Creating or Modifying FLAIR Org Code

Overview
This instructional guide identifies the steps for creating a FLAIR Org Code in People First.

Definitions
The following are definitions relevant to this instructional guide:

- **FLAIR Org Code** – The 11-digit code that identifies the organizational structure for payroll and is the primary key to sort employee warrants.
- **DMS/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 in order to process a mass load.

Process Steps
Only the DMS/People First Team or the People First Service Center/Org Management Team can create or modify a FLAIR Org Code in People First. The DMS/People First Team has the primary responsibility for creating FLAIR Org Codes, and the Org Management Team serves as backup.

**Step 1: Create New FLAIR Org Code or Modify Existing FLAIR Org Code**

- Send request to have FLAIR Org Code created or modified (e.g., title change, end date (abolish) code) in People First to the DMS/People First Team. A request to create or modify a 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.
  - Requests should be submitted to Cheri Van Gundy at Cheri.VanGundy@DMS.MyFlorida.com and should include the FLAIR Org Code, the description (limited to 40 characters, including spaces) and effective date. If more than 10 new FLAIR Org Codes are being created, the data should be submitted using the FLAIR Org Code Template.
  - DMS/People First Team will notify the agency once the FLAIR Org Code has been created or modified.

**Step 2: Update Organization Unit (State Org Financial Data)**

- If applicable, once the FLAIR Org Code has been created, assign (as default) it to an Organization Unit in People First.

**Step 3: Update Position Records**

- Once the FLAIR Org Code has been created (or modified), update all positions (Position Funding screen) in People First manually (direct entry) or through the mass load process.
  - If processing as a mass load, the agency provides data to DMS/People First Team using the established template (Position Funding Template). Requests should be submitted to Cheri Van Gundy at Cheri.VanGundy@DMS.MyFlorida.com.