records and employee records during the time period after the mass load files have been provided to the DMS/People First Team, but prior to the mass load files being processed. Unless identified below, no other changes should be made until all mass loads and updates associated with the reorganization have been completed.

**Position Changes**

- Any change to positions that are not included as part of the mass load files. If the position is on the mass load file, no updates can be processed until after the mass load is completed.
- Any change made to positions that are included on the mass load files must have an effective date prior to the effective date of the reorganization.
- Establishing new positions that are not assigned to any of the new Human Resource Organization codes being created as part of the reorganization.
- Abolishing positions that are not part of the reorganization.

**Employee Changes**

- Any non-PAR changes (e.g. W-4, address changes) can be processed, regardless of the effective date.
- PAR changes that are effective dated prior to the effective date of the reorganization.
Agency Reorganization Process

- All PARs should be completed prior to the mass loads being processed. For example, if the mass load is scheduled to load into People First on July 1, 2018, then all PARs for that agency should be completed by close-of-business June 30, 2018.

- No PAR with an effective date equal to or later than the effective date of the reorganization should be created or completed prior to the reorganization being completed.
  - If PARs are created prior to the reorganization being completed the old organization information will be used for the PARs.