



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM HR32-20**

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Payroll Calendar

DATE: December 21, 2020

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Attached please find the Justice Administrative Commission Payroll Calendar. Monthly deadlines for submitting a mass upload template for salary adjustments are included in the Payroll Calendar.

JAC intends to mail warrants on Monday, December 28, 2020. If your office has specific mailing requests, please contact JAC's Voucher Operations as soon as possible at [VoucherRoom@justiceadmin.org](mailto:VoucherRoom@justiceadmin.org).

Even though the Governor declared December 31<sup>st</sup> a Holiday the pay warrants will still be dated the 31<sup>st</sup>. Please plan accordingly.

If you have any questions, please do not hesitate to contact JAC.

Thank you.