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MEMORANDUM 47-17HR

TO: Agency Administrators
FROM: Carolyn Horwich, Esq., Director of Human Resources
THROUGH: Rip Colvin, Executive Director
SUBJECT: DMS Year End Guidance
DATE: December 5, 2017

Attached please find a Management Advisory from the Department of Management Services regarding deadlines and other information pertinent to year end activities.

Thank you.

Type: General Correspondence	ID Number: GC 285
Date: December 5, 2017	Subject: 2017 End-of-Calendar-Year Guidance and Notices

Suggested Audience:

Agency human resource offices

Details:

The following information relates to the 2017 calendar year end.

- I. **People First Service Center Hours for Christmas and New Year's Holidays**
 - a. Service center will be closed on Christmas (December 25) and New Year's (January 1).
 - b. Service center will close at 5 p.m. Eastern time on Friday, December 22 and Friday, December 29, 2017.

- II. **Career Service Annual Leave Rollover**
 - a. The career service annual leave rollover will occur on December 31, 2017. If 2017 timesheets are approved after the rollover occurs, the employee's rollover will be re-calculated based on the approved timesheet.
 - 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 2017 – 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.
 - Agencies should run the Payroll Overpayment Report to assist in identifying potential "Regular Salary" overpayments.

- IV. **Data Warehouse Timesheet View**
 - a. The Data Warehouse will create a new static view called Time Sheet_Active_FY16. This view will have all timesheet records for July 1, 2016, through June 30, 2017.
 - b. Timesheet_Active_2 will contain records from July 1, 2017, 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 2017 must be made in People First before 7 p.m. Eastern time on January 3, 2018.
- b. 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. January 4, 2018, 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 2018

- 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 2018 must make the election in the W-4 screen in People First no later than 7 p.m. Eastern time on February 9, 2018. If the election is processed after this time period, it will become effective with the first payroll processing after the election is made.

VIII. 2017 W-4s and 2018 W-4s

- a. The last W-4 changes for calendar year 2017 will be sent to DFS on December 25, 2017 (includes changes through 7 p.m. Eastern time on December 25) The first W-4s for calendar year 2018 will be sent to DFS on December 28, 2017.

IX. State Group Insurance Deductions

- a. Employees should review their December pay warrants to ensure that State Group Insurance deductions for January 2018 coverage are correct. Deductions for 2018 flexible spending and health savings accounts start in January.

X. 1095-C Form

- a. Employees must complete the election to receive the 1095-C form electronically by December 25, 2017.
- b. 1095-C forms should be available to employees by January 31, 2018, and can be accessed in People First by going to the Health & Insurance tab > Health Insurance Tax Forms. If the employee did not elect to receive the form electronically, it will be mailed to the mailing address stored in People First.
 - Employees can validate their mailing address in People First by going to the Employee Information tab > Personal Information > Contact Information > Mailing Address.

- Employees can validate their election to receive the 1095-C form electronically by going to the Employee Information tab > Personal Information > Contact Information > Notification E-Mail.

XI. Minimum Wage

- Florida’s minimum wage increases to \$8.25 per hour, effective January 1, 2018. For additional information, visit <http://www.floridajobs.org/business-growth-and-partnerships/for-employers/display-posters-and-required-notice>.

XII. Early Payroll Cutoff Dates

- Because of observed state holidays, some of the payrolls in 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. ET	PAR Deadline 7 p.m. ET	Benefits Changes Deadline 7 p.m. ET	Electronic Timesheet Approval Deadline 7 p.m. ET	Warrant Date
Supplemental Payroll						
N/A	12/22/2017	12/25/2017	12/25/2017	12/25/2017	12/25/2017	01/02/2018
Bi-Weekly Payroll						
12/15 – 12/28/2017	12/28/2017	12/28/2017	12/28/2017	12/28/2017	12/28/2017	01/05/2018
12/29/2017 – 01/11/2018	01/11/2018	01/11/2018	01/11/2018	01/11/2018	01/11/2018	01/19/2018