



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
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 45-17HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: People First Changes

DATE: November 20, 2017

In mid-March of 2018, the People First system will be brought offline to begin preparations for the release of a new modernized portal. The changes to People First will significantly improve the appearance and functionality of the site.

Below is summary of the changes that the offices of Justice Administration can anticipate. Please note that information is still forthcoming from People First and will continue flow through final implementation.

- People First will be compatible with the latest versions of Chrome, Internet Explorer (Edge), Safari, Firefox and WebView.
- Password reset will be modernized and Login ID will be updated, but employees **MUST** have a valid work or notification email address or a phone number that is capable of receiving a text. Employees are encouraged to have both their work email address and a phone number in the system. It is imperative that employees have a correct and valid work email address in People First. It is desirable that employees have a personal email address in the system as well.
- Login and Landing pages will be streamlined and much more easily navigated. In particular, Quick Links (such as Chard Snyder, EAP, Securian, and Benefits) will appear as choices on a ribbon.
- There will be separate landing pages for managers and employees.

- The internal structure of the People First website may require that all reporting relationships in the system be updated. JAC HR staff will work with the offices of Justice Administration to ensure the reporting relationships are current and correct.
- The People First Service Center will be available for very limited purposes. Employees will be able to perform most functions themselves without having to call the Service Center.
- Data Warehouse Reports and Reports will be merged into one tab.
- “User ID” which is the employee’s original People First employee ID is going to be changed to “Login ID”. This will be the only ID that the employee sees in People First and is the only ID employees need when using People First or when contacting the Service Center.
- “Employee ID” which is the employee’s current ID number will be changed to “Appointment ID”. This is the employee’s *current* work assignment and will be visible only to managers and HR staff.
- The “Search” function will more akin to Google in functionality.
- Commencing in April 2018, employee and employer underpayments will *automatically* be taken. At this point, it is unknown how or if Justice Administration offices will be able to select the fund from which the underpayment is taken.
- The only scenario in which an employee will need to send in a check will be if the employee is on 100% Leave Without Pay.
- There will no longer be a choice with regard to which agency will pay the employer premium – the employee’s new agency will pay 100% of the premium regardless of when the employee starts with the new agency.

JAC Human Resources staff will share with you all additional information we receive from People First as soon as it is received.

Thank you.