Creating a 29-Digit FLAIR Account Code

How is a 29-Digit FLAIR Account Code created?

Step 1: Coordinate with your Finance and Accounting staff to have the 29-Digit FLAIR Account Code created in the FLAIR accounting system.

Step 2: Once the Account Code is created in FLAIR, send a letter to the Bureau of State Payrolls requesting the Payroll Indicator be marked as eligible.
   1. Once updated, this account will be sent from FLAIR to People First as an eligible payroll account. Account codes that have an account category of 010000 or 030000 are automatically marked for payroll and no letter is required.
   2. The FLAIR Account Code MUST be added in FLAIR and marked for payroll use at least one business day prior to the effective date the agency wishes to use it in People First.
        a. For example, if an agency wishes to use the FLAIR Account Code effective August 1, 2008, then the FLAIR Account Code must be added and marked for payroll in FLAIR no later than 5:00 PM EST on July 31, 2008.

Step 3: If the Budget Entity (BE) is new, it must be created in People First before the FLAIR account code can be assigned. In addition, the BE to SPC relationship must be established in People First**. Please refer to the applicable instructions for establishing the BE and the BE to SPC relationship.**

Step 4: Update all positions in People First via a mass load or by user input. If applicable, assign an alternate FLAIR Account Code for overtime and/or on-call purposes in the "Alternate FLAIR Account Code" screen.

Creating a Budget Entity (BE) Code In People First

How is a BE created in People First?

Step 1: Coordinate with your Change Management Lead to have the BE created in People First. When creating the BE, a BE to SPC relationship must be established.
1. If you need to update a BE or a BE to SPC relationship, contact your Change Management Lead. You will need to know the Budget Entity and SPC number, description and effective date of the relationship.

Step 2: The Change Management Lead will create the BE in People First and will have the BE to SPC relationship established. This process normally requires 7 to 10 business days once the request is made.

Step 3: Update all positions in People First via a mass load or by user input. If applicable, assign (as default) the new BE to the Organization Unit in People First.

Creating a State Program Component (SPC) Code In People First

How is a SPC created in People First?

Step 1: Coordinate with your Change Management Lead to have the SPC created in People First. When creating the SPC, a BE to SPC relationship must be established.
1. If you need to update a SPC or a BE to SPC relationship, contact your Change Management Lead. You will need to know the Budget Entity and SPC number, description and effective date of the relationship.

Step 2: The Change Management Lead will create the SPC in People First and will have the BE to SPC relationship established. This process normally requires 7 to 10 business days once the request is made.

Step 3: Update all positions in People First via a mass load or by user input. If applicable, assign (as default) the new SPC to the Organization Unit in People First.

Creating a Flair Organization Code In People First

How is a FLAIR Organization Code created in People First?

Step 1: Coordinate with your Change Management Lead to have the FLAIR Org Code created in People First.

Step 2: The Change Management Lead will create the FLAIR Org Code in People First. You will need to know the number, description and effective date.

Step 3: Update all positions in People First via a mass load or by user input. If applicable, assign (as default) the new FLAIR Org Code to the Organization Unit in People First.

Creating Funding Information in People First

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┌─────────────────────────┐
│ Agency (Accounting      │
│ Office) Creates the FLAIR│
│ Account Code in FLAIR   │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│ FLAIR Sends the FLAIR   │
│ Account Code to People  │
│ First Via an Interface  │
│ File, if the Payroll    │
│ Indicator is Active in  │
│ FLAIR                   │
└─────────────────────────┘
            │
            ▼
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New BE, SPC or FLAIR Org? — yes → Agency Contacts their DMS Change Management Lead to Create the BE, SPC and/or FLAIR Org Code in People First

New BE, SPC or FLAIR Org? — no ↓

New BE and/or SPC? — yes → DMS Creates the BE and/or SPC and the BE to SPC Relationship in People First

New BE and/or SPC? — no

If Applicable, Agency assigns (as default) the New FLAIR Account, FLAIR Org, SPC, and/or BE to the HR Organization Unit in People First

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Agency Updates All Positions in People First

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Agency Assigns FLAIR Account Code to An Alternate Flair Account for Overtime and/or On-Call if Necessary