

MEMORANDUM #004-HR12

Date: January 5, 2012

TO: Agency Administrators

FROM: Bobbie Chappell, Director of Human Resources

VIA: Rip Colvin, Executive Director

RE: 2012 Human Resource Calendar

Attached is the 2012 Human Resource calendar. The calendar contains important due dates for the Human Resources staff.

If you have any questions please let me know.

Bobbie Chappell, Director of Human Resources
Justice Administrative Commission
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32302
Phone - 850-488-2415 ext. 249
Fax - 850-922-9445

JANUARY 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 STATE OBSERVED HOLIDAY OFFICES CLOSED	3 PROCESS SUPP PAYROLL	4 SUPP FLAIR REPORTS	5 10:00AM EFT CANCEL DEADLINE – SUPP LAST DAY TO ADJUST 2011 W-2 10:00AM FMLA / MFLA WORKSHOP	6	7
8	9 CJIP CUT-OFF SUPPLEMENTAL PAYDAY	10 2011 W-2S PRINT LOSS PREVENTION REPORT DUE	11 SUPPLEMENTAL CUT-OFF	12 PROCESS CJIP PAYROLL	13 CJIP FLAIR REPORTS QUARTERLY CASUALTY REPORTS DUE OPS EXTENSIONS REPORT DUE	14
15	16 STATE OBSERVED HOLIDAY OFFICES CLOSED	17 10:00AM EFT CANCEL DEADLINE – CJIP MAIL CJIP WARRANTS	18 SUPP FLAIR REPORTS	19 CRIME INSURANCE INVOICE DUE CJIP PAYDAY MONTHLY CUT-OFF MAIL SUPPLEMENTAL WARRANTS	20	21
22	23 SUPPLEMENTAL PAYDAY LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	24 PROCESS MONTHLY PAYROLL SUPPLEMENTAL CUT-OFF	25 MONTHLY FLAIR REPORTS RATE REPORTS	26 MAIL MONTHLY WARRANTS	27 10:00AM EFT CANCEL DEADLINE – MONTHLY	28
29	30	31 LAST DAY FOR FEBRUARY BENEFITS EFFECTIVE DATE PROCESS SUPPLEMENTAL PAYROLL MONTHLY PAYDAY	Notes: 22 WORKDAYS 176 CONTRACTED HOURS			

FEBRUARY 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 SUPP FLAIR REPORTS	2 10:00AM EFT CANCEL DEADLINE – SUPP CJIP CUT-OFF MAIL SUPPLEMENTAL WARRANTS	3	4
5	6 SUPPLEMENTAL PAYDAY	7	8	9 PROCESS CJIP PAYROLL SUPPLEMENTAL CUT-OFF	10 CJIP FLAIR REPORTS	11
12	13 10:00AM EFT CANCEL DEADLINE – CJIP EXEMPT W4 EXPIRE MAIL CJIP WARRANTS	14 PROCESS SUPPLEMENTAL PAYROLL	15 SUPPLEMENTAL FLAIR REPORTS CJIP PAYDAY	16 10:00AM EFT CANCEL DEADLINE – SUPP MAIL SUPPLEMENTAL WARRANTS	17 MONTHLY CUT-OFF	18
19	20	21 SUPPLEMENTAL PAYDAY LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22 PROCESS MONTHLY PAYROLL	23 MONTHLY FLAIR REPORTS SUPPLEMENTAL CUT-OFF RATE REPORTS	24 MAIL MONTHLY WARRANTS	25
26	27 10:00AM EFT CANCEL DEADLINE – MONTHLY	28 PROCESS SUPPLEMENTAL PAYROLL	29 MONTHLY PAYDAY SUPPLEMENTAL FLAIR REPORTS LAST DAY TO PROCESS BENEFITS FOR MARCH EFFECTIVE DATE	Notes: 21 WORKDAYS 168 CONTRACTED HOURS		

MARCH 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: 22 WORKDAYS 176 CONTRACTED HOURS				1 CJIP CUT-OFF 10:00AM EFT CANCEL DEADLINE – SUPP MAIL SUPPLEMENTAL WARRANTS	2	3
4	5 SUPPLEMENTAL PAYDAY EDPE QUARTERLY REPORT DUE	6	7	8 PROCESS CJIP PAYROLL SUPPLEMENTAL CUT-OFF	9 CJIP FLAIR REPORTS	10
11 DAYLIGHT SAVING TIME BEGINS	12 CASH AWARDS REPORT DUE 10:00AM EFT CANCEL DEADLINE – CJIP MAIL CJIP WARRANTS	13 PROCESS SUPPLEMENTAL PAYROLL	14 SUPPLEMENTAL FLAIR REPORTS CJIP PAYDAY	15 10:00AM EFT CANCEL DEADLINE – SUPP MAIL SUPPLEMENTAL WARRANTS	16	17
18	19 SUPPLEMENTAL PAYDAY MONTHLY PAYROLL CUT-OFF	20	21 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22 PROCESS MONTHLY PAYROLL SUPPLEMENTAL PAYROLL CUT-OFF	23 MONTHLY FLAIR REPORTS RATE REPORTS	24
25	26 MAIL MONTHLY WARRANTS	27 PROCESS SUPPLEMENTAL PAYROLL	28 10:00AM EFT CANCEL DEADLINE – MONTHLY SUPPLEMENTAL FLAIR REPORTS	29 10:00AM EFT CANCEL DEADLINE – SUPP MAIL SUPPLEMENTAL WARRANTS	30 MONTHLY PAYDAY LAST DAY TO PROCESS BENEFITS FOR APRIL EFFECTIVE DATE LOSS PREVENTION PROGRAM EVALUATION DUE	31

APRIL 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 OPS EXTENSIONS REPORT DUE SUPPLEMENTAL PAYDAY	3	4	5 CJIP CUT-OFF SUPPLEMENTAL CUT-OFF	6	7
8	9	10 PROCESS SUPPLEMENTAL PAYROLL	11 SUPPLEMENTAL FLAIR REPORTS	12 PROCESS CJIP PAYROLL MAIL SUPPLEMENTAL WARRANTS	13 CJIP FLAIR REPORTS	14
15	16 QUARTERLY CASUALTY REPORTS DUE SUPPLEMENTAL PAYDAY MAIL CJIP WARRANTS 10:00AM EFT CANCEL DEADLINE – CJIP	17	18 CJIP PAYDAY MONTHLY CUT-OFF	19 SUPPLEMENTAL CUT-OFF	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21
22	23 PROCESS MONTHLY PAYROLL	24 MONTHLY FLAIR REPORTS RATE REPORTS PROCESS SUPPLEMENTAL PAYROLL	25 SUPPLEMENTAL FLAIR REPORTS MAIL MONTHLY WARRANTS	26 10:00AM EFT CANCEL DEADLINE – MONTHLY 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL WARRANTS	27	28
29	30 SUPPLEMENTAL PAYDAY MONTHLY PAYDAY LAST DAY TO PROCESS BENEFITS FOR MAY EFFECTIVE DATE	Notes: <p style="text-align: center;">21 WORKDAYS 168 CONTRACTED HOURS</p>				

MAY 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 CJIP CUT-OFF SUPPLEMENTAL CUT-OFF	4	5
6	7	8 PROCESS SUPPLEMENTAL PAYROLL	9 SUPPLEMENTAL FLAIR REPORTS	10 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL PROCESS CJIP PAYROLL MAIL SUPPLEMENTAL PAYROLL	11 CJIP FLAIR REPORTS	12
13	14 SUPPLEMENTAL PAYDAY 10:00AM EFT CANCEL DEADLINE – CJIP MAIL CJIP WARRANTS	15 LAST DAY RISK MANAGEMENT WILL ACCEPT PROPERTY SCHEDULE CHANGES	16 CJIP PAYDAY	17 SUPPLEMENTAL CUT-OFF	18 MONTHLY CUT-OFF	19
20	21	22 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL PROCESS SUPPLEMENTAL PAYROLL	23 PROCESS MONTHLY PAYROLL SUPPLEMENTAL FLAIR REPORTS	24 MAIL SUPPLEMENTAL PAYROLL 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MONTHLY FLAIR REPORTS RATE REPORTS	25 MAIL MONTHLY WARRANTS	26
27	28 STATE OBSERVED HOLIDAY OFFICES CLOSED	29 SUPPLEMENTAL PAYDAY 10:00AM EFT CANCEL DEADLINE – MONTHLY	30	31 MONTHLY PAYDAY LAST DAY TO PROCESS BENEFITS FOR JUNE EFFECTIVE DATE SUPPLEMENTAL CUT-OFF	Notes: 23 WORKDAYS 184 CONTRACTED HOURS	

JUNE 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
NOTES: 21 WORKDAYS 168 CONTRACTED HOURS					1	2
3	4	5 EDPE QUARTERLY REPORT DUE PROCESS SUPPLEMENTAL PAYROLL	6 SUPPLEMENTAL FLAIR REPORTS	7 CJIP CUT-OFF 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL	8	9
10	11 SUPPLEMENTAL PAYDAY	12	13	14 PROCESS CJIP PAYROLL SUPPLEMENTAL CUT-OFF	15 CJIP FLAIR REPORTS	16
17	18 MAIL CJIP PAYROLL 10:00AM EFT CANCEL DEADLINE – CJIP	19 PROCESS SUPPLEMENTAL PAYROLL MONTHLY CUT-OFF	20 SUPPLEMENTAL FLAIR REPORTS CJIP PAYDAY	21 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL	22 PROCESS MONTHLY PAYROLL	23
24	25 SUPPLEMENTAL PAYDAY MONTHLY FLAIR REPORTS RATE REPORTS	26 MAIL MONTHLY WARRANTS	27 10:00AM EFT CANCEL DEADLINE – MONTHLY SUPPLEMENTAL CUT-OFF	28	29 MONTHLY PAYDAY LAST DAY TO PROCESS BENEFITS FOR JULY EFFECTIVE DATE	30

JULY 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 STATEMENT OF FINANCIAL INTEREST DUE	2 PROCESS SUPPLEMENTAL PAYROLL	3 SUPPLEMENTAL FLAIR REPORTS	4 STATE OBSERVED HOLIDAY OFFICES CLOSED	5 CJIP CUT-OFF 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL	6	7
8	9 SUPPLEMENTAL PAYDAY CERTIFICATES OF COVERAGES AND PROPERTY SCHEDULES DISTRIBUTED	10	11 SUPPLEMENTAL CUT-OFF	12 PROCESS CJIP PAYROLL	13 CJIP FLAIR REPORTS	14
15	16 MAIL CJIP PAYROLL 10:00AM EFT CANCEL DEADLINE – CJIP	17 PROCESS SUPPLEMENTAL PAYROLL MONTHLY CUT-OFF	18 CJIP PAYDAY SUPPLEMENTAL FLAIR REPORTS	19 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL	20	21
22	23 SUPPLEMENTAL PAYDAY LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	24 PROCESS MONTHLY PAYROLL	25 MONTHLY FLAIR REPORTS RATE REPORTS	26 MAIL MONTHLY PAYROLL SUPPLEMENTAL CUT-OFF	27 10:00AM EFT CANCEL DEADLINE – MONTHLY	28
29	30	31 MONTHLY PAYDAY LAST DAY TO PROCESS BENEFITS FOR AUGUST EFFECTIVE DATE CASUALTY PREMIUM INVOICE DUE PROPERTY PREMIUM INVOICE DUE PROCESS SUPPLEMENTAL PAYROLL	Notes: 22 WORKDAYS 176 CONTRACTED HOURS			

AUGUST 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23 WORKDAYS 184 CONTRACTED HOURS			1 SUPPLEMENTAL FLAIR REPORTS	2 CJIP CUT-OFF 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL	3	4
5	6 SUPPLEMENTAL PAYDAY	7	8	9 PROCESS CJIP PAYROLL SUPPLEMENTAL CUT-OFF	10 CJIP FLAIR REPORTS	11
12	13 10:00AM EFT CANCEL DEADLINE – CJIP MAIL CJIP PAYROLL	14 PROCESS SUPPLEMENTAL PAYROLL	15 SUPPLEMENTAL FLAIR REPORTS CJIP PAYDAY	16 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL	17	18
19	20 SUPPLEMENTAL PAYDAY MONTHLY CUT-OFF	21	22 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 PROCESS MONTHLY PAYROLL SUPPLEMENTAL CUT-OFF	24 MONTHLY FLAIR REPORTS RATE REPORTS	25
26	27 MAIL MONTHLY PAYROLL	28 PROCESS SUPPLEMENTAL PAYROLL	29 10:00AM EFT CANCEL DEADLINE – MONTHLY SUPPLEMENTAL FLAIR REPORTS	30 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL	31 MONTHLY PAYDAY LAST DAY TO PROCESS BENEFITS FOR SEPTEMBER EFFECTIVE DATE	Notes:

SEPTEMBER 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 STATE OBSERVED HOLIDAY OFFICES CLOSED	4 SUPPLEMENTAL PAYDAY	5 EDPE QUARTERLY REPORT DUE	6 CJIP CUT-OFF SUPPLEMENTAL CUT-OFF	7 LUMP-SUM BONUS PLANS DUE	8
9	10	11 PROCESS SUPPLEMENTAL PAYROLL	12 SUPPLEMENTAL FLAIR REPORTS	13 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL PROCESS CJIP PAYROLL	14 CJIP FLAIR REPORTS	15
16	17 SUPPLEMENTAL PAYDAY MAIL CJIP PAYROLL 10:00AM EFT CANCEL DEADLINE – CJIP MONTHLY CUT-OFF	18	19 CJIP PAYDAY	20 PROCESS MONTHLY PAYROLL SUPPLEMENTAL CUT-OFF	21 AUTOMOBILE INSURANCE RENEWAL UPDATE DUE MONTHLY FLAIR REPORTS RATE REPORTS	22
23	24 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL MAIL MONTHLY PAYROLL	25 PROCESS SUPPLEMENTAL PAYROLL	26 10:00AM EFT CANCEL DEADLINE – MONTHLY SUPPLEMENTAL FLAIR REPORTS	27 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL	28 AFFIRMATIVE ACTION PLANS DUE MONTHLY PAYDAY LAST DAY TO PROCESS BENEFITS FOR OCTOBER EFFECTIVE DATE CASUALTY PREMIUM SURVEYS DUE	29
30	Notes: <p style="text-align: center;">20 WORKDAYS 160 CONTRACTED HOURS</p>					

OCTOBER 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 SUPPLEMENTAL PAYDAY	2	3	4 CJIP CUT-OFF SUPPLEMENTAL CUT-OFF	5	6
7	8	9 PROCESS SUPPLEMENTAL PAYROLL	10 SUPPLEMENTAL FLAIR REPORTS	11 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL PROCESS CJIP PAYROLL	12 QUARTERLY CASUALTY REPORTS DUE CJIP FLAIR REPORTS	13
14	15 SUPPLEMENTAL PAYDAY MAIL CJIP PAYROLL 10:00AM EFT CANCEL DEADLINE – CJIP	16	17 CJIP PAYDAY	18 SUPPLEMENTAL CUT-OFF	19 ACCIDENTAL & DISMEMBERMENT SURVEY DUE MONTHLY CUT-OFF	20
21	22	23 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL PROCESS SUPPLEMENTAL PAYROLL	24 PROCESS MONTHLY PAYROLL SUPPLEMENTAL FLAIR REPORTS	25 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL MONTHLY FLAIR REPORTS RATE REPORTS	26 EBI SURVEY DUE MAIL MONTHLY PAYROLL	27
28	29 SUPPLEMENTAL PAYDAY 10:00AM EFT CANCEL DEADLINE – MONTHLY	30	31 MONTHLY PAYDAY LAST DAY TO PROCESS BENEFITS FOR NOVEMBER EFFECTIVE DATE VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS	Notes: 23 WORKDAYS 184 CONTRACTED HOURS		

NOVEMBER 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22 WORKDAYS 176 CONTRACTED HOURS				1 CJIP CUT-OFF SUPPLEMENTAL CUT-OFF	2 OPS EXTENSIONS REPORT DUE	3
4	5	6 PROCESS SUPPLEMENTAL PAYROLL	7 SUPPLEMENTAL FLAIR REPORTS	8 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL PROCESS CJIP MAIL SUPPLEMENTAL PAYROLL	9 SAFETY SURVEY DUE TAXABLE FRINGE BENEFITS DUE CJIP FLAIR REPORTS	10
11	12 STATE OBSERVED HOLIDAY OFFICES CLOSED	13 SUPPLEMENTAL PAYDAY MAIL CJIP PAYROLL 10:00AM EFT CANCEL DEADLINE – CJIP	14 SUPPLEMENTAL CUT-OFF	15 CJIP PAYDAY	16 CRIME INSURANCE SURVEY DUE MONTHLY CUT-OFF	17
18	19 PROCESS SUPPLEMENTAL PAYROLL	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL SUPPLEMENTAL FLAIR REPORTS	21 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL MAIL SUPPLEMENTAL PAYROLL PROCESS MONTHLY PAYROLL	22 STATE OBSERVED HOLIDAY OFFICES CLOSED	23 STATE OBSERVED HOLIDAY OFFICES CLOSED	24
25	26 SUPPLEMENTAL PAYDAY MONTHLY FLAIR REPORTS RATE REPORTS	27 MAIL MONTHLY PAYROLL	28 10:00AM EFT CANCEL DEADLINE –MONTHLY	29 SUPPLEMENTAL CUT-OFF	30 MONTHLY PAYDAY LAST DAY TO PROCESS BENEFITS FOR DECEMBER EFFECTIVE DATE ACCIDENTAL & DISMEMBERMENT INVOICE PAYMENT DUE	Notes:

DECEMBER 2012 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4 PROCESS SUPPLEMENTAL PAYROLL	5 SUPPLEMENTAL FLAIR REPORTS	6 CJIP CUT-OFF MAIL SUPPLEMENTAL PAYROLL 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL	7	8	
9	10 SUPPLEMENTAL PAYDAY	11	12	13 PROCESS CJIP PAYROLL SUPPLEMENTAL CUT-OFF	14 CJIP FLAIR REPORTS	15	
16	17 10:00AM EFT CANCEL DEADLINE – CJIP MAIL CJIP PAYROLL MONTHLY CUT-OFF	18 PROCESS SUPPLEMENTAL PAYROLL	19 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL CJIP PAYDAY SUPPLEMENTAL FLAIR REPORTS	20 MAIL SUPPLEMENTAL PAYROLL 10:00AM EFT CANCEL DEADLINE – SUPPLEMENTAL PROCESS MONTHLY PAYROLL	21 MONTHLY FLAIR REPORTS RATE REPORTS	22	
23	24 SUPPLEMENTAL PAYDAY MAIL MONTHLY PAYROLL	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26 SUPPLEMENTAL CUT-OFF	27 LAST 2012 ON-DEMAND 10:00AM EFT CANCEL DEADLINE – MONTHLY	28 NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	29	
30	31 MONTHLY PAYDAY LAST DAY TO PROCESS BENEFITS FOR JANUARY EFFECTIVE DATE PROCESS SUPPLEMENTAL PAYROLL NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	Notes:					
21 WORKDAYS 168 CONTRACTED HOURS							