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MEMORANDUM #042-15HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: 2015 Calendar Year-End Information from DMS

DATE: November 19, 2015

The Department of Management Services has provided an End of Calendar Year Guidance and Notices to all state agencies (see attached). **Items that pertain to Justice Administration are highlighted in yellow.**

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

Thank you.

Type: General Correspondence	ID Number: GC 265
Date: Nov. 18, 2015	Subject: 2015 End-of-Calendar-Year Guidance and Notices

Suggested Audience:

Agency human resource offices

Details:

The following information relates to the 2015 calendar year end.

- I. **Service Center Closing for Christmas and New Year's Holidays**
 - a. In addition to being closed on Christmas (Dec. 25) and New Year's (Jan. 1), the People First Service Center will close at 5 p.m. EST on Thursday, Dec. 24, and Thursday, Dec. 31, 2015.

- II. **Career Service Annual Leave Rollover**
 - a. The career service annual leave rollover will occur on Dec. 31, 2015. If 2015 timesheets are approved after the rollover occurs, the employee's 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. **Timesheet Reminder**
 - a. **Leave Without Pay for Calendar Year 2015 – Resulting in Salary Overpayments:** It is critical to ensure that in December, *all* leave without pay (LWOP) is captured before payroll processing. If the LWOP is not captured prior to 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.

- IV. **Data Warehouse Timesheet View**
 - a. The Data Warehouse will create a new static view called Time Sheet_Active_FY14. This view will have all timesheet records for July 1, 2014, through June 30, 2015.
 - b. Timesheet_Active_2 will contain records from July 1, 2015, forward.
 - c. A new Data Warehouse Catalog will be placed on the secure [DMS Data Warehouse website](#) for agencies to download. A separate communication will be sent to Data Warehouse users when the view is created and the catalog is published.

V. **Address Changes for W-2s**

- a. Address changes for Form W-2 reporting for 2015 should be made in People First before 7 p.m. EST on Tuesday, Jan. 5, 2016.
- 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.

VI. **Electronic W-2s**

- a. Wednesday, Jan. 6, 2016, is the last day for employees to consent to receive their W-2s by electronic means only. Those who opt to receive their W-2 forms electronically will have access to their W-2s early in January rather than having to wait until the agency mails them later in January. Employees can consent through the Department of Financial Services (DFS) Employees' Information Center at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>.

VII. **Exempt W-4 for 2015**

- 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 2016 must make the election in the W-4 screen in People First no later than 7 p.m. EST on Feb. 8, 2016. If the election is processed after this time period, it will become effective with the first payroll processing after the election is made.

VIII. **2015 W-4s and 2016 W-4s**

- a. The last W-4 changes for calendar year 2015 will be sent to DFS on Dec. 27, 2015 (includes changes through 7 p.m. EST on Dec. 27.) The first W-4s for calendar year 2016 will be sent to DFS on Dec. 30, 2015.

IX. **Internet Browsers – Accessing People First**

- a. The People First system may not be compatible with some of the latest Internet browsers. To find out what Internet browsers individuals can use to log in to People First and to determine how to display websites in compatibility mode, refer to the Internet Browsers instructional guide.

X. **State Group Insurance Deductions**

- a. Employees should review their December pay warrants to ensure that State Group Insurance deductions for January 2016 coverage are correct. Deductions for 2016 flexible spending and health savings accounts start in January.

XI. Early Payroll Cutoff Dates

- a. Because of observed state holidays, some of the payrolls in November, December and January have early payroll cutoffs (see chart below). Please inform all appropriate staff of these early payroll cutoff dates.

Pay Period	Prelim and Stop/Cancel Data Available	People First Agency Cut-Off 7 p.m. EST	PAR Deadline 7 p.m. EST	Benefits Changes Deadline 7 p.m. EST	Electronic Timesheet Approval Deadline 7 p.m. EST	Warrant Date
Bi-Weekly Payroll						
11/06 – 11/19/2015	11/18/2015	11/18/2015	11/18/2015	11/18/2015	11/18/2015	11/25/2015
12/04 – 12/17/2015	12/17/2015	12/17/2015	12/17/2015	12/17/2015	12/17/2015	12/24/2015
01/01 – 01/14/2016	01/14/2016	01/14/2016	01/14/2016	01/14/2016	01/14/2016	01/22/2016
Monthly Payroll						
11/01 – 11/30/2015	11/17/2015	11/17/2015	11/17/2015	11/17/2015	11/17/2015	11/30/2015