



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR42-19

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Payroll Calendar

DATE: December 13, 2019

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 Thursday, December 26, 2019. If your office has specific mailing requests, please contact JAC's Voucher Operations as soon as possible at VoucherRoom@justiceadmin.org.

Once the warrants are received, they should not to be released until the issue date. This is pursuant to Rule 69I-31.211, F.A.C., which states, "A warrant may not be delivered or otherwise made available to the payee before the date imprinted on the warrant."

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

Thank you.