



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



COMMISSIONERS

Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Kathleen A. Smith
Public Defender
Brian Haas
State Attorney

MEMORANDUM 42-17HR

TO: Agency Administrators
FROM: Carolyn Horwich, Esq., Director of Human Resources
THROUGH: Rip Colvin, Executive Director
SUBJECT: Florida Retirement System Updates
DATE: October 23, 2017

I. Social Security Numbers

Although this item does not deal exclusively with retirement matters, please do not put any Social Security Numbers (SSNs) in the subject line or body of an email. Instead, please make sure the SSN is only in an attachment (i.e., PAR). This includes any written request regarding whether an individual is considered "retired" for hiring purposes.

We realize that there are some communications, such as a request for a payroll payback calculation, where there is no attachment. In these situations, please provide us only with the Employee ID Number and we will be happy to look up the SSN for you. If we have any questions or need to verify we have the correct employee, we will contact you.

II. Investment Plan Distribution Acknowledgement Form

Because of changes to retirement and rehire rules in Ch. 2017-88, L.O.F. (SB 7022), the Investment Plan Distribution Acknowledgement Form previously found on JAC's website is no longer needed and therefore has been removed. Please discard any existing forms you may have downloaded.

III. Retirement Plan Enrollment Forms

As mentioned in JAC Memorandum [HR13-17](#), use of the newest retirement plan enrollment forms is important. The appropriate enrollment form(s) for each retirement class is provided on the JAC website under Human Resources, Retirement, "How to Enroll in a Retirement Plan". Remember, employees in the Elected Officer's or Senior Management Services Retirement Class cannot use the "EZ" or "General Retirement Plan Enrollment Forms" or enroll online at MyFRS.com.

The Justice Administrative Commission administratively serves the offices of State Attorney, Public Defender, Capital Collateral Regional Counsel, the Statewide Guardian ad Litem Program, and the Criminal Conflict and Civil Regional Counsel; and provides compliance and financial review of court appointed attorney due process costs.

FRS New Employee Certification Form

As mentioned in JAC Memorandum HR35-17, all state offices must use the [newest form](#). The FRS New Employee Certification Form is available on the JAC website under “Human Resources Forms”. Please discard any earlier versions of the form you may have downloaded.

Thank you.