



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM #21-18HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Employee Verification in People First

DATE: August 7, 2018

The annual Employee Verification process is officially live in People First. This process replaces the Address Verification process that was used in prior years. This process is presented to all employees in their People First Inbox with a label of "Verify Your Information". To complete the process, employees simply select the Inbox task, validate/update the information provided in each step, and use the navigation buttons to complete. Slides are attached to provide visual guidance to all employees.

Please contact JAC if you have any questions.

Thank you.