



Type: General Correspondence	ID Number: GC 331
Date: December 12, 2023	Subject: 2023 End-of-Calendar-Year Guidance and Notices

Suggested Audience

Agency human resource staff

Details

I. **People First Service Center Hours**

- a. Service center will be closed on December 25 – 26, 29, and January 1 – 2.

II. **Chard Snyder Service Center Hours**

- a. Service center will be closed on December 25 and January 1.

III. **Career Service Annual Leave Rollover**

- a. The career service annual leave rollover will occur on Dec. 31, 2023. If 2023 timesheets are approved after the rollover, 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 hours.

IV. **Timesheet Reminder**

- a. **Leave Without Pay for Calendar Year 2023 – 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 before payroll processing, the agency should work with the employee to process a salary refund in December to keep the employee from experiencing any undue tax implications. 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 identifying potential "Regular Salary" overpayments. Refer to the [Payroll Overpayment Report](#) instructional guide for information on processing the report.

V. **Address Changes for W-2s**

- a. Address changes for Form W-2 reporting for 2023 must be made in People First before 7 p.m. ET on Jan. 4, 2024.
- b. Employees should update their mailing address in People First (located in the Contact Information screen) if it differs from the home address recorded in the system.

VI. **Electronic W-2s**

- a. Jan. 4, 2024, is the last day for employees to consent to receive their W-2s electronically. Employees who opt to receive their W-2 form electronically will have access to their W-2 early in January rather than having to wait until the agency mails W-2s later that month. Employees can consent through the Department of Financial Services (DFS) Employees' Information Center at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>.

VII. **Exempt W-4 for 2024**

- 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, potentially causing the employee hardship.
- b. Employees wanting to maintain or elect the exempt withholding status for 2024 must make an election in the W-4 screen in People First no later than 7 p.m. ET on Feb. 15, 2024. If the election is processed after that time, it will become effective with the first payroll processing after the election is made.

VIII. **2023 W-4s and 2024 W-4s**

- a. The last W-4 changes for the calendar year 2023 will be sent to DFS on Dec. 27, 2023, (includes changes through 7 p.m. ET on December 27). The first W-4s for the calendar year 2024 will be sent to DFS on Jan. 1, 2024.

IX. **State Group Insurance Deductions**

- a. Employees should review their December pay warrants to ensure correct State Group Insurance deductions for January 2024 coverage. Deductions for 2024 flexible spending and health savings accounts start in January.

X. **1095-C Form**

- a. Employees must complete the election to receive the 1095-C form electronically by 5 p.m. ET on Dec. 13, 2023. **Employees can validate their election to receive the 1095-C form electronically by navigating to the Employee landing page > Personal Info > Contact Information > Notification Email.**
- b. Electronic 1095-C forms should be available to employees by Jan. 31, 2024, and can be accessed in People First by navigating to the Employee landing page > Insurance Benefits > Health Insurance Tax Forms.
- c. **If the employee did not elect to receive the 1095-C form electronically, it will be sent to the mailing address stored in People First. Employees can validate their mailing address in People First by navigating to the Employee landing page > Personal Info > Contact Information > Mailing Address.** Address changes must be made in People First by 5 p.m. ET on Dec. 13, 2023. Even if the employee did not elect to receive the form electronically, they can still access the form in People First by navigating to the Employee landing page > Insurance Benefits > Health Insurance Tax Forms.
- d. Regarding issues with their 1095-C form, employees should contact the Division of State Group Insurance (DSGI) at 850-921-4600 or toll-free at 800-226-3734.

XI. Early Payroll Cutoff Dates

- a. Because of observed state holidays, one of the biweekly payrolls in December has an early payroll cutoff (see chart below). Please inform all appropriate staff of this early payroll cutoff.

Pay Period	Prelim and Stop/Cancel Data Available	People First Agency Cut-Off 7 p.m. ET	PAR Deadline 7 p.m. ET	Benefits Changes Deadline 7 p.m. ET	Electronic Timesheet Approval Deadline 7 p.m. ET	Warrant Date
Biweekly Payroll						
12/08/2023 – 12/21/2023	12/21/2023	12/21/2023	12/21/2023	12/21/2023	12/21/2023	12/29/2023

XII. Employee Work Addresses (Position > Location Address)

- a. In the event of an office closure, a building emergency, or a natural disaster, it is essential employee work addresses are correct in People First. Ensuring work addresses are correct allows agencies and the People First Division to provide accurate information for employees in specific buildings and counties if data is requested during an emergency.
- b. To assist human resource offices with updating work addresses and identifying positions with an inactive facility assigned, a list of available resources (i.e., instructional guides and video) can be found in [GC 315 Employee Work Addresses in People First](#).
- c. There is a Location Address mass load available to agencies that can be used to update facilities assigned to positions. To process a mass load there will need to be at least 100 positions that require an update. To schedule a mass load, please contact Alissa Martz at 850-487-1620 or Alissa.Martz@dms.fl.gov.