



JUSTICE ADMINISTRATIVE  
COMMISSION



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# Payroll Process from New Hires to Separation

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# Objectives

- To have an understanding of what documents JAC HR needs in order to process new hires, PARS and Separations
- To know where documents can be found on our website
- To understand how to read Rate Reports, the importance of paying attention to vacant positions and of the June Rate Reports



# Topics of Discussion

- New Hires
- Personnel Action Requests (PARs)
- Monthly Payroll Deadlines
- Other Payroll Actions
  - Supplemental Payroll
  - On-Demands
  - Criminal Justice Incentive Program (CJIP)
- Rate Reports
- Separations
- W-2's



# New Hires

- What documentation is needed by JAC to enter a new employee into People First?
  - FTE Position
  - OPS Position
- Reasons why we would not be able to enter a new employee into People First
  - ***Social Security Cards – we must have a copy of the card before we can enter an employee into People First***
- OPS employee moving into a FTE position



# Personnel Action Requests (PARs)

- Information needed on the PAR
- Reasons to complete a PAR
- Significance of entering information into People First chronologically
- How far back can we enter a PAR in People First?
- Mass Uploads
- Laserfiche



# Monthly Payroll Deadlines

- Payroll Calendar

## MAY 2016 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Supplemental RDS Reports	5 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	6	7
8	9 Supplemental Payday	10 CJIP CUT-OFF	11	12 Supplemental payroll due date	13 CJIP RDS Reports	14
15	16 CJIP EFT Cancellation Deadline 10:00 A.M.	17 Monthly payroll due date	18 CJIP Payday Supplemental RDS Reports	19 Supplemental EFT Cancellation Deadline 10:00 A.M. LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL MAIL SUPPLEMENTAL WARRANTS	20 PROCESS MONTHLY PAYROLL	21
22	23 Supplemental Payday Monthly RDS Reports Rate Reports	24 MAIL MONTHLY WARRANTS	25 Supplemental payroll due date	26 10:00A.M. EFT CANCEL DEADLINE - MONTHLY	27	28
29	30 STATE OBSERVED HOLIDAY OFFICES CLOSED	31 LAST DAY FOR JUNE BENEFITS EFFECTIVE DATE Monthly Payday	Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 22 WORKDAYS 176 CONTRACTED HOURS			



# Monthly Payroll Deadlines

- Current month Payroll Due Dates can be found on our website:

- <https://www.justiceadmin.com/HR/pay.aspx>

## May 2016 Payroll Due Dates

- Reminder - The Monthly payroll due date for May is 5/17/2016. Any payroll not received by the close of business on that date will be processed on the next available supplemental payroll, pay date 6/06/2016.
- 4/28 - Supplemental Payroll Due Date
- 5/04 - Supplemental RDS Reports
- 5/05 - 10:00 a.m. Supplemental EFT Cancellation Deadline
- 5/09 - Supplemental pay day
- 5/10 - CJIP Payroll Due Date
- 5/12 - Supplemental Payroll Due Date
- 5/13 - CJIP RDS Reports
- 5/16 - 10:00 a.m. CJIP EFT Cancellation Deadline
- 5/17 - Monthly Payroll/Benefits Due Date
- 5/18 - CJIP pay day; Supplemental RDS Reports
- 5/19 - 10:00 a.m. Supplemental EFT Cancellation Deadline
- 5/23 - Supplemental pay day; Monthly Payroll Reports available in RDS
- 5/26 - 10:00 a.m. Monthly EFT Cancellation Deadline; Supplemental Due
- 5/31 - Monthly pay day

**PREPARE YOURSELVES**

**PAYROLL DEADLINES ARE COMING**



# Other Payroll Actions

- Supplemental Payroll
- On-Demands
- Criminal Justice Incentive Program (CJIP)
- Cancelling Pay Warrants after Payroll Runs



# Rate Reports

- When does JAC HR send them out?
- What is their “as of” date?
- Positions vacant for 180 days or more
  - *If you have positions that have been vacant for longer than 180 days or very close to that number, you may want to consider reclassifying them to start the clock over from the time that they have been vacant. \*\*Please note the clock will officially start over once you place someone in the vacant position.*
- June Rate Reports





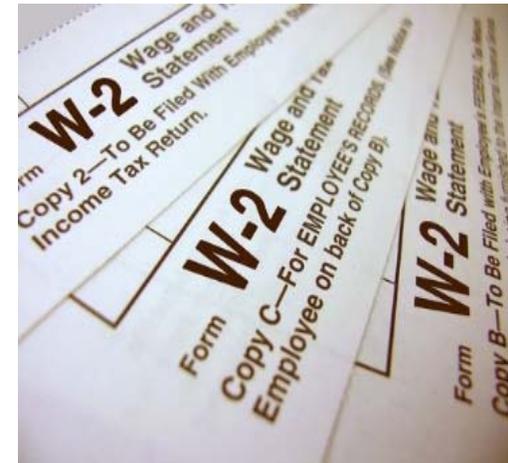
# Separations

- Submitting a PAR
- What information needs to be on the PAR?
- Terminal Leave Payouts
- OPS Separations



# Employee Wage and Information Statements

- The Employees' Information Center (EIC)
  - <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>
- Master Personnel Login
  - <https://apps.fldfs.com/EIC/EmployeeInfoCenter/MasterAccountLogin.aspx>
- Form W-2 and Tax Statement
- Electronic W-2 Forms



# Contact Information

- For all Payroll Transactions, please use the Payroll email group: [payrollgroup@justiceadmin.org](mailto:payrollgroup@justiceadmin.org)
- Payroll Staff and Responsibilities
  - Jamie Johnson (OPS Payroll, Leave Payouts, Salary Refunds, Settlements, etc.)
  - Kevin Garland (20 Offices of State Attorney)
  - Loraine Cole (20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, and the Statewide Guardian ad Litem)





May 3, 2016

