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MEMORANDUM HR10-2025

To: Agency Administrators
From: Andy Snuggs, Director of Human Resources
Subject: People First System Enhancement
Date: November 4, 2025

People First recently updated the process for OPS employees transitioning to FTE positions within the same agency.

From People First:

In preparation for Florida PALM implementation, People First has modified how the system handles the Appt ID when an employee moves within the same agency to a new employee group (e.g., salaried or OPS) that has the same pay cycle. Today, when moving from an OPS position to a salaried position (or vice versa) within the same agency and both pay cycles are the same, the employee keeps the same Appt ID, and only an Appointment action is completed (no Separation action is required).

With this system release, when an employee moves within the same agency to a new employee group with the same pay cycle, a new Appt ID will be assigned. This requires completion of an Appointment action (for the new position) and a Separation action (for the current position). • If the employee has benefits assigned to the Appt ID that is being separated, the benefits move program (overnight process) will reassign the benefits to the new Appt ID once the Appointment and Separation actions are both completed.

What does this mean for JROs?

In the future, when an OPS employee transitions to a new FTE position within your office, please include a separation PAR from the OPS position in the paperwork you send to JAC. This is necessary to ensure that they receive a new Appointment ID in the system.

If you have any questions about the new process, please contact Bryce Burnett at Bryce.Burnett@justiceadmin.org.