



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
Toll Free (866) 355-7902
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Jerry Hill
State Attorney
Nancy Daniels
Public Defender

MEMORANDUM 009-14HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Lump Sum Bonus Payments

DATE: April 3, 2014

The Department of Management Services (DMS) has issued the template to be used for the mass upload for the \$600 bonuses. (Attached)

Please note the "Instructions" tab on the Excel workbook. JAC has pre-populated the template, where appropriate. Please return the template to Carolyn Horwich no later than the close of business on **Friday, May 23, 2014**.

The 2014 lump sum bonuses will be paid on special Supplemental payroll that will process on June 19, 2014, with a warrant date of Wednesday, June 25, 2014. DMS has advised state agencies that "as these performance bonus payments will only be processed on this special supplemental payroll, the mass load for these bonus payments is only available for this payroll run."

For employees who are paid through direct deposit, the bonus will be electronically deposited into their bank account.

Please contact me at Carolyn.Horwich@justiceadmin.org or (850)488-2415, ext. 290, if you have any questions. Thank you.