



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM 018-19HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Direct Deposit

DATE: May 30, 2019

Below is information sent to state agencies from the Department of Financial Services, Bureau of Vendor Relations:

Employee Requests to Stop Direct Deposit – The Bureau of Vendor Relations would like to offer a clarification regarding employee requests to stop direct deposit. Employees are able to log into People First and request to stop direct deposit. The change will be effective the next day. If the employee needs to stop a direct deposit on the day payroll runs, a request must be sent to the EFT section by 12 noon to allow sufficient time for processing. Stop requests not received by this deadline will be processed next day and will not be effective until the next payroll. For additional questions, please contact the direct deposit section at 850-413-5517.

Employees can also call the EFT section themselves rather than sending the request through JAC. The screenshot on the next page guides employees with how to find the "Direct Deposit" button on their People First home page.

Please let us know if you have any questions.

Thank you.

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
people first
We serve those who serve Florida

Manager Employee

Contact Information
My Benefits
Training Transcript
Training Videos

Contact Information
Correspondence History
Direct Deposit
EEO-Veteran
Emergency Contact
Employee Education
Employee Languages
Form W-4
Licenses and Certifications
Other Employment
Personal Info

Admin Commission
Personal Info
Work Info
Insurance Benefits
Pay Info