



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM #058---12HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Payroll Action Requests

DATE: November 19, 2012

In our effort to continuously improve our service to our customers, the Human Resources Section of the JAC submits the following request.

We ask that you please make every effort to submit all payroll action requests, such as pay changes, reassignments, and so forth, in the order that such action becomes effective. For example, payroll actions that are designed to be effective in October, 2012, should be submitted *before* payroll actions designed to be effective in November, 2012. The reason for this is that People First is set up to accept payroll changes only in chronological order of the effective date - not the date the change is submitted. This means that if we attempt to enter a payroll action with an effective date earlier than an action that has already been submitted and has a subsequent effective date, we will receive an error message alerting us that there is a future dated action already in the system and we cannot proceed any further. When this occurs, we must contact People First and request that they delete the future dated action. After that action is deleted, we are then - and only then - able to enter the payroll action request with the earlier effective date. Once the payroll action request with the earlier effective date is entered, we must wait for it to be updated overnight before People First will allow us to re-enter the payroll action request with the later effective date.

These retroactive payroll actions will also generate errors in the payroll system at The Division of Retirement due to the adjustment of salaries for prior months. Our office will be required to provide an accurate break down of the reported salaries for these prior

period adjustments before the affected employee's contributions can be posted to their account. Due to the late reporting of salaries and retirement contributions to The Division of Retirement, circuits may then incur delinquency fees. An invoice will then be generated to the circuit for payment of any delinquency fees, as well as the assessment of fees, for Investment Plan members who may have suffered market losses as a result. Again, this is why it is important to submit payroll actions prior to the effective date, when feasible for the circuit to do so.

We realize there are instances when submitting payroll action requests with retroactive effective dates are unavoidable, but please be aware that doing so creates a timing issue on our end, especially when payroll deadlines are at hand.

If you have any questions, please do not hesitate to contact me at 850.488.2415, ext. 290, or at Carolyn.Horwich@justiceadmin.org

Thank you.