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MEMORANDUM 034-18HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Year End Guidance – Department of Management Services

DATE: December 12, 2018

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

Thank you.



Type: General Correspondence	ID Number: GC 293
Date: Dec. 12, 2018	Subject: 2018 End-of-Calendar-Year Guidance and Notices

Suggested Audience:
Agency human resource offices

Details:

The following information relates to the 2018 calendar year end.

I. People First Service Center Hours

- a. Service center will be closed on Christmas Eve (Dec. 24), Christmas (Dec. 25), New Year’s Eve (Dec. 31), and New Year’s Day (Jan. 1).

II. Chard Snyder Service Center Hours

- a. Service center will close at 5 p.m. Eastern time on Monday, Dec. 24, 2018.

III. Career Service Annual Leave Rollover

- a. The career service annual leave rollover will occur on Dec. 31, 2018. If 2018 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 360.00 hours.

IV. Timesheet Reminder IMPORTANT

- a. **Leave Without Pay for Calendar Year 2018 – 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 an 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.

V. Data Warehouse Timesheet View

- a. A new static view called Time Sheet Active FY 17 will be created in the Data Warehouse. This view will have all timesheet records for July 1, 2017, through June 30, 2018.
- b. Time Sheet Active FY 13 view will no longer be accessible from the Business Objects (BOBJ) universe.



- c. Once the new view is created, Time Sheet Active 2 view will contain records from July 1, 2018, forward.
- d. A separate communication will be sent to Data Warehouse users when the new Time Sheet Active FY 17 view is created.

VI. Address Changes for W-2s

- a. Address changes for Form W-2 reporting for 2018 must be made in People First before 7 p.m. Eastern time on Jan. 3, 2019.
- 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.

VII. Electronic W-2s

- a. Jan. 4, 2019, 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/>.

VIII. Exempt W-4 for 2019

- 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 2019 must make the election in the W-4 screen in People First no later than 7 p.m. Eastern time on Feb. 13, 2019. If the election is processed after this time period, it will become effective with the first payroll processing after the election is made.

IX. 2018 W-4s and 2019 W-4s

- a. The last W-4 changes for calendar year 2018 will be sent to DFS on Dec. 23, 2018 (includes changes through 7 p.m. Eastern time on Dec. 23). The first W-4s for calendar year 2019 will be sent to DFS on Dec. 27, 2018.

X. State Group Insurance Deductions

- a. Employees should review their December pay warrants to ensure that State Group Insurance deductions for January 2019 coverage are correct. Deductions for 2019 flexible spending and health savings accounts start in January.

XI. 1095-C Form

- a. Employees must complete the election to receive the 1095-C form electronically by 5 p.m. Eastern time on Dec. 11, 2018. (The Guidance was received December 12, 2018.)
- b. 1095-C forms should be available to employees by Jan. 31, 2019, and can be accessed in People First by going to the Employee landing page > Insurance

Benefits > Health Insurance Tax Forms. 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.
- 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.

XII. Minimum Wage

- a. Florida’s minimum wage increases to \$8.46 per hour, effective Jan. 1, 2019. For additional information, visit <http://www.floridajobs.org/business-growth-and-partnerships/for-employers/display-posters-and-required-notice>.

XIII. 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. ET	PAR Deadline 7 p.m. ET	Benefits Changes Deadline 7 p.m. ET	Electronic Timesheet Approval Deadline 7 p.m. ET	Warrant Date
Supplemental Payroll						
N/A	12/21/2018	12/23/2018	12/23/2018	12/23/2018	12/23/2018	12/31/2018
N/A	01/18/2019	01/21/2019	01/21/2019	01/21/2019	01/21/2019	01/28/2019
Bi-Weekly Payroll						
12/14 – 12/27/2017	12/27/2018	12/27/2018	12/27/2018	12/27/2018	12/27/2018	01/04/2019