

August 25, 2020



Statewide Travel Management System (STMS) – Cheat Sheet

1. STMS website – The website for accessing the STMS is: <https://flstms.my.salesforce.com/> be sure to log in using: **JAC 210000**.
2. Privacy Indicators – Review People First privacy indicators periodically (e.g. restricted employee, sworn confidential, etc.) to be sure the appropriate privacy indicators are linked with employees in People First. Guidelines regarding these indicators may be found: <https://www.justiceadmin.org/HR/hrmemos.aspx>
3. Employee Log In – Employees that log into the STMS to create or approve travel will use their email address as their user name, and the password will be the “network” password used to log into their workstation. After the first log in and verification, the log in should be automatic, no need to remember the password every time.
4. Change Employee Profile – When duties for employees change related to travel processing within an office, the profiles (permissions) in the STMS may need to be changed. Send an email to: accounting@justiceadmin.org with the requested changes and the STMS will be updated accordingly.
5. Employee Not Found – When creating a trip (any form) in STMS and the search results don’t display the employee’s name, it’s likely the employee has not been added to the STMS. Send an email to: accounting@justiceadmin.org . An STMS add request form may be found at: <https://www.justiceadmin.org/ClientAgencies/accountingsvcs.aspx> . The turn-around time to add employees should be within 24hrs or so.
6. Employee Separation – Notify JAC when employees leave employment and JAC will remove the employee from the STMS. Send an email to: accounting@justiceadmin.org . If the separated employee is an STMS approver, another approver will need to be assigned to applicable employees.
7. New Employee – To add an employee to the STMS send an email to: accounting@justiceadmin.org . An STMS add request form may be found at: <https://www.justiceadmin.org/ClientAgencies/accountingsvcs.aspx> . The turn-around time to add employees should be within 24hrs or so.
8. Approver/Supervisor Needs Changing – If a change is needed regarding approvers in the STMS send an email to: accounting@justiceadmin.org with the necessary information to change approvers/supervisors in the STMS. No form needed.
9. Securing a Trip – Only approvers within the STMS may denote a trip “secure.” Each office will determine which trips (if any) should be marked “secure.” Securing a trip prevents the trip from being automatically released as a public record. To secure a trip in the STMS the approver checks the “Secured Record” box. For more information regarding the STMS and public records visit the JAC website: <https://www.justiceadmin.org/ClientAgencies/accountingsvcs.asp>
10. Approver Delegate: If an approver will be unavailable to approve trips and other forms within the STMS for an extended period of time, a delegate should be assigned to approve on behalf of the approver. This is done through the “settings” function of the approver’s profile. Step by step instructions will be found on the JAC website: <https://www.justiceadmin.org/ClientAgencies/accountingsvcs.asp>

STMS Resources: <https://www.justiceadmin.org/ClientAgencies/accountingsvcs.asp>

Justice Administrative Commission

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