



THE STATE OF FLORIDA  
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**MEMORANDUM #040-13HR**

**TO:** Agency Administrators

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

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** 2013 Calendar Year-End Information Guidance from DMS

**DATE:** December 10, 2013

The Department of Management Services has provided an End of Calendar Year Guidance and Notices to all state agencies (attached). Some of the items do not pertain to your agency. **Those items that are relevant to your agency are highlighted in yellow.**

Additionally, we have been advised that State Group Insurance companies are beginning their annual customer satisfaction surveys, which may be conducted by mail, phone or e-mail. Please encourage employees to participate in any surveys they receive to help improve insurance company performance and customer satisfaction.

Please do not hesitate to contact the appropriate JAC staff if you have any questions.

Thank you.

Attachment

<b>Type: General Correspondence</b>	<b>ID Number: GC 247</b>
<b>Date: Dec. 5, 2013</b>	<b>Subject: 2013 End of Calendar Year Guidance and Notices</b>

**Suggested Audience:**  
Human Resource Offices

**Details:**

The following information relates to the 2013 calendar year end.

- I. **Service Center Closing for Christmas and New Year's Holidays**
  - a. The People First Service Center will close at 5 p.m. ET on Tuesday, Dec. 24 and Dec. 31, 2013.
- II. **Career Service Annual Leave Rollover**
  - a. The career service annual leave rollover will occur on Dec. 31, 2013. If 2013 timesheets are approved after the rollover occurs, the employees rollover will be re-calculated based on the approved timesheet.
  - b. All career service employees' annual leave balances are rolled over based on 360.00 hours.
- III. **Address Changes for W-2s**
  - a. Address changes for the Form W-2 reporting for 2013 should be made in People First before 7 p.m. ET on Sunday, Jan. 5, 2014.
  - b. As a reminder, employees should update their mailing address in People First (located on the Contact Information screen) if it differs from the home address recorded in the system.
- IV. **Electronic W-2s**
  - a. Monday, Jan. 6, 2014, is the last day for employees to consent to receive their W-2s by electronic means only. Those who opt to receive their W-2s forms electronically will have access to their W-2s early in January rather than having to wait until the agency mails it later in January. Employees can consent through the Department of Financial Services Employee Information Center at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>.
- V. **Exempt W-4 for 2013**
  - 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 2014 must make the election in the W-4 screen in People First no later than 7 p.m. ET on Feb. 10, 2014. If the election is processed after this time period, it will become effective with the first payroll processing after the election is made.

**VI. 2013 W-4s and 2014 W-4s**

- a. The last W-4 changes for calendar year 2013 will be sent to the Department of Financial Services (DFS) on Dec. 26, 2013 (includes changes through 7 p.m. ET on the 26). The first W-4s for calendar year 2014 will be sent to DFS on Dec. 30, 2013.

**VII. Timesheet Reminder**

- a. **Leave Without Pay for Calendar Year 2013 – Resulting in Salary Overpayments:** It is critical in December to ensure that **all** leave without pay (LWOP) is captured before payroll processing. If the LWOP is not captured prior to the 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.
- b. **Payroll Overpayment Report:** As a reminder, agencies should run the Payroll Overpayment report to assist in easily identifying potential “Regular Salary” overpayments.

**VIII. Minimum Wage**

- a. Florida’s minimum wage increases to \$7.93 per hour, effective Jan. 1, 2014. For additional information, visit <http://www.floridajobs.org/business-growth-and-partnerships/for-employers/display-posters-and-required-notice>.

**IX. Data Warehouse Timesheet View**

- a. The Data Warehouse will create a new static view called Time Sheet\_Active\_FY12. This view will have all timesheet records for July 1, 2012, through June 30, 2013.
- b. Timesheet\_Active\_2 will contain records from July 1, 2013, forward.
- c. A new Data Warehouse Catalog will be placed on the secure [DMS Data Warehouse website](#) for agencies to download. A separate email will be sent to the Data Warehouse users when the view is created and the catalog is published.

**X. FSECC 2014 Deductions – Reminders**

- a. For bi-weekly agencies entering FSECC deductions for their employees, the start date for the deduction should be the pay period beginning on Dec. 20, 2013, and the end date for the deduction should be for the pay period ending on Dec. 18, 2014.
- b. For monthly agencies entering FSECC deductions for their employees, the start date for the deduction should be the pay period beginning on Jan. 1, 2014, and the end date for the deduction should be for the pay period ending on Dec. 31, 2014.

**XI. State Group Insurance Deductions**

- a. Employees should review their December pay warrants to ensure State Group Insurance deductions for January 2014 coverage are correct. Deductions for 2014 flexible spending and health savings accounts start in January.

**XII. Key Performance Management Dates**

- a. Dec. 1, 2013 - managers received an email to begin completing evaluations for the period that ends on Dec. 31, 2013.

- b. Dec.1, 2013 - managers received an email to begin entering expectations for the Jan. 1, 2014, to June 30, 2014, evaluation period.
- c. Dec.15, 2013 - agencies should begin monitoring completed evaluations using the standard reports in the system. Refer to the [Performance Management Reports](#) instructional guide for detailed information on these reports.
- d. Jan. 1, 2014 - managers will receive the first email reminder to set expectations for the Jan. 1, 2014, to June 30, 2014, evaluation period. A reminder will be sent every 15 days until completion.
- e. Jan. 1, 2014 - the new evaluation period of Jan. 1, 2014, to June 30, 2014, begins.

**XIII. Early Payroll Cutoff Dates**

- a. Due to the observed state holidays, one of the bi-weekly payrolls in December and one of the bi-weekly payrolls in January have early payroll cutoffs, as shown in the following chart. Please make sure all appropriate staff are informed of these early cutoff dates. There are no early cutoffs for either the monthly or supplemental payrolls in December or January.

<b>Bi-weekly Pay Period</b>	<b>Prelim and Stop/Cancel Data Available</b>	<b>People First Agency Cut-Off 7 P.M. ET</b>	<b>PAR Deadline 7 P.M. ET</b>	<b>Benefits Changes Deadline 7 P.M. ET</b>	<b>Electronic Timesheet Approval Deadline 7 P.M. ET</b>	<b>Warrant Date</b>
12/06 – 12/19/2013	12/19/2013	12/19/2013	12/19/2013	12/19/2013	12/19/2013	12/27/2013
01/03 – 01/16/2014	01/16/2014	01/16/2014	01/16/2014	01/16/2014	01/16/2014	01/24/2014