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Human Resources Newsletter

Carolyn's Corner

Can it *really* be December already?

As you know, JAC is constantly looking at ways to improve our service to you. Towards this end, the Risk Management function here at JAC will be moving from the HR Section to our Operations Section in early 2015. Andy Snuggs has been responsible for this function for the last five years and has served as your liaison to the Division of Risk Management and the Department of Management Services. When Andy first started at JAC, there was no Operations Section. About three years ago, Rip decided that JAC and the agencies we serve would benefit from such a section. Rip reorganized JAC and installed Wayne Meyer as the Director of Operations. Some of Andy's functions were gradually moved over to Operations.

As the areas of responsibility in Operations continued to expand, JAC realized it was time to create a new position for the Operations Section and established an Operations and Management Consultant (OMC) position. Terrence Joyce has been selected for the OMC position and

will be transitioning into that new spot on January 5, 2015.

Some of you may already know Terrence; he is currently an Auditor in JAC's Court Appointed section.

Among other things, Andy's responsibilities as they relate to Risk Management will be transferred to the OMC. As Andy puts it, "This is not a good-bye since as Deputy Director of HR I will still have constant contact with you all but I will say that it has been a pleasure serving as your liaison to Risk Management."

As a result of the Auditor General's most recent Operational Audit of the JAC and some of the entities under Justice Administration, we'd like to share two process improvements that came to our attention.

1. An employee considered an authorized signatory for a PAR approval should not be the same employee who creates the PAR.
2. Education and work experience verifications need to be documented, where appropriate.

Non-cash Taxable Fringe Benefits are due!

Pay Plans and Salary Schedules: Many of you have been working diligently on updating Pay Plans and Salary Schedules. Please note that JAC submits the Pay Plans of the agencies we serve to the Speaker of the House, the Senate President, and the Governor the last week in December. If JAC staff can assist you in ensuring updates are com-

plete by the end of the month, please do not hesitate to contact us.

And, please keep in mind that as mentioned in Memorandum 030-14HR, the minimum hourly wage in Florida is \$8.05, effective January 1, 2015.

HAPPY HOLIDAYS!!

Mass Upload Template

Some agencies we serve have taken advantage of the Mass Upload Templates when implementing salary adjustments. (See [Memorandum #018-14HR](#))

Using the [template](#) will negate the need to complete PARs. Here are a few tips that will ensure that the template is processed smoothly:

- ◊ The instructions for the template are on page two of the Excel workbook.
- ◊ The top row and column titles indicate the number of digits that must be in each cell.
- ◊ Employee i.d. numbers must start with one or two zeroes so that the total number of digits is eight.
- ◊ Do not use the dollar sign.
- ◊ Remember that BOMS action codes and People First action codes are different.
- ◊ Contact your payroll specialist if you need assistance.

OPS Issues

With the advent of the Affordable Care Act and state legislative changes regarding the use of OPS employees, a few issues have come to the forefront.

Two increasingly familiar scenarios are occurring. The first is when an FTE employee is moved into an OPS position. When this occurs, it is critical that a termination PAR be processed prior to the new OPS PAR being processed.

The second situation is when a part-time FTE is given OPS hours. In this instance, an OPS Appointment Form must be completed. Keep the original hire date, but make the effective date of when the employee's OPS status begins. You can access the [OPS Appointment Form](#) here.

Holiday blues? Check out the Employee Assistance Program at: www.myflorida.com/myeap.

Request to Fill

As time goes on, more and more of you are using People First to post your job openings. In fact, the number of job postings we have processed on your behalf has more than doubled since last year!

We are happy to assist you with questions you may have with regard to wording of the ad. To take advantage of this service all you have to do is submit a Request to Fill Vacancy form. The Request To Fill Vacancy [form](#) can be found on JAC's 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_AGENCIES\(emailable\).pdf](http://www.justiceadmin.com/HR/HRForms/STATE_OF_FLORIDA_REQUEST_TO_FILL_VACANCY_FORM_ALL_AGENCIES(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.

December is a perfect time for employees to make sure their **beneficiary designations** are current. Many life events (i.e., marriage, divorce, etc.) require updating beneficiaries.



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>

Deadlines and Updates

On-Demand payments: As a result of JAC being closed on Friday, December 26, 2014, the **deadline** for having On-Demand payments completed is Wednesday, December 24, 2014.

Electronic W-2 forms: Please remind all staff that they may sign up for an electronic W-2 form by go-

ing to the following website:

<https://apps.fldfs.com/EIC/EmployeeInfoCenter/>

The **deadline** for signing up for an electronic W-2 is **January 6, 2015**. Electronic W-2 forms will be available before paper forms are distributed.

For faster service, please use our group e-mail addresses.

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.



Holiday Recipes

CHEWY CHOCOLATE SNOWCAPS

3 cups confectioners' sugar

¾ cup dark cocoa powder

½ teaspoon kosher salt

5 ounces 72 percent chocolate, preferably with nibs, chopped

1½ cups chopped, toasted pecans

4 large egg whites, room temperature

½ cup sugar cubes, crushed, for the tops

Heat oven to 325 degrees. Whisk together sugar, cocoa and salt. Stir in chocolate and pecans. Add egg whites and stir just until incorporated. (Do not overmix.) You can use a stand mixer on low or a sturdy spoon and a large bowl.

Crush sugar cubes and place in a shallow bowl. Using a small ice cream scoop or a melon baller, spoon up dough to create a scoop about the size of a golf ball. Lightly dip the top of the cookie into the sugar and then place on a parchment-lined baking sheet, about 2 inches apart.

Bake until cookie tops are dry and crackled, about 12 to 15 minutes. Rotate sheets if using more than 1 at a time. The cookies should be dry and crunchy on the outside, chewy on the inside and capped with a nice sprinkling of chunky sugar.

Transfer sheets to wire racks and let cookies cool completely. Can be stored in an airtight container for 3 days.

SALTY SWEET PEANUT BUTTER SANDIES

1 cup (2 sticks) unsalted butter softened at room temperature

¾ cup granulated sugar

¾ cup (packed) light brown sugar

1 heaping teaspoon kosher salt

2 cups unsweetened peanut butter, creamy or chunky

2 eggs, at room temperature

2 cups all-purpose flour

Flaky sea salt and coarse sugar for sprinkling (or use kosher salt and granulated sugar)

Heat oven to 350 degrees and line 2 baking sheets with parchment paper or nonstick liners. In a mixer fitted with a paddle attachment, cream the butter and sugars until smooth and fluffy, at least 3 minutes. Add the peanut butter and eggs, and mix. Add the flour and salt and mix just until well combined, with no white flour showing.

Using a small cookie scoop (about 2 teaspoons capacity), scoop dough onto prepared pans. The tops will be rounded but craggy. The cookies will not spread much or change shape when they bake, so they can be placed quite close together, but leave room for air circulation so they can brown.

In a small bowl, mix 2 tablespoons sugar with 1 tablespoon salt. Sprinkle each cookie lightly with sugar-salt mixture, getting it into the crags and crannies. Bake 12 to 15 minutes, until cookies are set and golden-brown. Carefully lift or slide off baking sheets and cool on racks. Store in layers separated by parchment paper, in airtight containers.