Statewide Travel Management System (STMS) – Preparing for Transition

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Statewide Travel Management System (STMS) - Topics

- Overview of the STMS

- Employees using the STMS – profiles and responsibilities

- Mission Critical travel statements – in STMS

- DMS public records policy overview

- Training

- STMS Go Live – September 22, 2020

Statewide Travel Management System (STMS) - Background

- The Legislature in 2016 appropriated funds for implementing a travel system to be used by executive branch agencies and the judiciary

- The Department of Management Services (DMS) was given the task of procuring and implementing the STMS

- It has taken a few years for the STMS to be developed and implemented across 30+ state agencies

Statewide Travel Management System (STMS) – Employees Only

- The STMS is for employee travel only

- Non-employee travel will continue to be processed with the current "paper" travel documents

- State agencies are required to use the STMS for employee travel per s. 112.061 (16), F.S.

Statewide Travel Management System (STMS) – Background and Resources

- Most state agencies have transitioned to the STMS

- Justice Administration offices will transition to the STMS September 22, 2020

- JAC will offer GoToMeeting training sessions for STMS users prior to the transition - see dates in upcoming slides

- STMS website with: training videos, manuals and general information:

https://www.dms.myflorida.com/agency_administration/statewide_travel_management_system

Statewide Travel Management System (STMS) - Background

- DMS is technically the "owner" of the STMS and will maintain the travel records for all agencies

- STMS will create a trip report which will replace the travel voucher

- STMS will also create the authorization to incur travel expenses form and travel advance forms where needed

- The trip report and other travel documents created by the STMS may be printed if needed

- Receipts such as hotel bills, gas receipts, car rental receipts and so on, related to each trip, will be uploaded to the STMS for each trip

Statewide Travel Management System (STMS) - Profiles

- Profiles have been assigned to employees in the STMS - determining the activities (if any) to be performed in the STMS

Non-Approver Profiles:	
Traveler	Prepares own travel in STMS
Proxy Traveler	Never logs into STMS- others prepare travel for Proxy Traveler
Preparer	Prepares travel for themselves and others
Approver Profiles:	
Approver- Head or Delegate	Approve all documents for employees other than his/her own
Approver-Self Approver	Approve all documents for employees inlcuding his/her own
Approver-Payment Approver	Approve all advances and reimbursements for employees other than his/her own
Approver-Reviewer	Reviews trips; no ability to final approve a trip

Statewide Travel Management System (STMS) – Access

- Access to the STMS will be provided by JAC
- Access is secure, only the following STMS "profiles" will login to the STMS:
  - Preparers, Approvers and Travelers*
  - No batch sheets will be sent to JAC for travel recorded in the STMS
- Once your office has completed the final approval for a trip and attached the receipts, JAC accounting office staff will have access to the trip for final review and upload to FLAIR
- Proxy Travelers in the STMS will never log into the STMS, others will prepare travel for them

*Persons assigned the "Traveler" profile will prepare their own travel in the STMS, or if someone else prepares the travel, the Traveler will approve the travel in the STMS

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Activities in Preparation for Transition to STMS – User Lists

- Managers in each office have been working with JAC to determine which employees will be accessing the STMS and each employee's responsibilities (profiles) in the STMS

- Employee names have been uploaded to the STMS over the last months - profiles and approvers have been assigned

- Going forward JAC will handle adding and removing users from the STMS on a case-by-case basis

- To add or remove a user from the STMS send an email to: accounting@justiceadmin.org

STMS Add Employees Spreadsheet – Can be found on the JAC Website

Email form to: accounting@justiceadmin.org

Justice Administrative Commission - Statewide Travel Management System - Add Employees Request Form

Employees to be Added to the STMS:

Name	Profile	Default Org Code	EO	Email	People First Logon ID	Approver	HQ City
Last Name, First Name		21 ## ## ## ###		name@office.com	9999999	Last Name, First Name	City

Authorized by:	
Date:	

Non-Approver Profiles:

Traveler	Prepares own travel in STMS
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Approver Profiles:

Approver- Head or Delegate	Approve all documents for employees other than his/her own
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Approver-Reviewer	Reviews trips; no ability to final approve a trip

STMS – Removing Employees

- No form needed

- Send employee's name and People First Login ID to JAC

- JAC will remove the employee from the STMS

- Remove requests may be sent to: accounting@justiceadmin.org

Activities in Preparation for Transition to STMS – Mission Critical Statements

- Required by Florida Law to travel only when "critical to the mission" of the agency

- The statement(s) explain the types of "mission critical" travel for each office

- In the STMS, the statement is selected from a drop-down menu when creating the trip

- Becomes part of the travel form – trip form

- Mission critical travel statements for each office have been uploaded to the STMS

STMS and Public Records

- Travel records housed in the STMS are accessible for at least five years (forms and receipts)

- Each office will have access to its own records in the STMS for at least five years

- JAC will also have access to records in the STMS *(JAC is the system administrator for all offices under Justice Administration and the fiscal accountant for most offices)* for at least five years

- Department of Management Services (DMS) is the "owner" of the STMS and will have access to all records for at least five years

STMS and Public Records

- JAC **will not** release STMS records for Justice Administration offices without *contacting the office in question*
  - Following JAC's current public records policy
- DMS **will release records** without contacting JAC or your office; except under certain circumstances

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STMS and Public Records

- **_DMS will release without notifying JAC_** documents or data related to a public record in the STMS **unless one of the following conditions exists:**

  – An employee is identified as "restricted relative" or "protected identity" in People First (as defined by s. 119.071, F.S. or other authority); or

  – A trip is marked "secure" in the STMS – by manually checking a "Secured Record" box. Offices will be expected to provide a citation in the STMS (within that trip) supporting the authority to mark a trip secure based on Florida law

    • Only Approvers may mark trips secure in the STMS

SECURED RECORD ❓ ✓

STMS and Public Records – People First Indicators

- Per s. 119.071, F.S., only certain employees may be marked with privacy indicators in People First

- All state employees have four privacy indicators available to them in the People First system: 1) sworn/certified; 2) restricted employee; 3) restricted relative; and 4) protected identity

- Florida Statutes limit the disclosure of specific data fields, depending on the specific statutory exemption the employee falls under

  – In the case of the STMS, this primarily means the person's name

  – Other restricted data like addresses, SSNs, phone numbers, etc., *are not contained in the STMS*

STMS and Public Records

- DMS <u>will contact </u>JAC if they receive a public record request for an STMS record
  - marked "secure" or
  - a person with a "restricted relative" indicator in People First or "protected identity" in People First
- JAC will then contact the office in question following our current public records policy

STMS and Public Records

- JAC will not determine whether a record should or should not be released; each office will make that determination for its STMS travel information. JAC will not be in a position to "defend" any decision of an individual Office of Justice Administration related to public records

- If an Office of Justice Administration determines the secure record or portions of the secure record should not be released, that office will be expected to "defend" that decision in any subsequent litigation and bear the litigation costs

Policy - Suggestions

- It is encouraged that each office add to their current policies or create a new policy to document which trips will be marked secure in the STMS and the statutory authority for marking a trip secure (Florida Statutes or case law or both)

- If questioned about marking trips secure, the policy will provide the authority and reasoning for the action

- Only users assigned the **Approver Profiles** in the STMS may mark trips secure; JAC is unable to mark trips secure

STMS and Public Records – Travel Data "Portal"

- DMS has provided a travel "portal" on their website which allows anyone to run reports of STMS data

- The "portal" is required by the Laws of Florida

https://travel.myflorida.com/

STMS and Public Records – Travel Data "Portal"

- Sample display of travel data from the "portal"
- Entity column reads: Justice Administration for our offices

Show [10 ▼] entries. Showing 1 to 10 of 37,637 entries.

Entity	Start Date	End Date	Total Cost	Travel Type	Destination	Transport Mode	Traveler Name	Tit
DEPARTMENT OF JUVENILE JUSTICE	10/02/2019	11/28/2019	$52.04	IN STATE	TAMPA VICINITY	PERSONAL VEHICLE	TONYA KING	JU
DEPARTMENT OF STATE	11/26/2019	11/26/2019	$0.00	IN STATE	BONIFAY	RENTAL CAR	CHARLES HAMPTON	OF
DEPARTMENT OF ENVIRONMENTAL PROTECTION	11/26/2019	11/26/2019	$0.00	IN STATE	STARKE, FL	STATE CAR	JESSICA DUKE	EN
DEPARTMENT OF REVENUE	11/25/2019	11/25/2019	$6.22	OUT OF STATE	NUTLEY, NJ	PERSONAL VEHICLE	YIWEN GU	SEI
DEPARTMENT OF REVENUE	11/25/2019	11/25/2019	$60.19	IN STATE	LEESBURG	RENTAL CAR	ARTHUR LATNO	GC
DEPARTMENT OF REVENUE	11/04/2019	11/25/2019	$59.63	IN STATE	MACCLENNY	PERSONAL VEHICLE	TERESA NORRIS	RE
DEPARTMENT OF STATE	11/25/2019	11/25/2019	$0.00	IN STATE	CRESTVIEW	RENTAL CAR	CHARLES HAMPTON	OF
DEPARTMENT OF REVENUE	11/25/2019	11/25/2019	$40.93	IN STATE	OVIEDO	PERSONAL VEHICLE	RICHARD GIACOBE	SEI
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES	11/18/2019	11/23/2019	$820.50	IN STATE	MIAMI, FL	STATE CAR	VICTOR CULLARS	PL
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES	11/22/2019	11/23/2019	$166.00	IN STATE	TAMPA	STATE CAR	MAGNUS HINES	CH

STMS and Public Records – Travel Reports "Portal"

- Trips marked "secure" will not appear in the data from the portal

- Employees' names will be shown as "exempt" if restricted relative or protected identity is indicated in People First

- Legislative staff and Governor's office staff have access to the STMS data, to run reports

- An executive summary of public records related the STMS may be found on JAC's website under Accounting Services

Training – Go-To-Meeting Sessions

- Anyone who will enter travel or approval travel in the STMS is encouraged to attend one or more of the training events

- Each event will cover similar information including demonstrations of creating and approving trips and other forms

STMS Go-To-Meeting Dates and Times	
Date	Time (EDT)
9/9/2020	10:00 - 11:30
9/10/2020	2:00 - 3:30
9/15/2020	10:00 -11:30
9/17/2020	2:00 - 3:30
9/21/2020	10:00 - 11:30
9/22/2020	STMS Go Live
9/29/2020	10:00 - 11:30
10/7/2020	2:00 - 3:30

A calendar with Go-To-Meeting information may be found on the JAC website under Accounting Services

JAC Website – STMS Information

- JAC has posted information related to the STMS on the JAC website

https://www.justiceadmin.org/home.aspx

- Click Services, then Accounting

JAC Website – Justiceadmin.org Accounting Services Page

Statewide Travel Management System (STMS) - Documents

- STMS User Manual 📄
- Training Calendar - Sept-Oct 2020 📄
- STMS Cheat Sheet 📄
- STMS Traveler Quick Reference Guide 📄
- STMS Approver Quick Reference Guide 📄
- STMS Lost Receipt Form 📄
- STMS Trip Report - Sample 📄
- STMS Approver Delegates - Instructions for Assigning 📄
- STMS Profiles - Descriptions 📄
- STMS Profiles & Permissions Spreadsheet 📄
- JAC Executive Summary - STMS Public Records Policy 📄
- Department of Management Services - STMS Public Records Policy 📄

JAC Contact Information –STMS Issues and General Accounting

- Vicki Nichols, Director of Accounting vicki.nichols@justiceadmin.org

- Dina Kamen, Deputy Director of Accounting dina.kamen@justiceadmin.org

- Group email to both Dina and Vicki accounting@justiceadmin.org

- Or call: 850-488-2415