



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

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MEMORANDUM HR04-2024

To: Agency Administrators
From: Andy Snuggs, Director of Human Resources
Subject: Updates to the Mass Upload Template and Instructions
Date: April 12, 2024

CIP is preparing to launch version 12.45, which will include updates to the Mass Upload template for Salary Adjustments and additional instructions on how to use it. As part of JAC's Six Sigma project, which aims to improve business processes, a survey was conducted in Fall 2023 regarding the Mass Upload Template. The feedback received from the survey was valuable. The project focused on using the Mass Upload Template vs. sending PARs.

The top request from users was to include the employees' names on the template to facilitate identification and reconciliation. The updated template now includes the first and last names of the employees.

Users have also requested more comprehensive instructions on how to use the template. To meet this demand, JAC has updated the instructions within the template under the second tab. Additionally, written instructions are provided in a PDF document, which can be found under CIP Learn within BOMS.

These changes are not limited to BOMS users and apply to all offices. Therefore, we request that all offices begin using the updated template for mass uploads, starting with the May Mass Upload.

The attachments included:

1. Updated Mass Upload Template with updated instructions within Tab 2
2. PDF document with written instructions.

Please review what has been provided and let me know if you have any questions.

2 attachments