



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
Kathleen A. Smith
Public Defender
Brian Haas
State Attorney

MEMORANDUM #32-17HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Legislative Salary Increases

DATE: August 31, 2017

People First has issued important instructions regarding the October 1, 2017, legislative salary increases. Please see attached for details and directions.

Reviewed templates are to be submitted to People First no later than Friday, October 6, 2017. Therefore, JAC asks that you send your templates directly to Carolyn Horwich at Carolyn.Horwich@justiceadmin.org no later than **close of business on Wednesday, October 4, 2017.**

Thank you.

Type: General Correspondence	ID Number: GC 283
Date: Aug. 30, 2017	Subject: Oct. 1, 2017 Pay Increases

Suggested Audience:
Human resource offices

Details:

Effective Oct. 1, 2017, eligible salaried employees will receive pay increases. The pay increases will be processed in People First using a pay change mass load. On Sept. 7, the mass load file will be provided to each agency for validation, along with the following instructions and information.

Instructions for Updating the Pay Change File:

1. Validate that all eligible employees are included on the file. The data will be pulled on Sept. 5 and will contain transactions processed on or before Sept. 4.
2. Validate and, if needed, update the pay increase amount for all employees (\$1,000 to \$1,400 or prorated amount for employees with an FTE less than 1.00).
3. If an employee's salary is set by law, the agency must update the individual's salary to the amount set in the GAA.
4. Remove from the file employees who are not eligible to receive the pay increase, including employees who received the July 1, 2017, pay increase and are not eligible for the Oct. 1 increase.
5. Remove from the file employees who terminate from your agency prior to Oct. 1, 2017.
6. Add eligible employees who are hired at your agency prior to Oct. 1, 2017, but first validate that they are not already included in the file.
7. Update the new rate of pay for any employee given a pay change prior to Oct. 1, 2017.
 - a. **Important notes:**
 - i. If a change to an employee's base pay is processed after Sept. 4, 2017, with an effective date prior to Oct. 1 (even if the effective date is prior to Sept. 4), the agency **must** make the update within the mass load file prior to sending it back to DMS in order for the employee to receive the correct pay increase amount. Failure to update the amount for this population could result in a pay decrease.
 - 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 processed.
8. The completed pay change mass load file is due back to Toni Estes, with a copy sent to Cheri Van Gundy, by close of business on **Sept. 21 for biweekly employees and Oct. 6 for monthly employees.**

Additional Key Information:

- If employees are receiving a pay additive based on a percentage of their base pay, an additional mass load is required to update the pay additive amount. The pay additive mass load template will be provided to each agency and, if applicable, will need to be completed and returned along with your agency pay change file.
- Pay increases for employees on a leave of absence action will drop during the mass load process and must be processed manually by the employing agency.
- **PARs with an effective date prior to Oct. 1, 2017** – All PARs with an effective date prior to Oct. 1, 2017, **must** be completed (acted upon) by close of business **on Oct. 3 for biweekly employees and Oct. 19 for monthly employees.**
 - If these PARs are not completed prior to the pay change mass load being processed, the agency will have to work with the Org Management team at the People First Service Center to remove the pay change action. This must be requested and completed before payroll runs. Once the pay change is removed, the agency can complete the other PAR and then must manually re-process the pay change action.
- **PAR moratorium for PARs with an effective date of Oct. 1 or after** – Agencies should not process any PARs with an effective date of Oct. 1, 2017, or after until your agency has been notified that the pay change mass load has been processed.
 - If PARs with an effective date of Oct. 1 or after are completed prior to the pay change mass load being processed, the mass load record for that employee will drop from processing and the agency will have to manually correct it.

