



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR23-2020

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Unpaid Hours

DATE: September 21, 2020

On August 27, 2020, the Justice Administrative Commission issued an email to all Judicial-Related Offices (JRO) in response to a desire voiced by some JROs to have employees incur one or more unpaid days, similar to implementing a furlough. To assist JROs in dealing with budget issues, JAC Human Resources contacted People First and asked if it were possible to process unpaid days using a mass upload template. This would obviate the need to process multiple PARs for each employee, as well as hundreds of PARs per JRO.

People First has provided the attached Alternate Time Entry template so that JROs can enter all their employees and the number of hours in a particular month for which the employees will not be paid. (For example, if SA21 wants all 200 employees to have two unpaid days in November and December, SA21 would use this new template.) Processing unpaid hours is significantly more efficient and simpler than seeking to move employees to a lesser FTE (i.e., 1.0 FTE to .90 FTE), and People First has asked that we not adjust FTE amounts.

There are two important prerequisites for using the template. First, there must be a *total* of 100 lines of data. JAC can combine all templates we receive into a single template so hopefully that will not be a hurdle. Second, for an October effective date, JAC must have the completed template no later than noon on Friday, October 9, 2020.

The instructions are on page two of the template. The pay code will always be 2020 – unpaid hours. Please do not change the format of the template in any way.

If you have questions, please contact me or your Payroll Coordinator.

