

PAYROLL PROCESSING/ISSUES

HANDOUT

[HTTPS://WWW.JUSTICEADMIN.ORG/HOME.ASPX](https://www.justiceadmin.org/home.aspx) (JAC WEBSITE)

“PAYROLL DUE DATES”

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MY ACCESS
My Access (Log in to JAC's secure web site for circuits, court-appointed attorneys and associated due process

[Justice Administrative Commission Meeting Notice](#)

The **Justice Administrative Commission (JAC)**, created in 1965, provides administrative services on behalf of 49 judicial related entities.

Currently, the JAC administratively serves 20 Offices of State Attorney, 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 Program. Services provided are primarily in the areas of accounting, budget, financial services, and human resources.

The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent citizens and associated due process vendors.

The Commission is comprised of two State Attorneys, appointed by the Florida Prosecuting Attorneys Association, and two Public Defenders, appointed by the Florida Public Defender Association. The Commission appoints an Executive Director, who is charged with oversight of necessary staff to efficiently and effectively carry out the JAC's duties.

Compensation and Pay	New Hire
Benefits	Separations
Retirement	Pay Changes
Deferred Compensation	Salary Refunds
Employee Relations	Monthly Payroll
FMLA	Supplemental Payroll
HR Memoranda	Criminal Justice Incentive Program (CJIP)
HR FAQs	Payroll Due Dates
HR Forms	Employment Verification
Contacts	

vide unparalleled services.

providing the highest quality service to the 49 judicial related entities, by ensuring compliance with laws, rules, regulations, and best business

ovation, adaptability, collaboration, honesty, integrity, accountability, and nsibility.

TOP SEARCHES

new [Online Invoice Submission for Due Process Vendors and Attorneys available through "My Access"](#)

[JAC Commission Agenda - May 2016 \(108KB PDF\)](#)

[JAC's Court-Appointed & IFC Attorneys and Due Process](#)

LINK TO THE 2016 PAYROLL CALENDAR & A LIST OF KEY DATES FOR THE CURRENT MONTH

Payroll Due Dates

[2016 Human Resources Due Dates Calendar](#)  

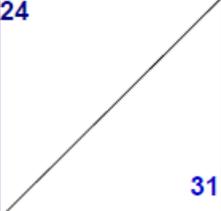
April 2016 Payroll Due Dates 

Reminder – The Monthly payroll due date for April is 4/19/2016. Any payroll not received by the close of business on that date will be processed on the next available supplemental payroll, pay date 5/09/2016.

- 3/31 – Supplemental Payroll Due Date
- 4/06 – Supplemental RDS Reports
- 4/07 – 10:00 a.m. Supplemental EFT Cancellation Deadline
- 4/11 – Supplemental pay day
- 4/12 – CJIP Payroll Due Date
- 4/14 – Supplemental Payroll Due Date
- 4/15 – CJIP RDS Reports
- 4/18 – 10:00 a.m. CJIP EFT Cancellation Deadline
- 4/19 – Monthly Payroll/Benefits Due Date
- 4/20 – CJIP pay day; Supplemental RDS Reports
- 4/21 – 10:00 a.m. Supplemental EFT Cancellation Deadline
- 4/25 – Supplemental pay day; Monthly Payroll Reports available in RDS
- 4/27 – 10:00 a.m. Monthly EFT Cancellation Deadline
- 4/29 – Monthly pay day

EXAMPLES OF KEY DATES FOUND ON THE PAYROLL CALENDAR

JANUARY 2016 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC					1	2
21 WORKDAYS 168 CONTRACTED HOURS					STATE OBSERVED HOLIDAY OFFICES CLOSED	
3	4 Classification and Pay Plans due to OPB	5 Supplemental Payday	6 	7 Supplemental payroll due date	8 	9
10	11	12 CJIP CUT-OFF	13 Supplemental RDS Reports	14 Supplemental EFT Cancellation Deadline 10:00 A.M MAIL SUPPLEMENTAL WARRANTS 	15 Monthly payroll due date CJIP RDS Reports CJIP EFT Cancellation Deadline 10:00 A.M	16 
17	18 STATE OBSERVED HOLIDAY OFFICES CLOSED	19 Supplemental Payday 	20 CJIP Payday LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21 Supplemental Payroll due date PROCESS MONTHLY PAYROLL	22 Monthly RDS Reports Rate Reports	23 
24 	25 MAIL MONTHLY WARRANTS	26 	27 10:00 A.M. EFT CANCEL DEADLINE - MONTHLY Supplemental RDS Reports	28 Supplemental EFT Cancellation Deadline 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	29 LAST DAY FOR FEBRUARY BENEFITS EFFECTIVE DATE Monthly Payday	30 
31						

HUMAN RESOURCES – HR MEMORANDA



JUSTICE ADMINISTRATIVE
COMMISSION



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...del of exemplary state government and provide unparalleled services.

...nsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial related entities, counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations, and best business

...ake great pride in excellence in service, innovation, adaptability, collaboration, honesty, integrity, accountability, and respectful and ethical conduct, and fiscal responsibility.

- Compensation and Pay
- Benefits
- Retirement
- Deferred Compensation
- Employee Relations
- FMLA
- HR Memoranda**
- HR FAQs

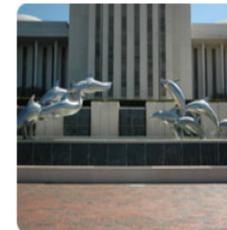
Q JAC TOP SEARCHES

What's New

• [Justice Administrative Commission Meeting Notice](#)

• [JAC Express Newsletter January-February 2016](#)

* Downloadable PDF files



YOU CAN SEARCH BY KEYWORD OR BY YEAR



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JAC Human Resources - Memoranda

To view Family Medical Leave Act (FMLA) related memoranda by year, go to [FMLA Memoranda \[click here\]](#).

Search All HR Memoranda by keyword

View Memoranda Listings By Year

[Click to expand complete 2016 Memoranda listing:»](#)

[Click to expand complete 2015 Memoranda listing:»](#)

[Click to expand complete 2014 Memoranda listing:»](#)

[Click to expand complete 2013 Memoranda listing:»](#)

[Click to expand complete 2012 Memoranda listing:»](#)

[Click to expand complete 2011 Memoranda listing:»](#)

WE ALSO OFFER AN HR/FAQ SECTION



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- Compensation and Pay
- Benefits
- Retirement
- Deferred Compensation
- Employee Relations
- FMLA
- HR Memoranda
- HR FAQs**

JAC TOP SEARCHES

What's New

- [Justice Administrative Commission Meeting Notice](#)
- [JAC Express Newsletter January-February 2016](#)

* Downloadable PDF files



PAYROLL & NEW HIRE FAQ LOCATION



JUSTICE ADMINISTRATIVE COMMISSION



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MY ACCESS

Human Resources - Frequently Asked Questions

[HR Frequently Asked Questions - PDF version](#) 

New Hire Information ←

- [What documents are needed to add an employee to payroll?](#)
- [What documents are needed when an OPS employee is moving into a FTE position?](#)
- [Can a new hire be added to payroll without a Social Security Card?](#)

Payroll ←

- [When does payroll run? When is it too late to process an action?](#)
- [Can an employee be put on payroll without a social security card \(SSC\)?](#)
- [Why do we need a new packet when an employee is going from an Other Personnel Services \(OPS\) to Full Time Employee \(FTE\)?](#)
- [Why do we need to do two PARs when we have an employee who will be on leave under the Family Medical Leave Act \(FMLA\) with pay until all leave is exhausted and then on FMLA without pay until their return?](#)
- [What is the correct effective date to use on a PAR for employees who are going on Leave without pay \(LWOP\)?](#)

Benefits

- [I didn't receive my insurance card. What do I do?](#)
- [How do I add my newborn to my health insurance?](#)
- [I'm still within my 60 days of my hire date. can I change my health insurance election?](#)
- [I see that Walgreens accepts CVS/CareMark. Does this mean I can get my prescriptions filled at Walgreens now?](#)
- [How long can I keep my children as dependents on my insurance?](#)

Retirement

PLEASE FEEL FREE TO CONTACT JAC HR IF YOUR QUESTION/S ARE NOT ADDRESSED ON OUR WEBSITE

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My JAC/My Access (Log in to JAC's secure web site for circuits, court-appointed attorneys and associated due process vendors).

Human Resources Forms

Employee Forms



- [Employee Direct Deposit Form – NEW 2/2015](#) [PDF](#) – Employees are required to use Direct Deposit. This form is new for 2015.
- [W-4 Form](#) [PDF](#) – Employment form
- [I-9 Form](#) [PDF](#) – Form I-9 Employment Eligibility Verification form
- [W-9 Form](#) [PDF](#) – Certifying Tax ID Status for Beneficiary
- [Beneficiary Affidavit](#) [XLS](#) – Statement of Beneficiary
- [FRS New Employee Certification Form](#) [PDF](#) – Florida Retirement System Certification form for new employees
- [NEW OPS APPOINTMENT – NEW 09/21/15](#) [PDF](#) – Appointment form for new hire OPS employees – **NEW 09/21/15.**
- [New Hire Insurance Waiver Form](#) [PDF](#) – Insurance Waiver Form for New Hires at JAC

Agency Forms



- [Affidavit for Duplicate Warrant](#) [PDF](#) – DFS Affidavit for Duplicate Warrant
- [Safety Coordinator Appointment Form](#) [PDF](#) – Safety/Security – Risk Management
- [Position Description Form](#) [PDF](#) – fillable form for Position Descriptions (2013)
- [Non-Cash Fringe Benefits Form](#) [XLS](#) – blank Excel form for Non-Cash Fringe Benefits
- [Request to Fill Vacancy Form](#) [PDF](#) [MS Word](#) – State of Florida – Request to Fill Vacancy form for all Agencies

“HUMAN RESOURCES EMAIL GROUPS”

PAYROLLGROUP@JUSTICEADMIN.ORG

BENEFITS@JUSTICEADMIN.ORG

RETIREMENTCOORDINATOR@JUSTICEADMIN.ORG

POSTTAXBENEFITS@JUSTICEADMIN.ORG

PEOPLE FIRST LOGON SCREEN – USER ID / PW

The screenshot shows the People First logon interface. At the top left is the logo for People First, State of Florida HR. Below it is a welcome message: "Welcome to People First! People First is the State of Florida's self-service, secure, web-based Human Resource information system." The main content is divided into two columns. The left column is for Job Seekers, featuring a map of Florida with regions West, North, Central, and South, and options to browse jobs by county and create an account. The right column is for State Employees and Retirees, featuring a logon form with fields for User ID and Password, a Log In button, and links for forgot password and change password. A sidebar on the right lists actions like Enter Timesheets, Check Benefits, Update Address, and View Leave Balances. The bottom section is a dark blue footer with the text "Why work for the State of Florida?" and "Helpful Websites" with links to various HR services.

People First
STATE OF FLORIDA HR

Welcome to People First!
People First is the State of Florida's self-service, secure, web-based Human Resource information system.

Job Seekers

Browse Jobs by Region:

- West
- North
- Central
- South

Browse Jobs by County:

Select a County...
[Search](#)

Create an Account:
Save your search criteria, apply for job vacancies, and more.
[Create an Account](#)

Returning Visitors:
[Log In](#)

[Questions?](#)

For help, call (877) 562-7287. Service Center hours are Monday through Friday, 8:00 a.m. to 6:00 p.m. ET. TTY users call (866) 221-0268.

To print a blank State of Florida employment application, [click here](#).

State Employees and Retirees

Please enter your User ID and Password to access the People First system. Click [FAQ](#) for helpful information.

User ID*

Password*

[Log In](#) *Required Field

[Forgot Your Password?](#)

[Change Your Password](#)

[Questions?](#)

For help, call (866) 663-4735. Service Center hours are Monday through Friday, 8:00 a.m. to 6:00 p.m. ET. TTY users call (866) 221-0268.

Log in to People First to:

- Enter Timesheets
- Check Benefits
- Update Address
- View Leave Balances

Why work for the State of Florida?

Helpful Websites

- [Deferred Compensation](#)
- [Employ Florida](#)
- [Employee Search \(411\)](#)
- [Florida Retirement System](#)
- [MyBenefits](#)
- [MyFlorida.com](#)
- [Payroll Information](#)

FOR ASSISTANCE LOGGING ON, CONTACT THE PEOPLE FIRST SERVICE CENTER AT (866) 663-4735

HOME PAGE

PeopleFirst
STATE OF FLORIDA HR

Print | Alerts | EAP | Contact Us | Log Off

Home Management PAR Employee Information Health & Insurance Performance & Talent Management Training Org Management

My Home Page ↑

Current User: - SENIOR HUMAN RESOURCES SPECIALIST

My Quick Links

- My Direct Reports ←
- Current Benefits
- Benefits Confirmation Statement
- Emergency Contact
- Contact Information
- Training History
- Form W-4
- FSA Snapshot as of 12/31/15
- FSA & HSA Information

My Tasks Due

PARs Pending Action

My Alerts

No Alerts

Refresh List

Helpful Websites

- Deferred Compensation
- Employ Florida
- Employee Search (411)
- Florida Retirement System
- Job Site
- MyBenefits
- MyFlorida.com

Announcements

December 02, 2015

Click [here](#) for past system announcements.

“DIRECT REPORTS” TO LOOK UP AN EMPLOYEE’S RECORDS

“EMPLOYEE INFORMATION” TO LOOK AT YOUR OWN RECORDS

YOU CAN SEARCH FOR AN EMPLOYEE BY NAME, PF ID, SSN OR POSITION



[Print](#) | [Alerts](#) | [EAP](#) | [Contact Us](#) | [Log Off](#)

[Home](#) [Management](#) [PAR](#) [Employee Information](#) [Health & Insurance](#) [Performance & Talent Management](#) [Training](#) [Org Management](#)

Current User: ▾

Management ▾

- Approvals
- Administration
- Personal Information Maintenance
- Work Information Maintenance
- Time & Payroll
- Positions
- Training
- Benefits

Search ▾

* My Default View

⇒ Search by Employee

First:

Last:

User ID or Emp ID: Term?

SSN:

⇒ Search by Position

Title:

Pos ID:

Results ▾

SEARCH FOR THE EMPLOYEE, THEN CLICK "GO"

FIRST, CHECK THE “RESULTS” BOX TO SELECT THE EMPLOYEE. NOW YOU HAVE ACCESS TO THE CHOICES ON THE LEFT.

“PERSONAL INFORMATION MAINTENANCE”

The screenshot displays the PeopleFirst HR system interface. At the top left is the logo for PeopleFirst, STATE OF FLORIDA HR. The top navigation bar includes links for Home, Management, PAR, Employee Information, Health & Insurance, Performance & Talent Management, Training, and Org Management. On the right, there are links for Print, Alerts, EAP, Contact Us, and Log Off. Below the navigation bar, the current user is identified as SENIOR HUMAN RESOURCES SPECIALIST.

The main content area is divided into three sections:

- Management:** A sidebar menu with options such as Approvals, Administration, Personal Information Maintenance (highlighted with a double-headed arrow), Contact Information, Correspondence History, Drivers License, EEO-Veteran, Emergency Contact, Employee Education, Employee Languages, Form W-4, Outside Employment, Personal Info, Professional Licenses & Certs, Work Information Maintenance, Time & Payroll, Positions, Training, and Benefits.
- Search:** A search interface with a "My Default View" button and a "Reset" button. It features two search methods: "* Search by Employee" and "Search by Position". The "Search by Employee" section includes input fields for First, Last, User ID or Emp ID, and SSN, along with a "Term?" checkbox. The "Search by Position" section includes input fields for Title and Pos ID. Both search sections have "Go" buttons.
- Results:** A table displaying search results. The table has columns for Emp ID, Emp Name, Emp Type, Pos ID, Pos Title, Agency, Org., and Org. Desc. A single result is shown, which is highlighted in yellow. A checkbox in the first column of this row is checked. Below the table, there is a pagination control showing "Page 1 of 1".

At the bottom left, there is an "Employee Selected" section with input fields for Name and User ID.

WORK INFORMATION MAINTENANCE



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Home **Management** PAR Employee Information Health & Insurance Performance & Talent Management Training Org Management

Current User: ▾

Management

- ▶ Approvals
- ▶ Administration
- ▶ Personal Information Maintenance
- ▼ **Work Information Maintenance**
- [Action History](#)
- [Appointment Status Details](#)
- [Assigned Property](#)
- [Background Check](#)
- [Background Check - Abuse Case](#)
- [Base Work Schedule Assignment](#)
- [Benefits Eligibility Key Information](#)
- [DROP / Retirement](#)
- [Drug Screening](#)
- [Dual Employment](#)
- [Fingerprints](#)
- [Fitness Test](#)
- [Key Service Dates](#)
- [Organizational Work Assignment](#)
- [Telework/Carpool](#)
- [Tuition Waiver](#)
- [Work Contact Information](#)
- ▶ Time & Payroll
- ▶ Positions
- ▶ Training
- ▶ Benefits

Search

My Default View

* Search by Employee

Search by Position

First:

Last:

User ID or Emp ID: Term?

SSN:

Title:

Pos ID:

Results

	Emp ID	Emp Name	Emp Type	Pos ID	Pos Title	Agency	Org.	Org. Desc
<input checked="" type="checkbox"/>			State Attorneys JAC	2100	LEGAL ASSISTANT/SECRETARY I	JAC - Justice Admin Comm		

Page 1 of 1

TIME & PAYROLL



Print | Alerts | EAP | Contact Us | Log Off

Home **Management** PAR Employee Information Health & Insurance Performance & Talent Management Training Org Management

Current User: - SENIOR HUMAN RESOURCES SPECIALIST ▾

Management

- ▶ Approvals
- ▶ Administration
- ▶ Personal Information Maintenance
- ▶ Work Information Maintenance
- ▼ **Time & Payroll**
- [Alternate Time Entry](#)
- [Award Payments](#)
- [Base Work Schedule Assignment](#)
- [CJIP](#)
- [Employee Gross Salary](#)
- [Form W-4](#)
- [Gross Pay History \(Pre-Tax\)](#)
- [One-Time Pay Deductions](#)
- [One-Time Regular Payroll Pay](#)
- [Pay Info](#)
- [Recurring Pay Additives & Military Pay](#)
- [Recurring Pay Deductions](#)
- [Stop/Cancel Payment](#)
- [Supplemental Pay](#)
- ▶ Positions
- ▶ Training
- ▶ Benefits

Search

My Default View Reset * Search by Employee Go Search by Position Go

First: Title:

Last: Pos ID:

User ID or Emp ID: Term?

SSN:

Results

	Emp ID	Emp Name	Emp Type	Pos ID	Pos Title	Agency	Org.	Org. Desc
<input checked="" type="checkbox"/>			State Attorneys JAC		LEGAL ASSISTANT/SECRETARY I	JAC - Justice Admin Comm		

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"BENEFITS"



Print | Alerts | EAP | Contact Us | Log Off

Home **Management** PAR Employee Information Health & Insurance Performance & Talent Management Training Org Management

Current User: SENIOR HUMAN RESOURCES SPECIALIST

Management

- ▶ Approvals
- ▶ Administration
- ▶ Personal Information Maintenance
- ▶ Work Information Maintenance
- ▶ Time & Payroll
- ▶ Positions
- ▶ Training
- ▼ **Benefits**
- [Change My Benefits](#)
- [Confirmation Statement](#)
- [Medicare Details](#)
- [My Benefits](#)
- [My Dependent Information](#)
- [Premium History](#)

Search

My Default View

* Search by Employee

Search by Position

First:

Title:

Last:

Pos ID:

User ID or Emp ID: Term?

SSN:

Results

	Emp ID	Emp Name	Emp Type	Pos ID	Pos Title	Agency	Org.	Org. Desc
<input checked="" type="checkbox"/>			State Attorneys JAC		LEGAL ASSISTANT/SECRETARY I	JAC - Justice Admin Comm		

Page 1 of 1

Employee Selected

Name:

User ID:

“DIRECT DEPOSIT UPDATES”, FASTER & SAFER THROUGH PEOPLE FIRST

EMPLOYEE INFO > PERSONAL INFO > DIRECT DEPOSIT

The screenshot displays the PeopleFirst HR system interface. At the top left is the PeopleFirst logo with the text "STATE OF FLORIDA HR". To the right of the logo are links for "Print | Alerts | EAP | Contact Us | Log Off". Below the logo is a navigation menu with items: "Home", "Management", "PAR", "Employee Information", "Health & Insurance", "Performance & Talent Management", "Training", and "Org Management".

The main content area is titled "My Home Page" and features a dropdown menu with the following options: "Personal Information", "Contact Information", "Time & Payroll", "Correspondence History", "Work Information", and "Direct Deposit". The "Direct Deposit" option is currently selected. To the right of the dropdown menu, it shows "Current User: - SENIOR HUMAN RESOURCES SPECIALIST".

Below the navigation menu are three main sections:

- My Quick Links:** A list of links including "My Direct Reports", "Current Benefits", "Benefits Confirmation Statement", "Emergency Contact", "Contact Information", "Training History", "Form W-4", "FSA Snapshot as of 12/31/15", and "FSA & HSA Information".
- My Alerts:** A section titled "My Alerts" with the text "No Alerts" and a "Refresh List" button at the bottom.
- Announcements:** A section titled "Announcements" with a date "December 02, 2015" and the text "Click [here](#) for past system announcements."

At the bottom left, there is a "Helpful Websites" section with links to "Deferred Compensation", "Employ Florida", "Employee Search (411)", "Florida Retirement System", "Job Site", and "MyBenefits".

PLEASE USE PEOPLE FIRST INSTEAD OF THE DFS DIRECT DEPOSIT FORM

PEOPLE FIRST PAR SCREEN (FOR JAC USE ONLY)



Print | Alerts | EAP | Contact Us | Log Off

Home Management **PAR** Employee Information Health & Insurance Performance & Talent Management Training Org Management

Current User: - SENIOR HUMAN RESOURCES SPECIALIST ▾

PAR Menu:

This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws.

[Appointments](#) [Employee Actions](#) [Separations](#) [Search PARS](#)



Approved PARs:

Employee ID	Name	PAR	Effective Date	Action
No PARs to take action on at this time.				
Page 0 of 0				

Pending PARs:

Employee ID	Name	PAR	Effective Date	Action
No PARs to take action on at this time.				
Page 0 of 0				

For your approval:

Employee ID	Name	PAR	Effective Date	Action
No PARs to approve at this time.				
Page 0 of 0				

Liaison PARs:

Employee ID	Name	PAR	Effective Date	Action
No liaison PARs at this time.				
Page 0 of 0				

FOUR CHOICES: APPOINTMENTS, EMP. ACTIONS, SEPARATIONS, SEARCH PARS

“APPOINTMENT” PARS



Create Appointment Step 1

Please complete the required fields below. Then click the check entries button to go to step 2.

Enter the effective date of this appointment as MM/DD/YYYY *

Enter the eight digit position number * LEGAL ASSISTANT/SECRETARY I

Check here if this will be a Dual Employment

Enter the Social Security number or employee ID *

Create Appointment Step 2

Select the appointment type *

Employee is already eligible to participate in the health and insurance plans at this time

- Please Select...
- Appt JAC/SCS/Lottery...
- Demotion Appt
- Lateral Appointment
- Legislative Directed Transfer
- Promotion Appt
- Reassignment Appt

“APPT JAC/SCS/LOTTERY” IS USED FOR ALL SMS POSITION RELATED PARS

TYPES OF EMPLOYEE ACTIONS



Print | Alerts | EAP | Contact Us | Log Off

Home Management **PAR** Employee Information Health & Insurance Performance & Talent Management Training Org Management

Current User: ▾

Create Employee Action Step 1

Please complete the required fields below. Then click the check entries button to go to step 2.

Enter the effective date of this employee action as MM/DD/YYYY

*

Enter the employee ID

*

Create Employee Action Step 2

Select the action type

Select the action reason

- Please Select... *
- Employee Sync
- LOA With Pay
- LOA Without Pay
- Name Change
- Pay Change
- Return from LOA with Pay
- Return from LOA without Pay
- Return from Suspension
- SSN Correction
- Suspension

“EMPLOYEE ACTION” EXAMPLE #1: LOA WITHOUT PAY/REASON CODES



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Home Management **PAR** Employee Information Health & Insurance Performance & Talent Management Training Org Management

Current User: SENIOR HUMAN RESOURCES SPECIALIST ▾

Create Employee Action Step 1

Please complete the required fields below. Then click the check entries button to go to step 2.

Enter the effective date of this employee action as MM/DD/YYYY

05/01/2016 *

Enter the employee ID

██████████ *

Check Entries

Create Employee Action Step 2

Select the action type

LOA Without Pay ▾ *

Select the action reason

- Please Select...
- 48-Family Responsibility Leave
- 49-Family Medical Leave
- 58-Authorized Leave
- 59-Unauthorized Leave
- 60-Workers' Compensation Leave
- 63-Educational Leave
- 82-Military Leave With Pay Sup
- 83-Military Leave Without Pay Sup

Continue

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"EMPLOYEE ACTION" EXAMPLE #2 PAY CHANGE/REASON CODES



Create Employee Action Step 1

Please complete the required fields below. Then click the check entries button to go to step 2.

Enter the effective date of this employee action as MM/DD/YYYY

*

Enter the employee ID

*

Create Employee Action Step 2

Select the action type

Select the action reason

- Please Select...
- 07-Merit Salary Increase
 - 08-Pay Grade or Range adjustment
 - 10-Legislative Mandate
 - 11-Increase in Accord with Train
 - 14-FTE Change Increase
 - 15-FTE Change Decrease
 - 16-Salary Correction Increase
 - 17-Salary Correction Decrease
 - 60-JAC/SCS-Prom to Higher Class
 - 61-JAC/SCS-Prom Inc Resp/Chg Loc
 - 62-JAC/SCS-Pay Inc for Retention
 - 63-JAC/SCS-Dem to Lower Class
 - 64-JAC/SCS-Dem Less Resp
 - 65-JAC/SCS-Change in Work Loc
 - 66-JAC/SCS-Change in Work Assign
 - 95-Competitive Offer
 - 96-Added Duties

TWO TYPES OF "SEPARATIONS" VOLUNTARY & INVOLUNTARY



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Create Employee Separation Step 1

Please complete the required fields below. Then click the check entries button to go to step 2.

Enter the Last Day employed as MM/DD/YYYY

05/01/2016 *

Enter the employee ID

*

Check Entries

Create Employee Separation Step 2

Select the separation type

Please Select... *
Involuntary Separation
Voluntary Separation

Select the separation reason type

Continue

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INVOLUNTARY SEPARATION REASONS



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Current User: ▼

Create Employee Separation Step 1

Please complete the required fields below. Then click the check entries button to go to step 2.

Enter the Last Day employed as MM/DD/YYYY

*

Enter the employee ID

*

Create Employee Separation Step 2

Select the separation type

▼ *

Select the separation reason type

- Please Select...
- 59-Dismissal
- 60-Death of the Employee
- 61-Death of Employee Line of Duty
- 64-Dismissal - Emp Also Retires
- 65-Legislative Directed Transfer

VOLUNTARY SEPARATION REASONS



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Home Management **PAR** Employee Information Health & Insurance Performance & Talent Management Training Org Management

Current User: SENIOR HUMAN RESOURCES SPECIALIST

Create Employee Separation Step 1

Please complete the required fields below. Then click the check entries button to go to step 2.

Enter the Last Day employed as MM/DD/YYYY

05/01/2016 *

Enter the employee ID

* [Redacted]

Check Entries

Create Employee Separation Step 2

Select the separation type

Voluntary Separation *

Select the separation reason type

- Please Select...
- 51-Move to Private Sector
- 52-Move Within St of Florida Gov
- 53-Other
- 56-Retirement
- 58-End of Appointment Period
- 62-Abandonment
- 63-Move To Non St of Florida Gov

Continue

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DFS MASTER EIC WEBSITE FOR HR ADMINISTRATORS

[HTTPS://APPS.FLDFS.COM/EIC/EMPLOYEEINFOCENTER/MASTERACCOUNTLOGIN.ASPX](https://apps.fldfs.com/eic/employeeinfocenter/masteraccountlogin.aspx)



JEFF ATWATER, CHIEF FINANCIAL OFFICER
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

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[Logout](#)

You registered to receive your W-2 electronically on Monday, January 3, 2011

Employees' Main Menu

When you select the earnings statement you want to view, you will see a message that asks if you want to open or save the file. Click OPEN. These documents may take a few seconds to display on your screen as an Adobe document so please be patient.



View Earnings Statement(s): [Current Statement](#), [Past Statements](#) or [View a Range of Earnings Statements](#)

Please remember that the money is not available until the actual pay date.



View Tax Information: [W-2 Form](#) or [Annual Earnings and Benefits Statements](#)



[W-4 Information](#) - W-4 information is available to verify addresses and pertinent withholding information. If a change is needed, please contact your agency's personnel office.

[Employee Reimbursements](#) - Check to see your reimbursements such as travel, DSGI Reimbursement Claims (Medical, Child Care), etc. If payments appear to be missing, please call the contact number provided on the report. Some payments may be processed using a different Vendor ID number.

[Tuition Waiver Verification](#) - Check verification status.



You must have Adobe Reader installed to view your earnings statement. Adobe Reader is available for download at <http://www.adobe.com/products/acrobat/readstep2.html>

State Payrolls
200 E. Gaines Street
Tallahassee, FL 32399-0356
BOSP: (850) 413-5513

DFS **EMPLOYEE** EIC WEBSITE

[HTTPS://APPS.FLDFS.COM/EIC/EMPLOYEEINFOCENTER/](https://apps.fldfs.com/eic/employeeinfocenter/)



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FLORIDA DEPARTMENT OF FINANCIAL SERVICES

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You registered to receive your W-2 electronically on Monday, January 3, 2011

Your Email:

[Change Profile Information](#)

Employees' Main Menu

When you select the earnings statement you want to view, you will see a message that asks if you want to open or save the file. Click **OPEN**. These documents may take a few seconds to display on your screen as an Adobe document so please be patient.



View Earnings Statement(s): [Current Statement](#), [Past Statements](#) or [View a Range of Earnings Statements](#)

Please remember that the money is not available until the actual pay date.



View Tax Information: [W-2 Form](#) or [Annual Earnings and Benefits Statements](#)



Register for Electronic W-2: [Register](#) or [Withdraw from W-2 Electronic Delivery](#)

[W-4 Information](#) - W-4 information is available to verify addresses and pertinent withholding information. If a change is needed, please contact your agency's personnel office.

[Employee Reimbursements](#) - Check to see your reimbursements such as travel, DSGI Reimbursement Claims (Medical, Child Care), etc. If payments appear to be missing, please call the contact number provided on the report. Some payments may be processed using a different Vendor ID number.

[Tuition Waiver Verification](#) - Check verification status.



Plan. Save. Retire - One of the benefits of being a State of Florida employee is the Deferred Compensation Program that allows for you to use pre-tax dollars to grow your retirement nest egg.



You must have Adobe Reader installed to view your earnings statement. Adobe Reader is available for download at <http://www.adobe.com/products/acrobat/readstep2.html>

State Payrolls
200 E. Gaines Street
Tallahassee, FL 32399-0356
DIS Helodesk: (850) 413-3190

IMPORTANT CONTACT INFORMATION

BUREAU OF DEFERRED COMPENSATION:

TOLL FREE 877-299-8002

EMAIL DEFERREDCOMPENSATION@FLDFS.COM

WEBSITE WWW.MYFLORIDADEFERREDCOMP.COM

DFS DIRECT DEPOSIT SECTION:

850-413-5517

PEOPLE FIRST SERVICE CENTER:

866-663-4735