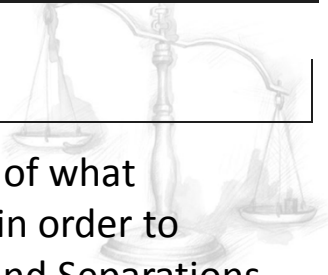




**Payroll Process from New Hires
to Separation**


Andy Snuggs
Deputy Director of Human Resources
May 4, 2022



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 the June Rate Reports

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2



Topics of Discussion

- New Hires
- Personnel Action Requests (PARs)
- Monthly Payroll Deadlines
- Other Payroll Actions
 - Supplemental Payroll
 - On-Demands
 - Criminal Justice Incentive Program (CJIP)





Topics of Discussion

- Rate Reports
- Separations
- W-2's
- Reemployment Assistance



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JAC Website - Payroll


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Home ▾ Services ▾ Court Appointed/IFC ▾ Due Process (CAC/IFC) ▾ Contacts ▾ Search ▾ [MyJAC LOGIN](#)

JAC Home / Human Resources / Payroll



Payroll


[Criminal Justice Incentive Program \(CJIP\)](#) | [E-Verify](#) | [Mass Upload Template](#) | [Monthly Payroll](#) | [New Hire](#) | [Pay Changes](#) | [Payroll Due Dates](#) | [Salary Refunds](#) | [Separations](#) | [Supplemental Payroll](#)

Pay Information

Pay Information regarding employment includes: New Hire, E-Verify, Separations, Pay Changes, Salary Refunds, Monthly Payroll, Supplemental Payroll, Criminal Justice Incentive Program (CJIP), and Payroll Due Dates.

Detailed information and documentation on each subject are available by selecting an item on the menu.

**  PDF files may be viewed with the latest free Adobe Acrobat Reader® plug-in. 

**  denotes a link that opens in a new browser window.

JAC Home
 Human Resources - Home
 Americans with Disabilities Act (ADA)
 Application for JAC Legal Internship Program
 Benefits
 Contacts
 COVID-19
 Deferred Compensation
 Ethics & Financial

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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 Card
 - February 1, 2017 – Provided additional guidance from DMS on what **could** be accepted
- OPS employee moving into a FTE position
- FTE employee moving into a OPS position

6



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

MAY 2022 HUMAN RESOURCES DUE DATES

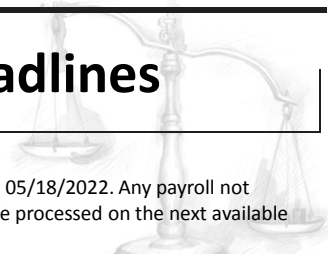
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Supplemental Payday	3	4	5 Supplemental payroll due date MASS UPLOAD TEMPLATE DUE TO JAC	6	7
8	9	10	11 Supplemental RDS Reports	12 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	13	14
15	16 Supplemental Payday	17	18 MONTHLY PAYROLL DUE DATE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



Monthly Payroll Deadlines

MAY 2022 Payroll Due Dates

- Reminder - The Monthly payroll due date for May is 05/18/2022. Any payroll not received by the close of business on that date will be processed on the next available supplemental payroll, pay date 06/13/2022.
- 05/02 – Supplemental Pay Day
- 05/05 – Supplemental Payroll Due Date
- 05/11 – Supplemental RDS Reports
- 05/12 – 10:00 a.m. Supplemental EFT Cancellation Deadline
- 05/16 – Supplemental Pay Day
- 05/18 – Monthly Payroll Due Date; CJIP Payroll Due Date
- 05/19 – Supplemental Payroll Due Date
- 05/24 – Monthly RDS Reports; CJIP RDS Reports
- 05/25 – Supplemental RDS Reports
- 05/26 – 10:00 a.m. Monthly EFT Cancellation Deadline; 10:00 a.m. CJIP EFT Cancellation Deadline; 10:00 a.m. Supplemental EFT Cancellation Deadline
- 05/31 – Monthly Pay Day; CJIP Pay Day; Supplemental Pay Day



PREPARE YOURSELVES

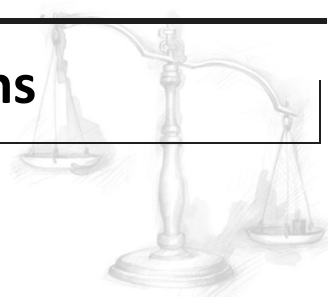


PAYROLL DEADLINES ARE COMING.



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 only once you place someone in the vacant position.
- June Rate Reports



Example of a Rate Report



CIRCUIT	CLASS CODE	POS NUM	CO	RET CODE	EMPLOYEE NAME	POS FTE	EMP FTE	VAC FTE	EXC FTE	DAYS VACANT	ANNUAL RATE	VACANT RATE	TOTAL RATE	MONTHLY RATE	EMP ID	AGY HIRE DATE
PD21	9817	2101	44	DE	PICARD, JEAN-LUC	1	1				\$154,140	\$0	\$154,140	\$12,845.00	130001	1/3/1987
PD21	5909	2102	44	HM	RIKER, WILLIAM	1	1		1		\$98,596	\$0	\$98,596	\$8,216.33	130002	1/3/1987
PD21	5901	2103	44	HM	DATA	1	1				\$61,000	\$0	\$61,000	\$5,083.33	130003	1/3/1987
PD21	5901	2104	44	HM	LA FORGE, GEORDI	1	1				\$50,000	\$0	\$50,000	\$4,166.67	130004	9/3/1982
PD21	5901	2105	44	PM	TROI, DEANNA	1	1				\$61,596	\$0	\$61,596	\$5,133.00	130005	8/5/1987
PD21	5901	2106	44	HM	WORF	1	1				\$53,596	\$0	\$53,596	\$4,466.33	130006	7/6/1984
PD21	5901	2107	44	HM	CRUSHER, DR. BEVERLY	1	1				\$78,596	\$0	\$78,596	\$6,549.67	130007	5/3/1979
PD21	5901	2108	44	HM	GUINAN	1	1		1		\$55,000	\$0	\$55,000	\$4,583.33	130008	3/4/1990
PD21	5901	2109	44	HM		1		1		41	\$0	\$39,084	\$39,084			
PD21	5901	2110	44	PM	CRUSHER, WESLEY	1	1				\$56,000	\$0	\$56,000	\$4,666.67	130009	2/9/1992
						10	9	1	2		\$668,524	\$39,084	\$707,608			
						1990-1991 APPROVED FTE AND RATE → 10.00					OVER / UNDER RATE → \$800,000 \$92,392					





Separations

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

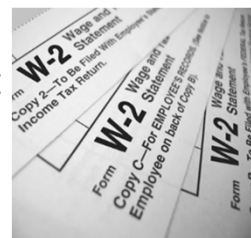


13



Employee Wage and Information Statements

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

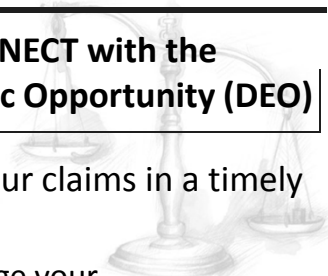



14

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Reemployment Assistance CONNECT with the Florida Department of Economic Opportunity (DEO)

- To ensure that you receive your claims in a timely manner:
 - Log into CONNECT and change your Correspondence Preference Link in CONNECT.
 - We are required to respond to correspondence electronically in CONNECT.
 - By using this method you will be able to respond to your claims promptly.



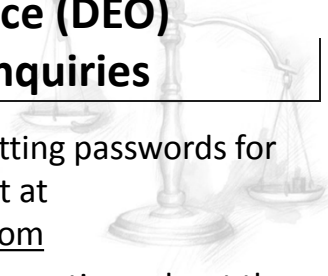



15

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Reemployment Assistance (DEO) Contacts for Login and Inquiries

- For establishing login and resetting passwords for CONNECT contact: Keita Bryant at Keita.Bryant@deo.myflorida.com
- For assistance with CONNECT, questions about the process or determinations, please contact Monica Thomas at Monica.Thomas@justiceadmin.org or Andy Snuggs at Andy.Snuggs@justiceadmin.org





16



Contact Information and Payroll Staff

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

