



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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 036-18HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Payroll Calendar

DATE: December 13, 2018

Attached please find the Justice Administrative Commission Payroll Calendar. Monthly deadlines for submitting a mass upload template for salary adjustments are now included in the Payroll Calendar.

Because of when Christmas arrives this year, JAC intends to mail warrants on Wednesday, December 26, 2018. If your office has specific mailing requests, please contact JAC's Voucher Operations as soon as possible at VoucherRoom@justiceadmin.org.

Once the warrants are received, they should not to be released until the issue date. This is pursuant to Rule 69I-31.211, F.A.C., which states, "A warrant may not be delivered or otherwise made available to the payee before the date imprinted on the warrant."

If you have any questions, please do not hesitate to contact JAC.

Thank you.