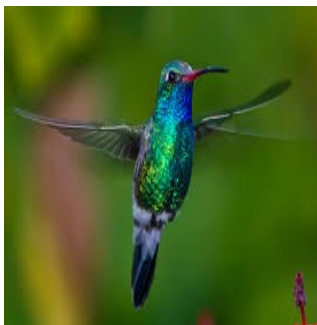## COMMISSIONERS

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State Attorney
5th Judicial Circuit

Diamond R. Litty
Public Defender
19th Judicial Circuit

Kathleen A. Smith
Public Defender
20th Judicial Circuit

Brian Haas
State Attorney
10th Judicial Circuit

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

Vision: To be the model of exemplary state government.

Mission: To support the entities we serve and Florida's judicial system with fiscal controls, best practices, and exemplary service.

Core Values: We take great pride in exemplary service, adaptability, honesty, integrity, and diversity, as well as respectful and ethical conduct.

Human Resources Newsletter

A Word from JAC's Human Resources Director

The Human Resources Section at the Justice Administrative Commission has not issued a Newsletter in more than a year and a half. We hope you enjoy this issue and we welcome any and all suggestions for topics of discussion in the future. Please submit your ideas directly to me. Thank you!

Changes in Human Resources Staff

Kelsey Leckinger joined Human Resources in June 2017 and is one of our benefits experts. We had a stroke of luck when Kelsey came to JAC HR as an intern in May 2015. Although Court Appointed snagged Kelsey for a time, we courted her back to HR and are we ever glad we did!

Kale Stafford is an old timer at JAC and knows the ins and outs of several sections at the agency. Although Kale started with JAC in June 2007, he moved to HR in July 2017. Kale adds even more depth to our Payroll section and we are thrilled to have him.

People First — This is Not a Drill!

People First is going through a major portal upgrade. Some of the new system functionality includes the ability to look up Login IDs and to reset passwords using the latest in password security technology and using mobile phones or email to log in. Also, People First will be compatible with almost all major browsers.

Please note that in order to update the system, **People First will be completely down from March 16th through March 26th.** The lengthy downtime will impact many of the services we provide to you, including entering new employees, processing OPS payroll, payroll actions, etc. Although we anticipate having to perform many salary refund calculations, it is unclear at the moment how or when they will be processed. During this time, we will work closely with you to make sure your office's needs are met. *To the degree possible*, we ask that you limit the number of any pay adjustments during this time.

We do ask that you take some time to navigate around People First's website and look at the various materials and guides posted here: https://www.dms.myflorida.com/workforce_operations/people_first/for_state_hr_practitioners/march_2018_people_first_portal_upgrade (this is not a hyperlink; please copy and paste address into your browser.)

In the meantime, please direct all employees to make sure their mailing and personal and work email addresses are correct in People First. Employees will be required to reset their security questions when logging in for the first time. JAC HR staff will be attending People First training sessions February 12-24. We will schedule a webinar for all JROs shortly thereafter. Please do not hesitate to contact us with any questions you have.

Every morning I get up and make instant coffee and I drink it so I have the energy to make real coffee

Retirement Made Easy

The difference between "retirement" credit and "service" credit is really important. Think "retirement" vs. "leave"!

Retirement Service Credit: Members receive one month of service credit for each month in which any salary is reported for work performed with any FRS employer (state, city, county, etc.) A current list of Participating FRS Employers is available on our public website under Retirement. The employee ***must be in paid status*** for at least one day of a calendar month or a portion thereof in order to receive retirement service credit.

Service Credit for Leave Accrual Purposes: An employee typically accrues "state government creditable service" or "creditable state employment" when the employee is in ***paid status or on authorized leave without pay*** for at least one day of a calendar month or a portion thereof. Please see your local policy to determine whether or not service other than that with a state agency (county, etc.) is accepted.

Also, please note:

* JAC does not have access to a prospective employee's information on the Division of Retirement's website. The only information available to us prior to their being put on the payroll is if they were previously retired (to avoid retiree reemployment violations) and, if they've ever made an active retirement plan election, which plan they're in.

* JAC cannot see an employee's prior state service in People First until the new hire paperwork is processed.

* Specific information regarding time worked with other FRS employers or local government agencies (which could be another FRS or non-FRS employer) is not available. An employee's state service with either the State University System or the Legislature is not available.

* Although your circuit may have internal policies which allow for using county time towards leave accrual, People First does not, and therefore this time will not be reflected on the Key Service Dates screen.

* Please provide as many details as possible (including the employee's name) when posing a question to the Retirement Coordinator email group. This helps us review the employee's current records to see which retirement plan the employee may be participating in (Pension or Investment) and pull any information relevant to our response. This also ensures greater accuracy instead of giving a "generic" response and possibly leaving out important details specific to the individual's situation.

* Employees should complete and submit a "New Retiree Health and Life Election Form" to People First at retirement, <u>even if</u> they do not wish to continue their coverage as a retiree. This is because the People First system will sometimes "automatically enroll" an employee into retiree health and life coverage.

* Please note that PARs for Investment Plan retirees should be coded as a termination, with a reason code of "53", for "other", instead of "56" for "retirement". This is because Investment Plan members are not considered "retired" under the FRS until they have taken a distribution from their account. To ensure the PAR is routed to the Retirement Coordinator appropriately, please write in the Comments Section of the PAR: "retiring from the Investment Plan."

DEO Contacts

Just a reminder, if you have not yet set up your CONNECT account, please contact Keita Bryant at Keita.Bryant@deo.myflorida.com.

If you have questions about the CONNECT system, the email group for CONNECT training is CONNECT-TrainingTeam@deo.myflorida.com and the toll-free number for the Employer Call Center is 1(877)846-8770.

OK, so what's the speed of dark?

Festivus for the Rest of Us

With our apologies to the creators of *Seinfeld* . . . . Here is staff's airing of grievances. Not really, these are just tidbits that will help us help you. We strive for as low an error rate as possible. Following these suggestions will help us keep our mistakes to a minimum.

⇒ When submitting a question via email, please attach relevant documentation to your email (i.e., the PAR). The more commentary you can provide on a PAR, the more likely it will be processed in accordance with your wishes. For example, if your OPS employee is terminating—but moving to an FTE position, please write that on the PAR.

⇒ When leaving a voicemail, include the *specifics* of your question whenever possible. This allows us to get a jumpstart on addressing your issue.

⇒ In your initial email regarding an employee, please provide the employee's name. We like to look up the employee's status beforehand so that we know for example, if the employee is SMS, part-time, or perhaps on leave status. This is a real time-saver.

⇒ We try to include all relevant players in our emails. Therefore, we often "cc" others on our email to you. Unless there is a compelling reason not to (e.g., privacy concerns), please "*reply all*" when responding. Doing so helps keep everyone on the same page.

⇒ On every OPS salary due form, please include the correct **11-digit Org Code AND the corresponding 29-digit Account Code** even if neither code changes from one pay period to the next.

⇒ Please make sure that you delete or destroy any forms that are no longer valid. For example, old versions of the I-9 Form continue to pop up from time to time.

PYRL!! Coming to a Theater Near You!!

As part of our continuing efforts to provide high level service to the offices we serve, we will be offering the opportunity for you to have PYRL inquiry access in FLAIR. We believe there are at least two benefits of providing your office this access.

First, you will be able to print your own pay details and employer cost pages each month. This way, you can secure the "gross salary charge" for individual employees. Second, you will be able to see at a glance employee deductions, the type of payment, hours paid, etc.

Before rolling this out to all of the offices we serve, we are working with a focus group to help us identify how best to use this inquiry access, the level of training necessary and so on.

Payroll Calendar Change

Slight change to our current Payroll Calendar: For the months of February, May, and October, our Payroll Calendar indicates monthly warrants will be mailed to your offices on a Friday. For security purposes, warrants may be mailed on the following Monday instead.

When everything is coming your way, you're in the wrong lane.

* HELPFUL HINTS *

* Please remind employees to periodically review their **pay warrants** to ensure they are correct. The address is: https://apps.fldfs.com/EIC/EmployeeInfoCenter/.

* When submitting Position Descriptions, Reclassifications, and PARs, please remember that all personnel actions must be processed in **chronological order** of the event.

* Positions vacant close to 180 days on your Rate Report can be reclassified to start the clock over, but an employee **must be *in* that reclassified position for the clock to start.**

* Please make sure that no employee deposits or cashes a payroll warrant **prior to the warrant date**. Doing so will result in the bank placing a hold on the employee's salary deposit.

* Please keep JAC Human Resources apprised of any changes to your Pay Plan or Salary Schedule that are made throughout the year.

* When emailing JAC or Post-Tax Benefits, please **do not** include an employee's **full Social Security number**. The last four digits are usually enough to process your request. If more information is needed, we will contact you. However, placing the employee's name in the subject box can make finding the message easier at a later date, if necessary.

* JAC is working towards maintaining personnel records in Laserfiche. We are about 80% done with this initiative.

* Name changes submitted after payroll runs can sometimes lead to an employee's EFT being rejected by his or her bank. The sooner JAC receives a name change request the better.

* Adding a phone number to your electronic signature saves time if one of us needs to contact you for additional information. Plus, we like chatting!

* We are happy to host you for a day of training. Please come visit us.

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

PHONE (850) 488-2415

TOLL FREE (866) 355-7902

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For faster service, please use our email group addresses.

payrollgroup@justiceadmin.org

benefits@justiceadmin.org

retirementcoordinator@justiceadmin.org

posttaxbenefits@justiceadmin.org

jobpostings@justiceadmin.org

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Everything you ever wanted to know about JAC*

* Can be found on our public website at https://www.justiceadmin.com/. Here are just a few of the things we post to our website:

♦ Payroll Calendars
♦ JAC Conference Presentations
♦ HR Memoranda
♦ Forms
♦ FAQ's
♦ Retirement Guides
♦ FMLA Materials

If you find any erroneous or outdated items on our website, please let us know as soon as possible.

This Newsletter was prepared by JAC Human Resources staff.

We welcome all comments!