



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Kathleen A. Smith
Public Defender
Brian Haas
State Attorney

MEMORANDUM HR07-2020

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: DMS Year End Guidance

DATE: May 13, 2020

Please see attached the Department of Management Services' guidance for Year End. Relevant portions have been highlighted for your convenience.

Thank you.

Type: General Correspondence	ID Number: GC 302
Date: May 13, 2020	Subject: Fiscal Year End Activities for 2019-20

Suggested Audience:

Human resource offices

Fiscal Year End Activities

1) Key Performance Management Dates

- a) May 2 – June 30, 2020: Employees that move to permanent status or have a PAR effective date of May 2, 2020 or after will not be placed in the July 1, 2019 – June 30, 2020 regular plan. These employees will be placed in the 2020-2021 plan.
- b) June 1, 2020: Employees will be placed in the 2020-2021 plan with expectations from the last evaluation pre-populated. Managers will receive one email for all employees to begin setting expectations for the July 1, 2020 – June 30, 2021 evaluation period and will be able to edit, delete or add new expectations prior to sending to the employee.
- c) June 1 – Aug. 29, 2020: Agencies should run the Performance Plan Status Report on a routine basis to ensure evaluations are being completed for the evaluation period ending June 30, 2019.
- d) July 30, 2020 Managers will receive an email reminder to complete outstanding performance evaluations for the evaluation period that ended on June 30, 2020.
- e) Aug. 29, 2020: All steps in the evaluation process, including the second-level review and employee acknowledgement, must be completed.
- f) Aug. 30, 2020: All incomplete performance evaluations for the July 1, 2019 – June 30, 2020 evaluation period will be administratively closed.

2) Personal Holiday Reset

- a) The Personal Holiday for fiscal year 2019-20 must be assigned to a timesheet day between July 1, 2019, and June 30, 2020. The data entry of the personal holiday can occur after this time, but this personal holiday can only be used on timesheet days within this date range.
- b) The fiscal year 2020-21 Personal Holiday accrual will occur the night of June 30, 2020 and will be available for **employee use on July 1, 2020**. This personal holiday can only be used on timesheet days between July 1, 2020, and June 30, 2021.
- c) Employees planning to use the 2019–20 and 2020–21 personal holidays in the workweek that crosses fiscal years must wait until July 1, 2020, to enter the 2020-21 personal holiday on the timesheet.

3) Leave Liability Reports/Missing Timesheets/Key Service Dates

- a) The missing timesheet report is available in People First for agencies to access and process online. Agency users with a security role of A, B, C, F, G, H, I, K, M, N, S, T, U and Y can process this report. Timekeepers can run this report for employees within their assigned orgs/org ranges. Refer to the [Missing Timesheet Report](#) instructional guide for additional information on processing the report.
- b) Agencies should continue to clean up and complete their missing timesheets to ensure accurate leave liability reporting.

- c) Incorrect key service dates can result in overstatement or understatement of an agency's leave liability. For this reason, it is important that agencies ensure their employees' key service dates are accurate.
 - i) Refer to communication [GC 195 Key Service Dates - Adjusted Leave Accrual Date and SES/SMS Leave Accrual Date Fields](#) for the impact on updating an employee's adjusted leave accrual date or SES/SMS leave accrual date.
- d) Preliminary leave liability reports will be available by 8 a.m. Eastern time on Monday, July 6, 13 and 20, 2020. The official leave liability reports will be available to agencies on Monday, July 27, 2020. To ensure accurate leave liability reporting, it is critical that all fiscal year 2019-20 timesheets be approved by 7 p.m. Eastern time on Friday, July 24, 2020.
- e) Agencies will be responsible for filing appropriate reports with the Department of Financial Services.
- f) For specific information regarding leave liability reports, refer to communication [GC 300 2019-20 Leave Liability Reports](#).

4) Completion of Personnel Action Requests (PAR) and LAS/PBS Report

- a) The transfer of position and salary information from People First into the LAS/PBS system will occur on Wednesday, July 1, 2020. All PAR and Org Management actions with an effective date on or before June 30, 2020, must be fully processed in People First by 7 p.m. Eastern time on Tuesday, June 30, 2020. All actions with an effective date of July 1, 2020, or later, **should not be entered in People First until on or after Thursday, July 2, 2020**. This includes:
 - i) Employee actions (e.g., appointments, separations, pay changes) effective July 1, 2020, or later
 - ii) Position actions (e.g., creation, abolishment) **and** updates (e.g., Org changes, position funding changes) effective July 1, 2020, or later
 - iii) Organizational (Org Code) actions **and** updates (e.g., funding updates, creation, abolishment) effective July 1, 2020, or later
- b) Prior to June 30, 2020, agency staff should ensure that employee records have the proper "overlap" status marked and ensure that shared positions are properly marked in People First.
 - i) The Overlap and Shared Positions Report can be used to identify positions that are marked as overlapped or shared, and positions that need the overlap or shared indicator corrected in People First. The report is separated into two sections for the PDF version. The first section contains any records where either the Overlap Indicator or Shared Indicator is not marked correctly (i.e., missing or incorrectly marked) in People First. These records require a corrective action by the agency to ensure the correct rate information is captured for the position. The second section will list any record that is marked as shared or overlapped. **Note:** If there are no records marked incorrectly, there will not be two sections on the report.
 - ii) Refer to the [Overlap and Shared Positions Report](#) instructional guide for



iii) information on processing the report.

5) Early Payroll Cut-Off Date

a) The following is the early biweekly payroll cutoff for June:

Payroll Type	Warrant Date	Early Cutoff Date/Time	Date Prelim File and Stop/Cancel are Available in People First
Biweekly	Thursday, July 2, 2020	Thursday, June 25, 2020, 7 p.m. Eastern time	Thursday, June 25, 2020

6) Agency Mass Loads

- a) All mass loads will be processed as scheduled on the DMS mass load calendar. If you have known mass loads occurring in 2020 (e.g., agency re-organization, leave payouts, uniform allowance) but have not notified Cheri Holliday, email her at Cheri.Holliday@DMS.MyFlorida.com immediately to schedule.
 - i) If you are unsure if a mass load has been scheduled for your agency, please contact Cheri Holliday to validate and, if necessary, schedule the mass load.
 - ii) When scheduling a mass load, you will need to provide the type of mass load needed (e.g., uniform allowance, FLSA payout), the month and/or specific date it should be completed, and if it impacts pay on which payroll date it will need to be paid. Once request is received, you will be sent the applicable mass load template(s) with the due dates for the template(s).
 - iii) All mass loads must be scheduled at least 20 calendar days in advance of needing a mass load processed. This time is necessary to allow for coordination of the mass load template(s), development and formatting of the files by the agencies, auditing of the files by DMS, and testing of the mass load by People First.
 - iv) Mass load files are due from the agencies at least 10 days prior to the scheduled load date in People First. **If you wish to submit a mass upload template, the deadline is Friday, June 5, 2020.**

7) Hurricane Preparedness

- a) To prepare for the upcoming hurricane season, refer to communication [GC 301 2020 Hurricane Preparedness](#) for key contacts, information to accurately process extraordinary pay and complete leave and attendance records within People First, and information on submission of manual timesheets.