



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM #036-15HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Mass Upload Template -- revised

DATE: September 17, 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. **The template may be used only if there are 100 or more lines of data.**

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:

Month	Agency	Description of the Mass Data Load	Date File (Template) is Due to DMS	Warrant Date
Oct 15	JAC	Pay Changes #2	10/8/2015	10/30/2015
Nov 15	JAC	Pay Changes #3	11/2/2015	11/30/2015
Dec 15	JAC	Pay Changes #4	12/8/2015	12/31/2015
Jan 16	JAC	Pay Changes #5	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.