

Human Resources Newsletter



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Carolyn's Corner

It is hard to believe that summer is coming to a close and school is starting. The beat just goes on and things are humming in Human Resources.

Our cross-training efforts continue to go extremely well and we hope you have benefitted from increased HR staff access and availability. We are excited to announce that a few more changes are being made. **Jessica Kranert** has joined HR and will serve as the **Retirement** Coordinator for the State Attorneys. As Jessica is just beginning her retirement "journey", she will be in Jennifer Henderson's tutelage until she is ready to fly on her own. Jessica will also be helping to get HR's **training** modules up and running.

People First staff continue to help JAC process salary increases with far greater ease and efficiency than in the past. Several circuits took advantage of the option of using a template for a **mass upload** of salary increases instead of

individual PARs. This has saved staff countless hours of labor. For the entities we serve, the mass upload templates were such a success, that People First has agreed to give JAC agencies one opportunity each month to submit pay changes via a mass upload. More information on this new process and monthly deadlines will be shared soon.

With regard to **Reemployment Assistance**, JAC HR continues to work closely with the Department of Economic Opportunity (DEO) on a variety of issues, including fraudulent claims, duplicative Notices, and timing matters. DEO assures us that it is listening to our concerns and is striving to resolve the problems facing the agency.

As always, we invite all of you to come on up and see us sometime! We stand ready to host any of you who would like to come to our offices for additional training or just for a friendly visit.

Lump Sum Bonus Plans Due September 15

Please remember that JAC must submit the Lump Sum Bonus Plans to the Governor's Office September 15, 2014.

We request that you submit the plans to JAC as soon as possible. This year, please submit them directly to Andy Snuggs at:

Andy.Snuggs@justiceadmin.org.

If you have any questions about the Lump Sum Bonus Plans, please contact me at:

Carolyn.Horwich@justiceadmin.org.

As of the date of this Newsletter, there has been no mention regarding any intention of offering bonuses to state employees.

Retirement

There are two upcoming FRS Workshops being hosted by Ernest & Young Financial Advisors: "Using the FRS to Plan for Your Retirement". Training will cover: understanding the role of your retirement plan, defining your retirement goals, using available tools and resources, and the next steps in your retirement planning. Employees are invited to attend one of two sessions being held at the JAC and remotely via Go To Meeting:

Workshop Session 1

September 30, 2014–2:00p.m.-3:30 p.m.

Workshop Session 2

October 2, 2014 - 9:00 a.m. – 10:30 a.m.

JAC will provide more information and instructions for those attending remotely as we get closer to the dates. If you have any questions, please contact Jennifer Henderson at:

Jennifer.henderson@justiceadmin.org.

Key Service Dates

HR is embarking on another initiative to better serve you. Starting this month, HR will be cleaning up the Key Service Dates for employees in the People First System. Key service dates identify an employee's significant service dates such as state hire date, agency hire date, leave accrual service date and retirement date. Please keep in mind that if an employee transfers from one state agency to another, no termination date from the first agency will appear. Therefore, the agency hire date will reflect the hire date from the first agency.

Once we have researched the dates, an e-mail will be sent to the circuits to confirm the information. For additional information, please contact Jamie Johnson at: jamie.johnson@justiceadmin.org.

Request to Fill

As many of you know, the People First system has a job site for individuals seeking to work for the State of Florida. This site offers many benefits for the advertising agency. Benefits include a website for job seekers, the ability to accept and store electronic applications, and it's free to use. To take advantage of this service all you have to do is submit a Request to Fill Vacancy form. The new and improved Request To Fill Vacancy form can be found on the Justice Administrative Commission website under HR forms or by following the link below. Simply complete the form and submit it by using the Submit and E-mail button located at the bottom the form.

[http://www.justiceadmin.com/HR/HRForms/STATE_OF_FLORIDA_REQUEST_TO_FILL_VACANCY_FORM_ALL_AGENCYES\(emailable\).pdf](http://www.justiceadmin.com/HR/HRForms/STATE_OF_FLORIDA_REQUEST_TO_FILL_VACANCY_FORM_ALL_AGENCYES(emailable).pdf)

Friendly Reminders

When **submitting PARs**, please make the changes occur in **chronological sequence**. Otherwise, JAC staff has to back out the PAR entered, enter the earlier action PAR, and then re-enter the future action PAR (Example: when positions are moved mid-month, and then pay adjustments are submitted after that, and the circuit wants them effective prior to the positions moving.)

When establishing a **Position Description**, please include the physical address of the building where the employee works and the headquarters address, if different.

Roy Richardson from the U.S. Department of Labor will provide Justice Administration **FMLA training** September 30, 2014, from 9:30 to 12:30. Details to follow.



All of **HR's memoranda** are available on our website and searchable by subject matter! Check it out:

<http://www.justiceadmin.com/HR/hrmemos.aspx>

Tidbits and Updates

Open Enrollment 2015: Open enrollment will be from October 20 through November 7, 2014. At this time, we have not been advised of any changes from last year's process.

Social Security Card "Receipts": It has come to our attention that effective August 1, 2014, the Social Security Administration will no longer include the applicant's name

and social security number on the "Receipt" when a person applies for a new social security card. This was done to hinder identify theft efforts. The Department of Management Services advises us to consider the employee "conditional" until the actual card is shown to you; the person cannot be entered into People First until we have a copy of the card.

Bar Dues: JAC has been advised by the Bureau of State Payrolls that agencies we serve that seek to recoup Florida Bar Dues paid on behalf of an attorney who is leaving state employment may do so, if desired. Please be sure to write "Recoupment of Bar Dues" in the comments section of the termination PAR.