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MEMORANDUM 015-19HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: People First – New Online Document Submission Process

DATE: May 13, 2019

People First continues to implement system enhancements. On June 24, 2019, an enhancement will allow employees and retirees to submit documents directly to People First. Employees and retirees will submit the documents as file attachments rather than through the mail or by fax. Attached please find the Information Release from People First with more details.

Please do not hesitate to contact JAC with any questions you may have.

Thank you.



Type: System Enhancements	ID Number: SE 151
Date: May 10, 2019	Subject: New Online Document Submission Screen

Suggested Audience:

Agency human resource staff and employees

Summary:

As part of the Next Generation People First system enhancements, we are implementing an online document submission process that will allow employees and retirees to submit (attach file) required documentation in People First, instead of mailing or faxing to the People First Service Center (PFSC). This new functionality will be implemented on June 24, 2019.

Details:

- ***As part of this implementation, the PFSC faxes will be deactivated and all documents that are currently submitted to the PFSC must be submitted using this new online document submission process or by mailing them to the PFSC.***
- New screen titled Document Submission will be implemented. An instructional guide for using the new screen will be available before June 24, 2019. Agencies will be notified when the instructional guide is posted to the People First team's website.
- Document Submission screen can be accessed by selecting the *Submit* icon in the People First system header menu bar (where the Logoff icon is located).
- Document Submission screen is **only** available as an employee self-service process. Human resource (HR) staff will **not** have access to view or upload attachments for employees. HR staff will use the Tickets screen to resolve issues for employees.
- Document Submission screen is **only** intended to upload documentation that is currently required to be submitted to the PFSC. Documents that are submitted to the Division of State Group Insurance (DSGI) will continue to be submitted directly to DSGI.
- Employees can submit documents and see the history of all documents submitted through the Document Submission screen, as well as documents they mailed to the PFSC on or after June 24, 2019.
- Once a document is uploaded within the Documents Submission screen, the document cannot be removed. If the incorrect document is submitted, the employee will have to contact the PFSC to have the document hidden.
- Document types that can be submitted through the Document Submission screen:
 - Adoption Documentation
 - Appeal Letter
 - Beneficiary Affidavit
 - Birth Certificate



- COBRA Election Form
- Court Order
- Death Certificate
- Dependent Documentation
- Disability Plan Income Documentation
- Divorce Decree
- Employment Verification Form
- Flexible Spending Account Continuation Form
- FRS Confirmation of Payment
- Health Insurance Subsidy Form
- Last Will and Testament
- Loss or Gain of Coverage Documentation
- Marriage Certificate
- Medicare/ Social Security Administration Documentation
- Power of Attorney (POA) Documentation
- Pre-tax Waiver Form
- Protected Health Information (PHI) Form
- Retiree Election Form
- Spouse Program Election Form
- Surviving Spouse Election Form