Creating State Program Component (SPC) in People First

Overview
This instructional guide identifies the steps for creating a State Program Component (SPC) in People First.

Definitions
The following are definitions relevant to this instructional guide:

- **State Program Component** – This code is used to categorize an agency’s services into elements and sub-elements from the State Program Structure.
- **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; customer support, communication and training as it relates to the People First system.
- **Mass Load** – A systematic way to process certain position and employee actions in People First. A minimum of 100 records are required process a mass load.

Process Steps
Only the People First Team or the People First Service Center/Org Management Team can create a State Program Component in People First. The People First Team has the primary responsibility for creating State Program Components, and the Org Management Team serves as backup.

**Step 1: Create New State Program Component (SPC) in People First**
- Send request to have the State Program Component created in People First to the People First Team. A request to create a new State Program Component must be made at least two business days prior to the SPC being needed.
  - Requests should be submitted to Brenda Hough at Brenda.Hough@DMS.MyFlorida.com and should include the State Program Component code, the SPC description (limited to 26 characters, including spaces) and effective date. If more than 10 new State Program Components are being created, the data should be submitted using the State Program Component Template.
  - People First Team will notify the agency once the State Program Component has been created.

**Step 2: Create SPC to BE Relationship for State Program Component**
- Each new State Program Component must be linked to the appropriate Budget Entity before it can be used in People First.
- Send request to have SPC and BE relationship created in People First to the People First Team. A request to create a new SPC to BE relationship must be made at least two business days before it is needed.
  - Requests should be submitted to Brenda Hough at Brenda.Hough@DMS.MyFlorida.com using the SPC to BE Relationship Template.
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- People First Team will notify the agency once the SPC to BE relationship has been created.

**Step 3: Update Organization Unit**
- If applicable, once the new State Program Component and SPC to BE relationship have been created, assign (as default) the State Program Component to an Organization Unit by processing an Update Org Details action in People First.

**Step 4: Update Position Records**
- Once the State Program Component has been created, update all positions in People First manually (process Update Position Details action) or through the mass load process.
  - If processing as a mass load, the agency provides data to People First Team using the established template (*Position Funding Template*). Mass load requests should be submitted to Brenda Hough at Brenda.Hough@DMS.MyFlorida.com.