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MEMORANDUM HR29-2020

TO: Agency Administrators

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

SUBJECT: Department of Management Services Calendar Year-End Guidance

DATE: December 10, 2020

Attached please find guidance from the Department of Management Services regarding important deadlines and other information pertinent to year end activities. Information relevant to Justice Administration is highlighted for your convenience.

Thank you.

Type: General Correspondence	ID Number: GC 308
Date: Dec. 10, 2020	Subject: 2020 End-of-Calendar-Year Guidance and Notices

Suggested Audience:

Agency human resource offices

Details:

The following information relates to the 2020 calendar year end.

I. People First Service Center Hours

- a. Service center will be closed on Christmas (Dec. 25) and New Year's Day (Jan. 1).

II. Chard Snyder Service Center Hours

- a. Service center will close at 5 p.m. Eastern Standard Time (EST) on Thursday, Dec. 24, 2020.
- b. Service center will be closed on Christmas (Dec. 25) and New Year's Day (Jan.1).

III. Career Service Annual Leave Rollover

- a. The career service annual leave rollover will occur on Dec. 31, 2020. If 2020 timesheets are approved after the rollover occurs, the employee's rollover will be re-calculated based on the approved timesheet.
 - All career service employees' annual leave balances are rolled over based on 360 hours.

IV. Timesheet Reminder **IMPORTANT**

a. Leave Without Pay for Calendar Year 2020 – Resulting in Salary

Overpayments: It is critical to ensure that in December, **all** leave without pay (LWOP) is captured before payroll processing. If the LWOP is not captured prior to payroll processing, the agency should work with the employee to process a salary refund **in December** to keep the employee from experiencing any undue tax implication. Refer to the [Bureau of State Payrolls Payroll Preparation Manual](#), Volume V, Section 6, for guidelines and instructions on processing salary overpayments.

- Agencies should run the Payroll Overpayment Report to assist in identifying potential "Regular Salary" overpayments. Refer to the [Payroll Overpayment Report](#) instructional guide for information on processing the report.

V. Address Changes for W-2s

- a. Address changes for Form W-2 reporting for 2020 must be made in People First before 7 p.m. EST on Jan. 6, 2021.
- b. Employees should update their mailing address in People First (located in the Contact Information screen) if it differs from the home address recorded in the system.

VI. **Electronic W-2s**

- a. Jan. 6, 2021 is the last day for employees to consent to receive their W-2s by electronic means only. Those who opt to receive their W-2 forms electronically will have access to their W-2s early in January rather than having to wait until the agency mails them later in January. Employees can consent through the Department of Financial Services (DFS) Employees' Information Center at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>.

VII. **Exempt W-4 for 2021**

- a. Eligible employees must make this election each tax year to retain the exemption status. If the employee does not renew the election, it will expire, and the employee may suffer a hardship as a result.
- b. Employees wishing to maintain or elect the exempt withholding status for 2021 must make the election in the W-4 screen in People First no later than 7 p.m. EST on Feb. 12, 2021. If the election is processed after this time, it will become effective with the first payroll processing after the election is made.

VIII. **2020 W-4s and 2021 W-4s**

- a. The last W-4 changes for calendar year 2020 will be sent to DFS on Dec. 29, 2020 (includes changes through 7 p.m. EST on Dec. 28). The first W-4s for calendar year 2021 will be sent to DFS on Jan. 2, 2021.

IX. **State Group Insurance Deductions**

- a. Employees should review their December pay warrants to ensure that State Group Insurance deductions for January 2021 coverage are correct. Deductions for 2021 flexible spending and health savings accounts start in January.

X. **1095-C Form**

- a. Employees must complete the election to receive the 1095-C form electronically by 5 p.m. EST on Dec. 16, 2020. Employees can validate their election to receive the 1095-C form electronically by going to the Employee landing page > Personal Info > Contact Information > Notification Email.
- b. Electronic 1095-C forms should be available to employees by Jan. 31, 2021 and can be accessed in People First by going to the Employee landing page > Insurance Benefits > Health Insurance Tax Forms.
- c. If the employee did not elect to receive the form electronically, it will be mailed to the mailing address stored in People First. Employees can validate their mailing address in People First by going to the Employee landing page > Personal Info > Contact Information > Mailing Address. Address changes must be made in People First by 5 p.m. EST on Dec. 16, 2020. Even if the employee did not elect to receive the form electronically, they can still access the form in People First by going to the Employee landing page > Insurance Benefits > Health Insurance Tax Forms.
- d. Employees should contact the Division of State Group Insurance (DSGI) at 850-921-4600 or toll free at 800-226-3734 regarding issues with their 1095-C form.



XI. **Minimum Wage**

- a. Florida’s minimum wage increases to \$8.65 per hour, effective Jan. 1, 2021. For information, visit <http://www.floridajobs.org/business-growth-and-partnerships/for-employers/display-posters-and-required-notice>. For additional details on Florida’s minimum wage increase, refer to Management Advisory [HRMA #2020-010](#) issued by the Division of State Human Resource Management (HRM).

XII. **Early Payroll Cutoff Dates**

- a. Because of observed state holidays, some of the payrolls in December and January have early payroll cutoffs (see chart below). Please inform all appropriate staff of these early payroll cutoff dates.

Pay Period	Prelim and Stop/Cancel Data Available	People First Agency Cut-Off 7 p.m. EST	PAR Deadline 7 p.m. EST	Benefits Changes Deadline 7 p.m. EST	Electronic Timesheet Approval Deadline 7 p.m. EST	Warrant Date
Supplemental Payroll						
N/A	12/18/2020	12/20/2020	12/20/2020	12/20/2020	12/20/2020	12/28/2020
N/A	01/15/2021	01/18/2021	01/18/2021	01/18/2021	01/18/2021	01/25/2021
Biweekly Payroll						
12/11/2020 – 12/24/2020	12/23/2020	12/23/2020	12/23/2020	12/23/2020	12/23/2020	12/31/2020

XIII. **Employee Work Addresses (Position > Location Address)**

- a. In the event of an office closure, emergency in a building, or a natural disaster, it is essential employee work addresses are correct in People First. Ensuring work addresses are correct allows agencies and the People First Team to provide accurate data for employees in specific buildings, counties, etc., if data is requested during an emergency.
- b. To assist human resource offices with updating work addresses and identifying positions that have an inactive facility assigned, the following resources are available on the People First Team website. To access the resource documents, go to http://dms.myflorida.com/human_resource_support/people_first, select the *For State HR Practitioners* left hand menu option. Select the *HR Professional User Guide* (first item under Training Materials) and the **position address process document** can be found under *Section IV: Organization Management* and the **report instructional guides** are located under *Section VIII: Reports; HR Reports*.
 - **Update Position Addresses in People First** – process document and video that captures the steps for updating position work mailing and work location addresses in People First. Refer to the [Update Position Addresses in People First](#) process document and/or [video](#) for the steps to update work addresses.
 - **Active Facilities Report** – report that identifies active facilities that can be assigned to a position. The facilities on the report are sent from the state’s facility manager database (FL-SOLARIS) to People First. The file includes state-owned facilities that are marked in FL-SOLARIS as having employees



in them (People First flag in FL-SOLARIS is set to “yes” for the facility) and all leased facilities. Refer to the [Active Facilities Report](#) instructional guide for details on processing the report.

- **Position to Facility Relationship Report** – report that identifies positions that have a facility assigned. The report can be filtered to identify positions that are assigned to an inactive facility, as well as to identify positions assigned to a specific facility, city or county. Refer to the [Position to Facility Relationship Report](#) instructional guide for details on processing the report. **Note:** Positions that have no facility assigned are not captured on the report. The People First Data Warehouse team can provide a list of those positions or agency Business Objects (BOBJ) ad hoc report users can easily identify positions where the Facility Number field is null (blank) in the Position Active view.

- c. There is a Location Address mass load available to agencies that can be used to update facilities assigned to positions. To process a mass load there will need to be at least 100 positions that require an update. To schedule a mass load, please contact Cheryl Campbell at 850-487-0804 or Cheryl.Campbell@dms.fl.gov.