



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM HR04-2020**

**TO:** Agency Administrators

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

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Fillable OPS Appointment Form

**DATE:** February 14, 2020

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On December 5, 2019, the Internal Revenue Service ("IRS") released the new Form W-4 with a January 1, 2020, effective date. The new Form W-4 eliminates the use of withholding allowances, which were tied to the personal exemption amount. It also amends the marital status options.

Furthermore, the new Form W-4 does not have data fields for: 1) date of birth; 2) race; and 3) gender.

In order to properly enter new OPS employees into People First, JAC staff *must* have the date of birth, race, and gender of the new hire. For this reason, JAC issued a new Employment Authorization form. That form covered FTE employees and we appreciate how quickly all offices began using it.

We now move to a new OPS Appointment Form that will capture the missing data. It was distributed to all Judicial-Related Offices for comment January 24, 2020. As no negative comments or suggested changes were received, we ask that you use only the new OPS Appointment Form from this point forward. It is fillable and is also posted on our public website under "Payroll" and "Forms".

Thank you.