

August 8, 2012

**MEMORANDUM NO: 041-12HR**

**TO: Agency Administrators**

**FROM: Andy Snuggs, Director Human Resources**

**VIA: Rip Colvin, Executive Director**

**RE: Implementation of Capital Administrative Services, Inc.**

The Justice Administrative Commission (JAC) has entered into an agreement with Capital Administrative Services, Inc. (CAS) to handle the administration of all post-tax benefits beginning September 4, 2012. Post-tax benefits include department-sponsored insurance and miscellaneous payroll deductions, such as life and disability, credit unions, United Way, parking, etc.

By implementing CAS, we will be able to provide employees with a better range of post-tax and miscellaneous benefit offerings and a support center to assist with all issues related to the handling of these recurring payroll deductions.

The JAC will continue to communicate changes in benefit offerings and open enrollments, as well as be available to assist with any issue that CAS is unable to handle. Please provide us with a contact name and information for the HR Liaison with whom CAS will be assisting.

Our desire is to ensure that this transition is as easy as possible without interruption in the quality or service you deserve. If you have any questions about this new program, please contact Andy Snuggs of JAC at [andy.snuggs@jac.myflorida.com](mailto:andy.snuggs@jac.myflorida.com) or (850) 488-2415 x 291 or Jamie Johnson at [Jamie.johnson@jac.myflorida.com](mailto:Jamie.johnson@jac.myflorida.com) or (850) 488-2415 x293.