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**MEMORANDUM #042-16HR**

TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Year-End Information from DMS

DATE: November 17, 2016

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

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

Thank you.

<b>Type: General Correspondence</b>	<b>ID Number: GC 275</b>
<b>Date: Nov. 17, 2016</b>	<b>Subject: 2016 End-of-Calendar-Year Guidance and Notices</b>

**Suggested Audience:**

Agency human resource offices

**Details:**

The following information relates to the 2016 calendar year end.

**I. Service Center Closing for Christmas and New Year's Holidays**

- a. The People First Service Center will close at 5 p.m. ET on Friday, Dec. 23 and Dec. 30, 2016. In addition, the Service Center will be closed on Monday, Dec. 26, 2016 and Jan. 2, 2017.

**II. Performance/Recruiting**

- a. As a reminder, the new People First Performance Management and Recruiting system will go live in January 2017. For more information, visit the [January 2017 Performance Management and Recruiting Implementation](#) website.

**III. Career Service Annual Leave Rollover**

- a. The career service annual leave rollover will occur on Dec. 31, 2016. If 2016 timesheets are approved after the rollover occurs, the employee's rollover will be re-calculated based on the approved timesheet.
  - All career service employees' annual leave balances are rolled over based on 360.00 hours.

**IV. Timesheet Reminder**

- a. **Leave Without Pay for Calendar Year 2016 – Resulting in Salary Overpayments:** It is critical to ensure that in December, **all** leave without pay (LWOP) is captured before payroll processing. If the LWOP is not captured prior to payroll processing, the agency should work with the employee to process a salary refund in December to keep the employee from experiencing an undue tax implication. Refer to the [Bureau of State Payrolls Payroll Preparation Manual](#), Volume V, Section 6, for guidelines and instructions on processing salary overpayments.
  - Agencies should run the Payroll Overpayment Report to assist in easily identifying potential "Regular Salary" overpayments.

**V. Data Warehouse Timesheet View**

- a. The Data Warehouse will create a new static view called Time Sheet\_Active\_FY15. This view will have all timesheet records for July 1, 2015, through June 30, 2016.
- b. Timesheet\_Active\_2 will contain records from July 1, 2016, forward.

- c. A new Data Warehouse Catalog will be placed on the secure [DMS Data Warehouse website](#) for agencies to download. A separate communication will be sent to Data Warehouse users when the view is created and the catalog is published.

#### **VI. Address Changes for W-2s**

- a. Address changes for Form W-2 reporting for 2016 should be made in People First before 7 p.m. EST on Jan. 4, 2017.
- b. Employees should update their mailing address in People First (located on the Contact Information screen) if it differs from the home address recorded in the system.

#### **VII. Electronic W-2s**

- a. Jan. 5, 2017, is the last day for employees to consent to receive their W-2s by electronic means only. Those who opt to receive their W-2 forms electronically will have access to their W-2s early in January rather than having to wait until the agency mails them later in January. Employees can consent through the Department of Financial Services (DFS) Employees' Information Center at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>.

#### **VIII. Exempt W-4 for 2016**

- a. Eligible employees must make this election each tax year to retain the exemption status. If the employee does not renew the election, it will expire, and the employee may suffer a hardship as a result.
- b. Employees wishing to maintain or elect the exempt withholding status for 2017 must make the election in the W-4 screen in People First no later than 7 p.m. EST on Feb. 10, 2017. If the election is processed after this time period, it will become effective with the first payroll processing after the election is made.

#### **IX. 2016 W-4s and 2017 W-4s**

- a. The last W-4 changes for calendar year 2016 will be sent to DFS on Dec. 26, 2016 (includes changes through 7 p.m. EST on Dec. 26) The first W-4s for calendar year 2017 will be sent to DFS on Dec. 29, 2016.

#### **X. State Group Insurance Deductions**

- a. Employees should review their December pay warrants to ensure that State Group Insurance deductions for January 2017 coverage are correct. Deductions for 2017 flexible spending and health savings accounts start in January.

#### **XI. 1095-C Form**

- a. Employees must complete the election to receive the 1095-C from electronically by Dec. 28, 2016.
- b. Employee 1095-C forms should be available to employees by Jan. 31, 2017.
- c. Starting Jan. 31, 2017, if the employee elected to receive their form electronically, it can be accessed in People First by going to the Health & Insurance tab > Health Insurance Tax Form. If the employee did not elect to receive the form electronically, it will be mailed to the mailing address on file in People First.

- Employees can validate their mailing address in People First by going to the Employee Information tab > Personal Information > Contact Information > Mailing Address.
- Employees can validate their election to receive the 1095-C form electronically by going to the Employee Information tab > Personal Information > Contact Information > Notification E-Mail.

## **XII. Minimum Wage**

- Florida's minimum wage increases to \$8.10 per hour, effective Jan. 1, 2017. For additional information, visit <http://www.floridajobs.org/business-growth-and-partnerships/for-employers/display-posters-and-required-notice>.

## **XIII. Early Payroll Cutoff Dates**

- Because of observed state holidays, some of the payrolls in December and January have early payroll cutoffs (see chart below). Please inform all appropriate staff of these early payroll cutoff dates.

Pay Period	Prelim and Stop/Cancel Data Available	People First Agency Cut-Off 7 p.m. EST	PAR Deadline 7 p.m. ET	Benefits Changes Deadline 7 p.m. ET	Electronic Timesheet Approval Deadline 7 p.m. ET	Warrant Date
<b>Bi-Weekly Payroll</b>						
12/16 – 12/29/2016	12/29/2016	12/29/2016	12/29/2016	12/29/2016	12/29/2016	01/06/2017
12/30/2016 – 01/12/2017	01/12/2017	01/12/2017	01/12/2017	01/12/2017	01/12/2017	01/20/2017