



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #018---14HR**

**TO:** Agency Administrators

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

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Using the Mass Upload Template for Salary Adjustments

**DATE:** August 21, 2014

**Background:** In response to funding for salary increases made available in the 2014 General Appropriations Act for certain classes of employees, many of you have taken advantage of using a template for a mass upload of the salary increases. By not having to process individual PARs, the use of the template and the mass uploads saved JAC payroll staff countless hours of work.

**People First:** The staff at People First (PF) continue to work with JAC to enhance and improve our payroll processes. In furtherance of this effort, JAC now has an opportunity each month to submit pay adjustments through a mass upload. As mentioned previously, the mass upload can be used only when 50 or more lines of data are being used. However, JAC must combine all circuits using the templates into one template. Therefore, the use of the template may be appropriate even if your circuit has slightly fewer than 50 lines of data. If you would like to use the template, please contact me first in order to ensure that JAC has an adequate number of records to submit to People First.

**Deadlines:** In order to use the template, deadlines must be strictly adhered to. These dates are not flexible. The calendar provided by People First is below:

Effective Date	Date File is Due to DMS	Date File is Due to NGA by DMS	Deadline for Changes	Scheduled Production Load Date	Warrant Date
09/01/2014	09/05/2014	09/09/2014	09/12/2014	09/17/2014	09/30/2014
10/01/2014	10/08/2014	10/10/2014	10/15/2014	10/21/2014	10/31/2014
11/01/2014	11/03/2014	11/05/2014	11/07/2014	11/14/2014	11/26/2014
12/01/2014	12/05/2014	12/09/2014	12/12/2014	12/17/2014	12/31/2014

**Reason Codes:** Please note that the reason codes in People First are not the same as the reason codes in BOMS. The People First reason codes (not the action codes) are listed below. As you can see, there is no reason code 98 – that number is a BOMS reason code. If you have any questions regarding which reason code to use, please do not hesitate to contact me or your payroll contact.

Action Code	Action Text	Reason Code	Reason Description
14	Pay Change	07	Merit Salary Increase
14	Pay Change	08	Pay Grade or Range adjustment
14	Pay Change	10	Legislative Mandate
14	Pay Change	14	FTE Change Increase
14	Pay Change	15	FTE Change Decrease
14	Pay Change	16	Salary Correction Increase
14	Pay Change	17	Salary Correction Decrease
14	Pay Change	54	OPS Salary Increase
14	Pay Change	55	OPS Salary Decrease
14	Pay Change	60	JAC/SCS-Prom to Higher Class
14	Pay Change	61	JAC/SCS-Prom inc resp/chg loc
14	Pay Change	62	JAC/SCS-Pay inc for retention
14	Pay Change	63	JAC/SCS-Dem to lower class
14	Pay Change	64	JAC/SCS-Dem less resp
14	Pay Change	65	JAC/SCS-Change in work loc
14	Pay Change	66	JACSCS-Change in work assign
14	Pay Change	95	Competitive Offer
14	Pay Change	96	Added Duties

**Instructions:** There are certain standards we must adhere to in order to use the template:

- The instructions on the second page of the template workbook must be followed.
- Please do not use dollar signs.

- Use employee i.d. numbers – *not* position numbers.
- Employee i.d. numbers must be preceded by zeroes.
- The org code will always be four digits: 2100. (The funding source tied to the employee i.d. number will pull automatically.)
- **The increase (or decrease) must occur in a sequentially correct fashion. In other words, a salary change should not be placed on the template followed by a position change.**

Please do not hesitate to contact any of us here at JAC if you have questions regarding the mass template and its use.

Thank you.