



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM 013-16HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Mass Upload Schedule

DATE: April 29, 2016

The Department of Management Services, People First Team, has provided us with an updated schedule for mass uploads of salary adjustments.

The critical dates have been highlighted in yellow for your convenience.

Please note that mass upload templates should be submitted to JAC Payroll *at least one to two days prior* to the deadline by which People First must send the template to NGA.

Also, please note that all instructions contained on page 2 of the template and in prior memoranda must be followed.

Please do not hesitate to contact me if you have any questions.

Thank you.

2016 - People First Mass Loads

NGA Assign. Number	Month	Agency	Description of the Mass Data Load	Date File (Template) is Due to DMS (2 Days Before Due to NGA)	Date File (Template) is Due to NGA (7-10 Days Before Prelim Runs)	DMS Signoff to NGA (2 Days Before Prelim Runs)	Scheduled Production Load Date (1 Day Before Prelim Runs)	First Payroll Processing Date to Include File Data	Warrant Date
7515355	May 16	DCF	Location Address	4/29/2016	5/2/2016	5/12/2016	5/13/2016	N/A	N/A
7514737		DACS	Uniform Allowance	5/3/2016	5/4/2016	5/12/2016	5/13/2016	5/17/2016	5/23/2016
7515356		JAC	Pay Change #6 (if needed)	5/9/2016	5/10/2016	5/17/2016	5/18/2016	5/20/2016	5/31/2016
7515016		DC	Leave Payout (Special Comp – 91 and 93 for Security Services)	5/17/2016	5/18/2016	5/25/2016	5/26/2016	5/31/2016	6/6/2016
7515264		DJJ FWC	Leave Balance Adjustment (Special Comp – Carry-Over)	5/24/2016	5/25/2016	6/2/2016	5/31/2016	6/6/2016	N/A
7512987		DC	Leave Balance Adjustment (Special Comp – Carry-Over 91 to 93)	TBD	TBD	TBD	TBD	N/A	N/A
7515303	Jun 16	FSDB	Transition Designated Staff Members to LOA for the Summer	5/20/2016	5/23/2016	5/31/2016	6/1/2016	6/6/2016	6/10/2016
7515211		DOH	Position Funding - OCA Updates	6/1/2016	6/2/2016	6/9/2016	6/10/2016	N/A	N/A
7515304		FDLE	Uniform Allowance	6/1/2016	6/2/2016	6/9/2016	6/10/2016	6/14/2016	6/20/2016
7515356		JAC	Pay Change #7 (if needed)	6/10/2016	6/13/2016	6/20/2016	6/21/2016	6/23/2016	6/30/2016
7514602		DOH	Position Funding - OCA Updates	6/17/2016	6/20/2016	6/27/2016	6/28/2016	N/A	N/A
7515305		FSDB	Performance Evaluation Scores	5/16/2016	5/17/2016	5/27/2016	5/31/2016	N/A	N/A
7512988		DC	Leave Balance Adjustment (Special Comp – Carry-Over 92 to 93)	TBD	TBD	TBD	TBD	N/A	N/A
7515212		BPR	Location Address	TBD	TBD	TBD	TBD	N/A	N/A
7515213		BPR	Mailing Address	TBD	TBD	TBD	TBD	N/A	N/A
7514803	Jul 16	DJJ	FLSA Payouts	6/27/2016	6/29/2016	7/7/2016	7/8/2016	7/12/2016	7/18/2016
7515359		DCF	Object Maintenance (Working Title) (1 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A
7515360		DCF	Object Relationships - S to O Assign Org (2 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A
7515361		DCF	Object Relationships - S to S Assign Supervisor (3 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A
7515362		DCF	Object Relationships - S to C Assign Broadband (4 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A
7515363		DCF	Employee Group/Subgroup (5 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A
7515364		DCF	Security Role Code (6 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A
7515365		DCF	Pay Additives (7 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A
7515366		DCF	Position Attributes (8 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A
7515367		DCF	Additional Attributes (9 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A
7515368		DCF	Position Funding (10 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A
7515369		DCF	Mailing Address (11 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A
7515370		DCF	Location Address (12 of 12)	6/17/2016	6/21/2016	7/1/2016	7/5/2016	N/A	N/A

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7514603		DOH	Position Funding - OCA Updates	7/1/2016	7/5/2016	7/12/2016	7/13/2016	N/A	N/A
7515371		JAC	Pay Change #8 (if needed)	7/8/2016	7/11/2016	7/18/2016	7/19/2016	7/21/2016	7/29/2016
7515306		FSDB	Summer Leave Return	TBD	TBD	TBD	TBD	N/A	N/A