



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM HR07-18**

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: People First Changes and March Payroll Calendar

DATE: February 26, 2018

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Major changes are coming to the People First Portal. These changes will require the People First System to be completely shut down from Friday, March 16, 2018, at 5:00 p.m. until Monday, March 26, 2018.

Subsequently, the March payroll calendar has had to be changed. Any changes are reflected with **green** shading to the box (see attached).

In order to ensure that your office's payroll runs as smoothly as possible, we offer the following suggestions:

- If your office intends to submit several dozen pay adjustments, we ask that you use the mass upload template and submit it by Friday, March 9, 2018. If you are short of the required 100 rows of data, we will seek out submissions from other offices to combine them into one template.
- Urge Management to inform you as soon as possible if anyone is terminating their employment in the month of March so that the termination PAR can be submitted prior to the shutdown.
- We will not be able to adjust March hours after 5:00 p.m. on March 16<sup>th</sup>. You may wish to have a plan in place regarding how you will collect March overpayments (personal check/money order or a code 200 deduction from the employee's April pay).
- If the overpayment is the result of a termination, here are two important things to consider:  
1) Will they have a large enough leave payout forthcoming for JAC to deduct the

overpayment as a code 200 deduction? 2) Will the employee agree to write a check to cover the overpayment? If neither of these options is available, we will cancel and reissue the March payment.

- Please provide specific details if you are requesting the cancelation of a March payment. JAC has only have a small window of time within which to process cancelations.
- With regard to OPS payroll, please make sure the 29 digit FLAIR account code and the 11 digit org code are on the OPS salary due sheets for March payroll.
- Be prepared for the majority of your payroll changes received after the March 16 deadline to be reflected on the supplemental payroll with a pay date of April 9, 2018.

Virtually all of us will be placing our hands on the updated People First system for the first time on March 26<sup>th</sup>. We will do everything possible to make this a seamless transition for all the offices we serve, but please bear in mind that this is a major update to the way we process your payroll/benefit/retirement updates. As soon as JAC staff have the requisite comfort level with the new system, we will schedule a GoToMeeting to provide training and assistance to the offices we serve.

In the meantime, please do not hesitate to contact us with any questions or concerns. We are here to serve you!

Thank you.