



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: 2013 Human Resources Calendar

DATE: January 7, 2013

Attached is the 2013 Human Resources calendar. The calendar contains important due dates for all Human Resources staff.

Please refer to the JAC website at <http://www.justiceadmin.com/HR/pay.aspx> in the future to access the calendar.

Please contact Andy Snuggs at Andy.Snuggs@justiceadmin.org or at 850.448.2415, ext. 291, if you have any questions.

Thank you.

JANUARY 2013 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 STATE OBSERVED HOLIDAY OFFICES CLOSED	2	3	4	5
6	7 CJIP CUT-OFF Supplemental Payday	8	9	10 Supplemental payroll due date	11 CJIP RDS Reports	12
13	14 CJIP Warrant Cancellation Dead Line 10:00 A.M	15	16 Supplemental RDS Reports CJIP Payday	17 Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	18 Monthly payroll due date	19
20	21 STATE OBSERVED HOLIDAY OFFICES CLOSED	22 Supplemental Payday	23 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	24 Supplemental Payroll due date PROCESS MONTHLY PAYROLL	25 Monthly RDS Reports Rate Reports	26
27	28 MAIL MONTHLY WARRANTS	29 10:00AM EFT CANCEL DEADLINE - MONTHLY	30 Supplemental RDS Reports	31 Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS LAST DAY FOR FEBRUARY BENEFITS EFFECTIVE DATE Monthly Payday	Notes: 23 WORKDAYS 184 CONTRACTED HOURS	

FEBRUARY 2013 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: 20 WORKDAYS 160 CONTRACTED HOURS						
3	4	5	6	7	8	9
	Supplemental Payday			Supplemental payroll due date		
10	11	12	13	14	15	16
	CJIP CUT-OFF		Supplemental RDS Reports	Supplemental Warrant Cancellation Dead Line 10:00 A.M	CJIP RDS Reports CJIP Warrant Cancellation Dead Line 10:00 A.M	
17	18	19	20	21	22	23
	Monthly payroll due date	Supplemental Payday	CJIP Payday	Supplemental payroll due date	Monthly RDS Reports Rate Reports	
24	25	26	27	28		
	MAIL MONTHLY WARRANTS	10:00AM EFT CANCEL DEADLINE - MONTHLY	Supplemental RDS Reports	Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS LAST DAY FOR MARCH BENEFITS EFFECTIVE DATE		
				Monthly Payday		

APRIL 2013 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Supplemental Payday	2	3	4 Supplemental payroll due date	5	6
7	8 CJIP CUT-OFF	9	10 Supplemental RDS Reports	11 Supplemental Warrant Cancellation Dead Line 10:00 A.M	12 CJIP RDS Reports	13
14	15 Supplemental Payday CJIP Warrant Cancellation Dead Line 10:00 A.M	16	17 Monthly payroll due date CJIP Payday	18 Supplemental payroll due date	19 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	20
21	22 PROCESS MONTHLY PAYROLL	23 Monthly RDS Reports Rate Reports	24 Supplemental RDS Reports MAIL MONTHLY WARRANTS	25 Supplemental Warrant Cancellation Dead Line 10:00 A.M	26 10:00AM EFT CANCEL DEADLINE - MONTHLY	27
28	29 Supplemental Payday	30 LAST DAY FOR MAY BENEFITS EFFECTIVE DATE Monthly Payday	Notes: 22 WORKDAYS 176 CONTRACTED HOURS			

MAY 2013 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: 23 WORKDAYS 184 CONTRACTED HOURS						
			1	2	3	4
5	6	7	8	9	10	11
	CJIP CUT-OFF		Supplemental RDS Reports	Supplemental Warrant Cancellation Dead Line 10:00 A.M	CJIP RDS Reports	
12	13	14	15	16	17	18
	Supplemental Payday CJIP Warrant Cancellation Dead Line 10:00 A.M		LAST DAY RISK MANAGEMENT WILL ACCEPT PROPERTY SCHEDULE CHANGES CJIP Payday	Supplemental payroll due date		
19	20	21	22	23	24	25
	Monthly payroll due date		Supplemental RDS Reports LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	Supplemental Warrant Cancellation Dead Line 10:00 A.M PROCESS MONTHLY PAYROLL MAIL SUPPLEMENTAL WARRANTS	Monthly RDS Reports Rate Reports	
26	27	28	29	30	31	
	STATE OBSERVED HOLIDAY OFFICES CLOSED	Supplemental Payday MAIL MONTHLY WARRANTS	10:00AM EFT CANCEL DEADLINE - MONTHLY	Supplemental payroll due date	LAST DAY FOR JUNE BENEFITS EFFECTIVE DATE Monthly Payday	

JUNE 2013 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
			EDPE QUARTERLY REPORT DUE Supplemental RDS Reports	Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS		
9	10	11	12	13	14	15
	Supplemental Payday CJIP CUT-OFF			Supplemental payroll due date	CJIP RDS Reports	
16	17	18	19	20	21	22
	CJIP Warrant Cancellation Dead Line 10:00 A.M	Monthly payroll due date	Supplemental RDS Reports CJIP Payday	Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	PROCESS MONTHLY PAYROLL	
23	24	25	26	27	28	29
	Supplemental Payday Monthly RDS Reports Rate Reports	MAIL MONTHLY WARRANTS	10:00AM EFT CANCEL DEADLINE - MONTHLY Supplemental payroll due date	LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	LAST DAY FOR JULY BENEFITS EFFECTIVE DATE	
30	Notes:					
20 WORKDAYS 160 CONTRACTED HOURS						

JULY 2013 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 STATEMENT OF FINANCIAL INTEREST DUE	2 Supplemental RDS Reports	3 Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	4 STATE OBSERVED HOLIDAY OFFICES CLOSED	5	6
7	8 CERTIFICATES OF COVERAGES AND PROPERTY SCHEDULES DISTRIBUTED CJIP CUT-OFF Supplemental Payday	9	10 Supplemental RDS Reports CJIP Payday	11 Supplemental payroll due date	12 CJIP RDS Reports	13
14	15 CJIP Warrant Cancellation Dead Line 10:00 A.M Supplemental Payday	16	17 Supplemental RDS Reports CJIP Payday	18 Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	19 Monthly payroll due date	20
21	22 Supplemental Payday	23 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	24 PROCESS MONTHLY PAYROLL	25 Supplemental payroll due date Monthly RDS Reports Rate Reports	26 MAIL MONTHLY WARRANTS	27
28	29 10:00AM EFT CANCEL DEADLINE - MONTHLY	30	31 CASUALTY PREMIUM INVOICE DUE PROPERTY PREMIUM INVOICE DUE LAST DAY FOR AUGUST BENEFITS EFFECTIVE DATE Supplemental RDS Reports Monthly Payday	Notes: 23 WORKDAYS 184 CONTRACTED HOURS		

AUGUST 2013 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: 22 WORKDAYS 176 CONTRACTED HOURS						
4	5 Supplemental Payday CJIP CUT-OFF	6	7	8 Supplemental payroll due date	9 CJIP RDS Reports	10
11	12 CJIP Warrant Cancellation Dead Line 10:00 A.M	13	14 Supplemental RDS Reports CJIP Payday	15 Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	16	17
18	19 Supplemental Payday Monthly payroll due date	20	21 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22 Supplemental payroll due date PROCESS MONTHLY PAYROLL	23 Monthly RDS Reports Rate Reports	24
25	26 MAIL MONTHLY WARRANTS	27	28 Supplemental RDS Reports 10:00AM EFT CANCEL DEADLINE - MONTHLY	29 Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	30 LAST DAY FOR SEPTEMBER BENEFITS EFFECTIVE DATE Monthly Payday	31

SEPTEMBER 2013 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
	STATE OBSERVED HOLIDAY OFFICES CLOSED	Supplemental Payday		EDGE QUARTERLY REPORT DUE Supplemental payroll due date	LUMP-SUM BONUS PLANS DUE	
8	9	10	11	12	13	14
	CJIP CUT-OFF		Supplemental RDS Reports	Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	CJIP RDS Reports	
15	16	17	18	19	20	21
	Supplemental Payday CJIP Warrant Cancellation Dead Line 10:00 A.M		Monthly payroll due date CJIP Payday	Supplemental payroll due date	AUTOMOBILE INSURANCE RENEWAL UPDATE DUE LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	
22	23	24	25	26	27	28
	PROCESS MONTHLY PAYROLL	Monthly RDS Reports Rate Reports	Supplemental RDS Reports MAIL MONTHLY WARRANTS	Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	AFFIRMATIVE ACTION PLANS DUE CASUALTY PREMIUM SURVEYS DUE	
29	30	<p>Notes:</p> <p>21 WORKDAYS 168 CONTRACTED HOURS</p>				
	Supplemental Payday LAST DAY FOR OCTOBER BENEFITS EFFECTIVE DATE Monthly Payday					

OCTOBER 2013 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 CJIP CUT-OFF	8	9 Supplemental RDS Reports	10 Supplemental Warrant Cancellation Dead Line 10:00 A.M	11 CJIP RDS Reports CJIP Warrant Cancellation Dead Line 10:00 A.M	12
13	14	15 Supplemental Payday	16 CJIP Payday	17 Supplemental payroll due date	18 ACCIDENTAL & DISMEMBERMENT SURVEY DUE	19
20	21 Monthly payroll due date	22	23 Supplemental RDS Reports LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	24 Supplemental Warrant Cancellation Dead Line 10:00 A.M PROCESS MONTHLY PAYROLL MAIL SUPPLEMENTAL WARRANTS	25 EBI SURVEY DUE Monthly RDS Reports Rate Reports	26
27	28 Supplemental Payday MAIL MONTHLY WARRANTS	29 10:00AM EFT CANCEL DEADLINE - MONTHLY	30	31 Supplemental payroll due date LAST DAY FOR NOVEMBER BENEFITS EFFECTIVE DATE Monthly Payday VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS	Notes: 23 WORKDAYS 184 CONTRACTED HOURS	

NOVEMBER 2013 HUMAN RESOURCES DUE DATES

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Notes:

21 WORKDAYS
168 CONTRACTED HOURS

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	2
						1	2
3	STANDARD DAYLIGHT TIME BEGINS					8	9
4					7	8	9
10		11	12	13	14	15	16
		STATE OBSERVED HOLIDAY OFFICES CLOSED	Supplemental Payday	Supplemental RDS Reports	Supplemental Warrant Cancellation Dead Line 10:00 A.M	Supplemental payroll due date	CRIME INSURANCE SURVEY DUE CJIP RDS Reports
17		18	19	20	21	22	23
		CJIP Warrant Cancellation Dead Line 10:00 A.M	LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	Supplemental RDS Reports PROCESS MONTHLY PAYROLL CJIP Payday	Supplemental Warrant Cancellation Dead Line 10:00 A.M	Monthly payroll due date	MAIL MONTHLY WARRANTS
24		25	26	27	28	29	30
		10:00AM EFT CANCEL DEADLINE - MONTHLY Supplemental Payday	Supplemental payroll due date	ACCIDENTAL & DISMEMBERMENT INVOICE PAYMENT DUE LAST DAY FOR DECEMBER BENEFITS EFFECTIVE DATE Monthly Payday	STATE OBSERVED HOLIDAY OFFICES CLOSED	STATE OBSERVED HOLIDAY OFFICES CLOSED	

DECEMBER 2013 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
	Supplemental Payday CJIP CUT-OFF		Supplemental RDS Reports	EDGE QUARTERLY REPORT DUE Supplemental Warrant Cancellation Dead Line 10:00 A.M		
8	9	10	11	12	13	14
	Supplemental Payday CJIP CUT-OFF			MAIL SUPPLEMENTAL WARRANTS Supplemental payroll due date	CJIP RDS Reports	
15	16	17	18	19	20	21
	CJIP Warrant Cancellation Dead Line 10:00 A.M		CJIP Payday Monthly payroll due date Supplemental RDS Reports	Supplemental Warrant Cancellation Dead Line 10:00 A.M MAIL SUPPLEMENTAL WARRANTS		
22	23	24	25	26	27	28
	Supplemental Payday PROCESS MONTHLY PAYROLL	Monthly RDS Reports Rate Reports	STATE OBSERVED HOLIDAY OFFICES CLOSED	Supplemental payroll due date MAIL MONTHLY WARRANTS	LAST 2013 ON-DEMAND 10:00AM EFT CANCEL DEADLINE - MONTHLY	
29	30	31	Notes: 22 WORKDAYS 176 CONTRACTED HOURS			
	NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE Monthly Payday NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS				