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**MEMORANDUM #022---15HR**

**TO:** Agency Administrators

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

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Miscellaneous Year End Items

**DATE:** June 10, 2015

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Below please find a series of reminders on important subjects that have been addressed in prior memoranda or presentations. We hope that this list is a user-friendly tool in keeping those we administratively serve informed. If you have questions regarding any of the topics, please do not hesitate to contact us.

**YEAR-END SPECIFIC ITEMS**

- 1. As per DMS and BOSP, annual leave payouts are not to be paid until 31 days have passed from the date of termination. Although BOSP has on occasion processed an annual leave payout prior to the expiration of 31 days, they strongly urge all agencies to comply with their policies and procedures. However, at year end, JAC will process an annual leave payout prior to the expiration of 31 days, if specifically requested on the PAR, provided the termination has occurred. Please note we must receive the PAR by 2:00 p.m., Monday, June 15, 2015.**
- 2. Sick leave payouts cannot be made until 31 days after the employee has been terminated.**
- 3. If an employee enters DROP on July 1, no payout will be processed prior to that date.**
- 4. If employee is hired between June 23 and June 30, 2015 and signs up for benefits effective July 1, please note that funds cannot be certified forward for the premium(s).**

## YEAR-ROUND ITEMS

5. BOMS codes used by the agencies we administratively serve are different from the People First “reason codes” that are used by JAC Payroll.
6. OPS hours worked the last two weeks of June can be paid on supplemental payroll but will be taxed at a higher rate. If those hours worked are paid on supplemental, there will not be a deduction from that payment for premiums.
7. Leave “with” pay: use BOMS code 98 on the PAR when putting the employee on leave *and* on the PAR when you bring the employee back from leave. (Please make sure to write comments with the type of leave and the hours to be paid.) The effective date of the PAR should be the first day that the leave began. If person gets *any* pay during a month, that is a leave WITH pay.
8. Leave “without” pay: At the point where the employee is no longer being paid any hours, please use BOMS code 58 to place the employee on leave without pay. Again, please provide the type of leave in the comments section. When the employee returns from LWOP, please submit a PAR using BOMS code 71 with a comment that the employee is returning from LWOP. (Although BOMS code 98 can also be used, code 71 is more precise.)
9. When you place an employee on LWOP via a PAR, please remember that in order to bring the employee *back* from LWOP, a 2<sup>nd</sup> PAR is necessary, even if you indicate on the first PAR the length of time the employee will be out. Neither the JAC nor People First has a system in place that automatically returns an employee to pay status.
10. Unless a PAR is submitted for an employee, s/he will receive an entire month’s pay.
11. We are removing [Positionmanagement@justiceadmin.org](mailto:Positionmanagement@justiceadmin.org). Please continue to use all other email groups to ensure timely responses.
12. In order to enter an employee into People First, it is necessary to have the new hire’s Social Security card. As a reminder, the Social Security Administration is no longer providing receipts with the employee’s social security number on it so JAC will not be able to accept anything other than a copy of the card. With that in mind, Social Security Administration has accelerated the turnaround time for issuing a new Social Security card to 3 to 5 business days from the date the request is received.
13. If you find JAC has an outdated form on our website, please let Carolyn Horwich know.
14. Privacy concerns – fraudulent activity continues to thrive in all aspects of our lives. If your employees are eligible to have specific personal information held as confidential, please remind them that they should make the request to each agency that has their information, i.e., Supervisor of Elections, Property Appraiser, Tax Collector, etc.

Thank you.