THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM 018-16HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Department of Management Services Fiscal Year End Information

DATE: May 13, 2016

The Department of Management Services has provided Fiscal Year End Guidance to all state agencies (see attached). Items that pertain to Justice Administration are highlighted in yellow.

In addition to the highlighted items on the attachment, we would like to draw your attention to three matters:

1. Please note that the Division of Retirement does not currently have a mechanism in place for JAC to request the creation of an invoice for outstanding retirement credits or charges.

Retirement invoices are created each month after the monthly payroll file has posted for the prior payroll period. In order to finalize a member's application for DROP or service retirement, all required forms and documentation must be received by the Division of Retirement. An invoice cannot be created until a member's application has been finalized.

2. For any payroll transactions you wish to add to your certified list during fiscal year end, please coordinate with your Accounting contact at JAC. Payroll is not involved in this process.

3. When submitting a personal check, cashier's check or money order to JAC for the reimbursement of a salary refund, please make sure that the "State of Florida" is listed as the payee. No other payees will be accepted.

Please do not hesitate to contact the appropriate JAC staff if you have any questions.

Thank you.

People First Team

Type: General Correspondence	ID Number: GC 269
Date: May 10, 2016	Subject: Fiscal Year End Activities for 2015-16

Suggested Audience:
Human resource offices

Fiscal Year End Activities

1) **Key Performance Management Dates**
   a) June 1, 2016: For each of their employees, managers will receive an email to begin completing evaluations for the evaluation period that ends on June 30, 2016.
   b) June 1, 2016: For each of their employees, managers will receive an email to begin setting expectations for the July 1, 2016 - June 30, 2017, evaluation period. Once completed, the expectations can be sent to the employee for acknowledgement.
   c) June 15 – Aug. 29, 2016: Agencies should use the performance management reports on a routine basis to ensure evaluations are being completed (i.e., employee has acknowledged receipt) for the evaluation period ending June 30, 2016. Agencies should also ensure expectations are being set for the July 1, 2016 – June 30, 2017, evaluation period. Standard reports will be created for both setting expectations and completing evaluations that include a filter for the current evaluation plans. However, agencies will need to filter the data to their specific agency. To assist with creating and editing reports, refer to the Performance Management Reports instructional guide.
   d) Separate Key Performance Indicator (KPI) reports will be distributed for completed expectations and evaluations beginning in July 2016. The expectations setting completed KPI report will represent the percentage of employees at each agency with completed performance expectations for the 2016-17 performance evaluation plan year. The performance evaluations completed KPI show the percentage of employees with completed performance evaluations for the 2015-16 performance evaluation plan year. The KPI reports will be sent approximately every two weeks with a final report being sent in early September 2016.
   e) Aug. 29, 2016: All steps in the evaluation process, including the second-level review and employee acknowledgement, must be completed. All performance evaluations not completed for the July 1, 2015 - June 30, 2016, evaluation period will be administratively closed on Aug. 30, 2016. **No edits or acknowledgments by the manager, second-level manager or employee can be made once an evaluation has been administratively closed**. Managers will not be able to make a request to the service center to reopen an administratively closed evaluation.

2) **Personal Holiday Reset**
   a) The Personal Holiday for fiscal year 2015-16 must be assigned to a timesheet day between July 1, 2015, and June 30, 2016. 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 2016–17 Personal Holiday accrual will occur the night of June 30, 2016, and will be available for **employee use on July 1, 2016**. This personal holiday can only be used on timesheet days between July 1, 2016, and June 30, 2017.

c) Employees planning to use the 2015–16 **and** 2016–17 personal holidays in the work week that crosses fiscal years must wait until July 1, 2016, to enter the 2016-17 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 time group.

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's important that agencies ensure their employees' key service dates are accurate.

   i) Refer to communication GC 195 Key Service Dates for the impact on updating an employee's leave accrual service date or SES/SMS leave accrual date. For specific information regarding all key service dates, refer to the Key Service Dates instructional guide.

d) Preliminary leave liability reports will be available by 8 a.m. EST on Monday, July 4, 11 and 18, 2016. The official leave liability reports will be available to agencies on Monday, July 25, 2016. To ensure accurate leave liability reporting, it is critical that all fiscal year 2015–16 timesheets be approved by 7 p.m. EST on Friday, July 22, 2016.

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 267 2015-16 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 Friday, July 1, 2016. All PAR and Org Management actions with an effective date on or before June 30, 2016, must be fully processed in People First by 7 p.m. EST on Thursday, June 30, 2016. All actions with an effective date of July 1, 2016, or later, **should not be entered** in People First **until on or after Saturday, July 2, 2016**. This includes:

   i) Employee actions (appointments, separations, pay changes, etc.) effective July 1, 2016, or later

   ii) Position actions (creation, abolishment, etc.) effective July 1, 2016, or later

b) Prior to June 30, 2016, 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 will 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.

5) **Benefits Over/Under Payments**
   a) Insurance premium overpayments and underpayments will be reported to the Department of Financial Services at the close of fiscal year 2015-16. To reduce variances reported for your agency, utilize the online Benefits Underpayment / Overpayment Report to identify and resolve premium variances. Corrective actions must be taken by June 3, 2016, for resolved variances to be reflected in fiscal year 2015-16 year end reporting.
      i) Premium Overpayments – Submit refund request forms to People First for overpayments occurring within the past two years.
      ii) Premium Underpayments – Submit Journal Transfers to DSGI for all employer underpayments. Notify active employees of employee underpayments and advise them to mail payments to: People First Service Center, PO Box 863477, Orlando, FL 32886. Payments will be accepted for any unpaid coverage periods, regardless of the age of the debt.
   b) Prior year variances should continue to be corrected during fiscal year 2016-17, which will minimize insurance premium variances reported for your agency next year.

6) **Early Payroll Cut-Off Date**
   a) The following is the early biweekly payroll cutoff for July:

Payroll Type	Warrant Date	Early Cutoff Date/Time	Date Prelim File and Stop/Cancel are Available in People First	Date/Time Forms Due to People First
Biweekly	July 8, 2016	Thursday, June 30, 2016, 7 p.m. EST	Thursday, June 30, 2016	Thursday, June 30, 2016, 12 p.m. (noon) EST

7) **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 2016 (e.g., agency re-organization, leave payouts, uniform allowance, etc.) but have not notified Cheri Van Gundy, email her at Cheri.VanGundy@DMS.MyFlorida.com immediately to schedule.
      i) If you are unsure if a mass load has been scheduled for your agency, please contact Cheri Van Gundy 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, etc.), 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 Cheri receives your request, she will send the applicable template(s) that will need to be completed along 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.

8) Assigning Positions to Valid FL-SOLARIS Facilities

a) Agencies should be maintaining the FL-SOLARIS facility number for all positions (salaried and OPS) using the Location Address screen in Org Management. Correct assignment of the FL-SOLARIS facility is needed so the State of Florida can accurately report on the number of positions assigned to each agency state-owned or leased facility.

b) As a reminder, when positions are assigned to a facility that becomes inactive (e.g., lease expires), those positions should be updated to assign a valid facility. For information on creating and modifying a Location Address record in People First, refer to the Position - Work Mailing and Location Addresses instructional guide.

9) Hurricane Preparedness

a) To prepare for the upcoming hurricane season, refer to communication GC 268 2016 Hurricane Preparedness for key contacts, information to accurately process disaster pay and complete leave and attendance records within People First and information on submission of manual timesheets.