



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

Post Office Box 1654 (32302)  
 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](http://www.justiceadmin.org)

**COMMISSIONERS**

**Brad King, Chair**  
*State Attorney*  
**Diamond R. Litty**  
*Public Defender*  
**Kathleen A. Smith**  
*Public Defender*  
**Brian Haas**  
*State Attorney*

**MEMORANDUM #03-17HR**

**TO:** Agency Administrators

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

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Mass Upload Schedule

**DATE:** January 19, 2017

People First has provided agencies under Justice Administration an updated calendar in the event you would like to use a mass upload to process salary adjustments. Please remember that the use of the template may be appropriate even if your circuit has slightly fewer than 100 lines of data. If you would like to use the template, please contact me first in order to ensure that JAC has an adequate number of records to submit to People First.

**Deadlines:** In order to use the template, deadlines must be strictly followed. These dates are not flexible. The calendar provided by People First is below:

Month	Description of Mass Load	File Due to JAC	File Due to DMS	Scheduled Production Load	Warrant Date
February	Pay Change #1	2/3/2017	2/6/2017	2/15/2017	2/28/2017
March	Pay Change #2	3/8/2017	3/10/2017	3/21/2017	3/31/2017
April	Pay Change #3	4/5/2017	4/7/2017	4/18/2017	4/28/2017
May	Pay Change #4	5/5/2017	5/9/2017	5/18/2017	5/31/2017
June	Pay Change #5	6/6/2017	6/8/2017	6/19/2017	6/30/2017

The Justice Administrative Commission administratively serves the offices of State Attorney, Public Defender, Capital Collateral Regional Counsel, the Statewide Guardian ad Litem Program, and the Criminal Conflict and Civil Regional Counsel; and provides compliance and financial review of court appointed attorney due process costs.

July	Pay Change #6	7/6/2017	7/10/2017	7/19/2017	7/31/2017
August	Pay Change #7	8/8/2017	8/10/2017	8/21/2017	8/31/2017
September	Pay Change #8	9/6/2017	9/8/2017	9/19/2017	9/29/2017
October	Pay Change #9	10/6/2017	10/10/2017	10/19/2017	10/31/2017
November	Pay Change #10	11/2/2017	11/6/2017	11/16/2017	11/30/2017
December	Pay Change #11	12/4/2017	12/6/2017	12/15/2017	12/29/2017
1/1/2018	Pay Change #12	1/7/2018	1/9/2018	1/19/2018	1/31/2018

**Reason Codes:** Please note that the reason codes in People First are not the same as the reason codes in BOMS. The People First reason codes (not the action codes) are listed below and must be used. As you can see, there is no reason code 98 – that number is a BOMS reason code. If you have any questions regarding which People First reason code to use, please do not hesitate to contact your payroll contact.

Action Code	Action Text	Reason Code	Reason Description
14	Pay Change	07	Merit Salary Increase
14	Pay Change	08	Pay Grade or Range adjustment
14	Pay Change	10	Legislative Mandate
14	Pay Change	14	FTE Change Increase
14	Pay Change	15	FTE Change Decrease
14	Pay Change	16	Salary Correction Increase
14	Pay Change	17	Salary Correction Decrease
14	Pay Change	54	OPS Salary Increase
14	Pay Change	55	OPS Salary Decrease
14	Pay Change	60	JAC/SCS-Prom to Higher Class
14	Pay Change	61	JAC/SCS-Prom inc resp/chg loc
14	Pay Change	62	JAC/SCS-Pay inc for retention
14	Pay Change	63	JAC/SCS-Dem to lower class
14	Pay Change	64	JAC/SCS-Dem less resp
14	Pay Change	65	JAC/SCS-Change in work loc
14	Pay Change	66	JACSCS-Change in work assign
14	Pay Change	95	Competitive Offer
14	Pay Change	96	Added Duties

**Instructions:** There are certain requirements when using the attached template:

- The instructions on the second page of the Excel template workbook must be followed.

A	B	C	D	E	F	G
Begin Date (10)	Agency (4)	PERNf (8)	Old Amount	New Amount	Action Reason (2)	Pay Period (1)

- On the template, you will see numbers in parentheses. These numbers indicate the number of characters that must be entered in that column. Forward slashes count as characters. Therefore, for Column A, if you wanted Begin Date of March 1, 2017, you must enter it as 03/01/2017 rather than 3/1/17 or any other variation.
- Please do not change the format of the workbook at all and do not convert it to a PDF file.
- Please do not use dollar signs in any of the data fields.
- Use employee ID numbers – *not* position numbers.
- You may pull employee ID numbers from the Rate Reports.
- Employee ID numbers must have enough zeroes in front of them to ensure that 8 characters are entered in Column C.
- The Agency code in Column B will always be 2100. (The funding source tied to the employee ID number will pull automatically.)
- The increase (or decrease) must occur in a sequentially correct fashion. In other words, a salary change should not be placed on the template followed by a position change.
- Please do not include any employee who is on leave.

Please do not hesitate to contact any of us here at JAC if you have questions regarding the mass template and its use.

Thank you.