



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #027-13HR**

**TO:** Agency Administrators

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

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** October 1, 2013 Salary Increases

**DATE:** September 11, 2013

As you know, salary increases for eligible, non-OPS employees will go into effect October 1, 2013. The increases will be either \$1,000 or \$1,400, depending on the employee's salary as of September 30, 2013.

In order to have the Department of Management Services (DMS) process the salary increases as a mass load (no PARs necessary), it is critical that DMS has accurate information. Accordingly, DMS has sent the JAC files for each agency we serve.

Attached is the file for your agency. The file was pulled by DMS during the day on September 10, 2013 and contains transactions processed on or before September 9.

DMS has asked that all agencies please take the following steps.

**Updating the Pay Change File:**

1. Validate all eligible employees who are included on the file. The data was pulled on Sept. 10, and contained transactions processed on or before Sept. 9. Under the GAA, an employee is eligible if the employee is, "at a minimum, meeting their required performance standards, if applicable." Validate and if needed update the pay increase amount for all employees (\$1,000, \$1,400 or prorated amount for employees with an FTE less than 1.00).
2. Remove employees who are not eligible to receive the pay increase from the file.

3. Remove employees who will terminate your agency prior to Oct. 1, 2013 from the file. For example, if an employee has submitted a resignation that will be effective prior to October 1, 2013 – remove that employee's name from the spreadsheet.
4. Add eligible employees who are hired at your agency prior to Oct. 1, 2013, but first validate they are not already included in the file.
5. Update the new rate of pay for any employee who is granted a pay change prior to Oct. 1, 2013. (In light of the mass load and the process in general, you may wish to delay any other pay changes for later in October.)
  - a. **Important Notes:**
    - i. If a change to an employee's base pay is/was processed after Sept. 9, 2013, with an effective date prior to Oct. 1 (even if the effective date is prior to Sept. 9) the agency **MUST** make the update within the mass load file prior to sending it back to JAC/DMS.
    - ii. If a change to an employee's base pay is processed after the mass load file is returned to DMS, the agency must process an additional Personnel Action Request (PAR) to correct the employee's base rate of pay, after the mass load is completed.

**Additional Key Information:**

1. **PARs with an effective date prior to Oct. 1, 2013** – All PARs with an effective date prior to Oct. 1, 2013, must be completed (acted upon) prior to Oct. 6.
  - a. If these PARs are not completed prior to the pay change mass load being completed, the agency will have to work with the Org Management team at the People First service center to remove the pay change action (must be requested and completed before payroll runs). Once the pay change is removed, the agency can complete the other action and then must manually re-process the pay change action. Again, delaying PARs until after the mass load process is completed may be advisable.
2. **PAR Moratorium for PARs with an Effective Date of Oct. 1 or After** – Agencies should not process any PARs dated Oct. 1, 2013 or after until your agency has been notified that the pay change mass load has been completed.
  - a. If PARs with an effective date of Oct. 1 or after are processed prior to the pay change mass load being completed, the mass load record for that employee will drop from processing and the agency will have to manually correct.

Please return the corrected spreadsheets to JAC no later than Monday, September 23, 2013. This will allow JAC a 24-hour turnaround period within which to submit the consolidated files back to DMS.

Please contact me if you have any questions. Thank you.