



JUSTICE ADMINISTRATIVE
COMMISSION



People First User ID Replacing Social Security Number for Employee Travel and Other Employee Payments

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Agenda

- Overview and Purpose of Project
- People First User ID Defined - How To Determine People First User ID
- *Uses: Non-Payroll Payments to Employees or on Behalf of Employees -Travel, Reimbursements other than Travel*
- Uses: Monies Owed to the State from Employees (Refunds)
- FLAIR (DFS) Implementation Date – March 5, 2018
- BOMS Configuration - Making the Change in BOMS
- Submitting Batches and Employee Refunds with People First User ID – When to Start

Agenda

- User Access to VE File Will Be Terminated - Except Limited JAC Staff
- Purchasing Card Approvals – People First User ID in Sub-Vendor Field
- Payroll Entries on FLAIR Reports Will Read “Payroll Allocation” using Vendor ID N000004044001
- No Changes to HR Documents Sent to JAC – SSN still Needed
- Experts and other Vendors with SSN as their vendor ID – No Change
- Other Questions and Concerns

Why the change?

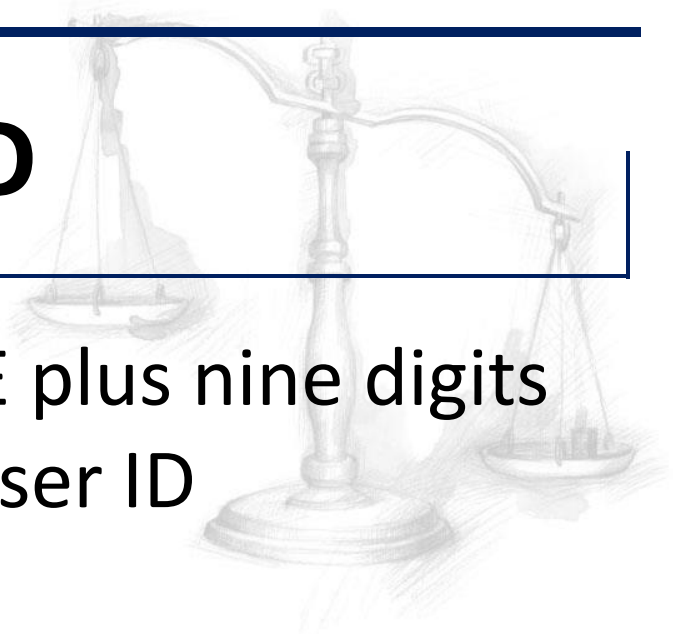
- Protect employee Social Security Numbers (SSN)
- New PCard system, Works, will not utilize or store SSNs
- Future Statewide Travel Management System will not utilize or store SSNs
- Department of Financial Services (DFS) has talked about doing this for years, finally took action

People First User ID - Defined

- People First User ID (PF User ID) is the number assigned by People First to a person when they become a state employee
- The PF User ID is the number used by employees to log in to People First to manage their personal benefits and other personal information
- PF User ID is 6 or 7 numbers: ex: 112233
- People First also contains an employee ID which is used for payroll – this employee ID **will not** be utilized in FLAIR

FLAIR and PF User ID

- FLAIR requires the prefix E plus nine digits for both the SSN and PF User ID
- Examples:
 - PF User ID = 112233 or 1122333
 - In FLAIR leading zeros are needed to fill out the field
 - FLAIR entry will be: E000112233 or E001122333



When to Use PF User ID

- Any payment currently using SSN will utilize PF User ID beginning March 5, such as:
- Payments to Employees or on Behalf of Employees (Pay to or Charge To):
 - Travel Reimbursements
- Reimbursements other than travel
- PCard approvals (travel)
- American Express payments for employee travel
- Registration fees (charge to PF User ID)

When to Use PF User ID

- Employees owing money to the state – employee refunds
 - Overpayment of travel expenses
 - Other overpayments to employees
- PF User ID is needed for FLAIR entry

1936

DATE

PAY TO THE ORDER OF \$

DOLLARS

FOR

⑆000000186⑆ 000000529⑆ 1000

Security Exchange Deposits on hand

Conversion Date & Deadlines

- Wednesday, February 28 -deadline for submitting batches or employee refunds to JAC with SSN
- Thursday, March 1 – start sending batches or employee refunds to JAC with PF User ID
- Deadlines will allow us to clear items with SSN prior to conversion date
- March 5, 2018, SSN will not be accepted by FLAIR, only PF User ID

BOMS Configuration – Making the Change in BOMS

- BOMS Web - Personnel Module
- Help – Instructions for reconfiguring BOMS to “pull” PF User ID instead of SSN
- After change is made in BOMS:
 - When creating batches payable to employees (or “charged to employees”) – BOMS will provide PF User ID instead of SSN

Batch Sheets

L00325908

ORG: Justice Administrative Commission

ORG CD: 21 30 00 00 000

EO: B2

SF: 1

FID: 000069

BEN OBJ : 000000

BEN CAT : 000000

BATCH SHEET

(Travel Reimbursement)

FUND:

18-GR04 (Expenses)

AGENCY REF: 18-0233

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JAC NO:

CO	Item	Object	Amount	Vendor total	Vendor name	Vendor #	Tran dt	Invoice #	Facts contact	UCA case type Case # Defendants
		261300	\$18.64	\$18.64	Nichols, Vicki	E000112233	01/05/18	JL1212217		

- Employee ID should be presented on the batch as shown above, when paying the employee directly.
- Or, in the “Charge To” field when paying on behalf of an employee.
- Employee ID will always have two or three zeros after the E.



Purchasing Card Charge Approvals – Travel Charges

- Approve charges in FLAIR as soon as possible
- Travel charges – Approve with SSN in sub-vendor field through 3:00 pm on Friday, March 2nd
 - Please use SSN of the traveler if different from the cardholder SSN
- JAC needs time after 3:00pm on Friday, March 2nd to do the final the approval in FLAIR before COB

Purchasing Card Charge Approvals – Travel Charges

- Monday March 5 – begin using PF User ID in sub-vendor field
- Manually type over SSN to PF User ID for travel charges still in charge queue
 - Use PF User ID for traveler in sub-vendor field if different from cardholder

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***** Charge/Distribution Maintenance *****
                                                    DCDMMCQ1
                                                    4 more >

Approve(Y/N)  _ Amount 251.44           Date CHG 11212017 CRD 02
                                                    DT REC 11272017
Invoice 0141005      subVendor E000112233
    
```



Vendor Employee File (VE)

- Current VE file will be reconfigured to utilize PF User ID instead of SSN for employee payments (March 5)
- FLAIR will receive nightly files from People First of all employees
- All 10,000+ employees from all Justice Administration offices will be on the VE file

Vendor Employee File (VE)

- VE file will contain home address, email address, confidential indicators, status and more, transmitted from People First
- Access will be limited to only about 15 people at JAC in Tallahassee – only those who need access to VE to process payments or refunds
- VE file access will be terminated for everyone else

Employee Name Changes

- Employee name changes will originate in People First and be transmitted to FLAIR overnight
- JAC staff will be unable to change the name of an employee on the VE file
 - If name on batch does not match name on VE file, the employee will need to take action to correct his/her name via People First

Payroll Entries on FLAIR Reports

- After March 5, payroll entries on FLAIR reports will utilize a new vendor ID
- N000004044001 established by DFS to record payroll
- FLAIR reports will read “Payroll Allocation” (currently reads “Payroll”)

Experts and other Vendors Using SSN

- The change to PF User ID is only for employees
- Experts and other vendors using SSN as their vendor ID will continue to use SSN



Other Considerations

- Human Resources and payroll documents that currently require SSN will not change
- PF User ID is only for non-payroll payments to employees (e.g. travel)
- Travel voucher should use PF User ID not SSN
- Review forms used in your offices; update any forms to accommodate PF User ID

JAC Website www.justiceadmin.org

- The presentation today and other resources may be found on JAC's website
- Services | Accounting | Heading: General

The screenshot displays the website header with the JAC logo and navigation menu. The main content area is titled "Accounting Services" and includes a "Welcome" section with detailed information about the Accounting Section's role and units. A "General" section lists two key resources: a handbook and a new form.

Accounting Services

Home / Accounting

Welcome

JAC's **Accounting Section** processes disbursement and revenue transactions for the agencies we serve in the areas of: operations, due process, civil commitment, ordinary witness funding requests, and juror cost distributions. The Accounting Section serves as a liaison between the agencies we serve and the Departments of Financial Services and Revenue. We review disbursements and revenue transaction for accuracy and compliance with applicable statutes and state rules. JAC's Accounting Section is comprised of two units, Disbursements and Revenue.

The **Disbursements Unit** reviews disbursement transactions for adherence with ss. 29.005, 29.006, 40.29, 43.16, 112.061, 215.422, 394.910, 215.97 F.S. and others; as well as adherence to the Department of Financial Services (DFS) Policies and Procedures Memoranda, and *The Reference Guide for State Expenditures*.

The **Revenue Unit** is responsible for the classification and coding of receipts, and processing revenue transactions for the agencies we administratively serve in accordance with s. 116.01, F.S. and others.

Below are relevant, memos, documents, guides, and forms relating to JAC Accounting.

General

- JAC Payment & Revenue Processing - Accounting Handbook
- JAC Lump Sum Certifications New Form New 5/24/2017

Other Questions or Concerns

