



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
 227 North Bronough Street, Suite 2100
 Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
 Executive Director

(850) 488-2415
 FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Jerry Hill
State Attorney
Nancy Daniels
Public Defender

MEMORANDUM #025-15HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Mass Upload Template

DATE: June 23, 2015

People First has provided agencies under Justice Administration an updated calendar in the event you would like to use a mass upload to process salary adjustments. Please remember that 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. People First will provide JAC with dates for the remainder of the fiscal year at a later date. The calendar provided by People First is below:

People First Recurring Mass Loads					
Month	Agency	Description of the Mass Data Load	Effective Date	Date Template is Due to DMS	Warrant Date
July 15	JAC	Pay Increases	07/01/2015	7/8/2015	7/31/2015
Aug 15	JAC	Pay Increases	08/01/2015	8/7/2015	8/31/2015
Sept 15	JAC	Pay Increases	09/01/2015	9/8/2015	9/30/2015
Oct 15	JAC	Pay Increases	10/01/2015	10/8/2015	10/30/2015
Nov 15	JAC	Pay Increases	11/01/2015	11/2/2015	11/30/2015
Dec 15	JAC	Pay Increases	12/01/2015	12/8/2015	12/31/2015
Jan 16	JAC	Pay Increases	01/01/2016	1/5/2016	1/29/2016

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 and must be used. As you can see, there is no reason code 98 – that number is a BOMS reason code. If you have any questions regarding which People First reason code to use, please do not hesitate to contact 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 have zeroes in front of them.
- 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.