



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #039-13HR**

**TO:** Agency Administrators

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

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** 2013 Calendar Year-End Information from BOSP

**DATE:** December 4, 2013

Bureau of State Payrolls (BOSP) has provided a memorandum on the 2013 Calendar Year-End Information to all state agencies. (See attached) This is provided to assist agencies in complying with the calendar year-end reporting and processing schedule.

As you review the document please keep in mind that the due dates on the document are for BOSP and that we will need to receive your information in a timely manner to ensure that it is processed by those dates.

Please use the link below to review our December payroll due dates:  
<http://www.justiceadmin.com/HR/pay.aspx>

As a reminder, please send all payroll actions to the [payrollgroup@justiceadmin.org](mailto:payrollgroup@justiceadmin.org) email group.

If you have any questions, please do not hesitate to contact your Payroll Representative at (850) 488-2415 or at [Cynthia.Capps@justiceadmin.org](mailto:Cynthia.Capps@justiceadmin.org) or [Kevin.Garland@justiceadmin.org](mailto:Kevin.Garland@justiceadmin.org).

Attachment