



COMMISSIONERS

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5th Judicial Circuit

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Public Defender
19th Judicial Circuit

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State Attorney
10th Judicial Circuit

Kathleen A. Smith
Public Defender
20th Judicial Circuit

Alton L. "Rip" Colvin, Jr.
Executive Director



Vision: To be a model of exemplary state government and provide unparalleled services.

Mission: To be responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial related entities, private court-appointed counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations, and best business practices.

Values: We take great pride in excellence in service, innovation, adaptability, collaboration, honesty, integrity, accountability, and diversity, as well as respectful and ethical conduct, and fiscal responsibility.

Human Resources Newsletter

A Word from JAC's Human Resources Director

2016 is here! We hope you and yours are off to a wonderful year. Here at JAC Human Resources, we are noticing that change never stops happening. So many changes are happening this year in our section we thought it was about time for another Newsletter. Here we go!

Personnel Transitions

The Human Resources section has some very exciting personnel changes coming up. As some of you may know already, our beloved Mary Graves and Cynthia Capps will be leaving JAC at the end of March. The expertise, dedication, and patience that these two women are taking with them will be missed by all. We feel so fortunate to have been able to work with these fine public servants and learn from their example. More importantly, we are fortunate to be able to call Cynthia and Mary our friends. Please join us in wishing them good health, happiness, and great adventure!

So... what will HR do when our friends depart March 31? Great things! Cynthia is training our very own Loraine Cole to take over Payroll functions for the Public Defenders, Statewide Guardian ad Litem, Criminal Conflict and Civil Regional Counsel, and Capital Collateral Regional Counsel. Jamie Johnson is learning all the ins and outs from Mary about CJIP, Settlements, OPS Payroll, Garnishments, and the myriad other tasks that Mary performs. And, as Jamie segues into Mary's area of responsibilities, Amber Moore will be taking over some of Jamie's duties. We are advertising for a new employee to handle Benefits for the State Attorneys and some other tasks and hope to have someone on board by mid-March.

Laserfiche

The JAC Human Resources section is the final JAC car in the electronic data management system train. Even though we are the caboose, we are moving full steam ahead under the guidance of Michelle Dolce and Amber Moore. We are in the first phase of moving towards a Laserfiche based process and storage system. With the assistance of Kathy Prehoda and Cynthia Jean-Baptiste, we are scanning all of our existing personnel files into Laserfiche. This will allow us to get rid of more than 10,000 paper files and a wall of cabinets.

The next phase of implementing Laserfiche will involve all of the entities we serve. Specifically, we will be setting up GoToMeetings with you to discuss establishing uniform

Laserfiche (*con't*)

PARs and other documents. Although the documents themselves will not need to be uniform *per se*, they will need to have some data elements that are formatted in a certain way. In other words, PARs may look slightly different from circuit to circuit, but they will need to have the circuit, employee name, and social security number formatted in a specific manner. Having these data elements properly formatted will ensure that your documents get routed instantaneously to the correct person(s) for processing. We anticipate using "lessons learned" from JAC's Accounting, Financial Services, and Court Appointed sections to make this as streamlined and user-friendly as possible.

Reemployment Assistance and CONNECT

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness...it is now the age of CONNECT!

As you may remember from our Memorandum 004-14HR, the Department of Economic Opportunity (DEO) on October 15, 2013, moved to a new system for Reemployment Assistance (RA) called CONNECT. The new system was so that all agencies could respond electronically to RA Claims. At that time, the way JAC and the 49 agencies we administratively serve were set-up, it was not feasible for us to use the system. We worked with DEO on workarounds to ensure that you receive the claims in a timely manner and that you have enough time to respond via fax or mail. For the most part, it has worked well.

The summer of 2015, we were notified by DEO that they were going to make it mandatory for all state agencies to use the CONNECT system which would mean they would eventually stop mailing forms. We contacted DEO to remind them of our unique structure and though they understood, they were given the directive to move forward with this plan. We knew that this was going to mean a major shift in how we do things as they relate to Reemployment Assistance.

Late in the summer of 2015, members of JAC Human Resources (HR) met with DEO and the Department of Revenue (DOR) staff. We had to get DOR involved because that is the agency that sends out the Quarterly Invoices. During our meetings it was determined that the only way we could use the CONNECT system that would be satisfactory for all involved would be to set up each entity with their own RT Account Number. The RT Account Number is used to direct the claims to the correct employer of the former employee. It would take a major effort on DOR's part to set up all the RT Account numbers.

JAC HR, DEO, and DOR have worked together for the last four months on this project. As of last week, 50 unique RT Account Numbers were established. Within the near future, you will receive claim forms that have RT Account Numbers on them that are for your own office.

What does this mean for you? JAC HR Staff will be trained on the CONNECT system within the next month. After we go through the training, we will begin setting up GoTo meetings where DEO staff will train the agencies we administratively serve on how to use the system. We plan on having multiple training sessions to ensure everyone who will use the system has an opportunity to be trained. Within the next few months you will receive your login information for the system and we will send out a notification asking for contact information to share with DEO.

The current plan is to go LIVE with using the CONNECT system on July 1, 2016. We will continue to receive forms until August 31, 2016; this will hopefully give everyone time to transition. Beginning September 1, 2016, DEO will stop sending out paper claim forms. At that point, you will be notified via email from DEO when a new form has been filed for your circuit based on the RT Account Number.

The Quarterly Invoices will continue to be mailed to JAC and we will forward them to the appropriate circuits. Please note that with this change for the RT Account Numbers it means that for invoice purposes if you have no former employees that receive benefits for the previous quarter than you will not receive an invoice. Currently because so many offices are on each invoice (i.e., all of the State Attorneys are on one invoice) we would send out the first page of the invoice to the circuits that did not need to reimburse the Reemployment Trust Fund.

We understand that this will be a new process for all involved and that when we go LIVE, we will have some bugs to work out. Our partners of DEO and DOR have been extremely helpful in this project and are willing to assist in any way to ensure that everyone has what they need.

We will continue to send out communications as we get closer to July 1st.

JAC's Public Website www.justiceadmin.org

One of JAC's best advancements has been the improvement of our public website. This is where you can find just about any guidance, form, or memorandum you could ask for. Throughout the year, JAC HR staff review our website to ensure that the information we post is current, useful, and comprehensive. We also ask that you, our customers, let us know any time you identify something on our website that needs to be corrected or deleted. Please take advantage of this valuable resource!

The screenshot shows the JAC's Public Website interface. The browser address bar displays <https://www.justiceadmin.com/HR/hrfor>. The sidebar on the left contains a list of navigation links: Executive Office, Client Agencies, About JAC, Accounting, Acquitted Defendant Refunds, Budget, Court Appointed/IFC, Financial Services, **Human Resources** (highlighted with a red circle), JAC Newsletter, Operations, Registries, Public Records Request, Quick Links, and Contact Us. Below the sidebar is a 'MY ACCESS' section with a link to 'My Access (Log in to JAC's secure web site for circuits, court-appointed attorneys and associated due process vendors)'. The main content area is titled 'Employee Forms' and lists various forms with links to PDF or XLS versions:

- Employee Direct Deposit Form – NEW 2/2015 [PDF](#) – Employees are required to use Direct Deposit. This form is new for 2015.
- W-4 Form [PDF](#) – Employment form
- I-9 Form [PDF](#) – Form I-9 Employment Eligibility Verification form
- W-9 Form [PDF](#) – Certifying Tax ID Status for Beneficiary
- Beneficiary Affidavit [XLS](#) – Statement of Beneficiary
- Compensation and Pay Certification Form [PDF](#) – Florida Retirement System Certification form for new employees
- Benefits Appointment Form [PDF](#) – Appointment form for new hire OPS employees – NEW 09/21/15.
- Retirement Insurance Waiver Form [PDF](#) – Insurance Waiver Form for New Hires at JAC
- Deferred Compensation Duplicate Warrant [PDF](#) – DFS Affidavit for Duplicate Warrant
- Employee Relations Safety/Security – Risk Management Form [PDF](#) – Safety/Security – Risk Management
- FMLA Position Form [PDF](#) – fillable form for Position Descriptions (2013)
- HR Memoranda
- HR FAQs
- HR Forms
- Contacts
- Request to Fill Vacancy Form [PDF](#) [MS Word](#) – State of Florida – Request to Fill Vacancy form for all Agencies

Chard Snyder

As of January 1, 2016, Chard Snyder has taken over all Flexible Spending Accounts, Health Savings accounts, Dependent Care FSA, and Limited Purpose Health Savings Accounts as the vendor for State of Florida employees. Employees who are enrolled in one or more of the tax favored accounts should have received two “Benny” cards from Chard Snyder. The cards are good for 5 years and funds will reload with election amounts each plan year. Do not throw out your Benny card even if the funds for the *current* year have been depleted. The Benny card can be used just like a debit card at participating retailers or daycare centers. If you have multiple FSA accounts, the monies for all accounts will be available on your card. This means you can use your Benny card for daycare expenses if you have a Dependent Care Account and if the daycare is set up to receive debit cards, as well as using the Benny card for other eligible expenses you may have in an MRA account.

Employees have the option of using the Benny card at the point of contact, mailing in a claim form or submitting a claim via the online participant portal.

Employees will now be able to use a single sign-on from the People First site, mobile access to accounts including claim filing, text notifications, and live chat with Chard Snyder. Chard Snyder can be reached at 855-824-9284, floridaaskpenny@chard-snyder.com, or by contacting the People First Service Center at 866-663-4735.

JAC "Connect and Collaborate" Training Conference

May 2-5, 2016

As we hope you are aware, JAC is presenting a multi-day training conference for all of the entities we administratively serve. We strongly urge that circuits have as many staff as possible attend. Please email JAC for an Agenda.

The Justice Administrative Commission

Announces

"Connect and Collaborate" JAC Training Conference

Collaborate, connect, learn, and interact with JAC staff and your colleagues from across the state. JAC will present training on a wide variety of topics related to: human resources, budget, accounting, financial services, public records and more!

The conference dates are:

Monday, May 02, 2016 - Thursday, May 05, 2016*

Anticipated Agenda:

Monday May 2 – BOMS Training: Personnel, Timekeeping, Accounting, Asset Management, and more

Tuesday May 3 – Thursday May 5 *

- Track 1: Human Resources topics such as: PARs, Retirement, Reemployment Assistance, Payroll, and more
- Track 2: Budget, Accounting, FLAIR Screens, FLAIR Reports, Processing Batches, Purchasing Card, FA-CTS, Florida PALM, and more

Other topics such as: Overview and History of JAC, Public Records Requests, Legislative Updates, Roundtable Discussions, Internal Controls, and more will be covered in joint sessions.

**The conference will end at 12:00 PM on Thursday, May 5.*

JUSTICE ADMINISTRATIVE COMMISSION



Conference Location:

Embassy Suites by Hilton – Orlando North
25 Shorecrest Drive, Altamonte Springs, FL 32701

Questions regarding the conference may be sent to:
Vicki.Nichols@justiceadmin.org.

To assist in preparing for the conference, JAC requests that names of attendees be registered by clicking here:
<https://www.surveymonkey.com/r/DS38VSB>

Rate: \$99.00 per night, use group code: Justice Admin

Reserve your room by phone: 1-800-445-8667 or 1-407-571-3432 (ask for Jasmine Cunningham). You may also

reserve rooms online: <http://embassysuites.hilton.com/en/es/groups/personalized/M/MCOSPES-JDC-20160501/index.jhtml>



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WE'RE ON THE WEB

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Please use our email group addresses
for faster service.

payrollgroup@justiceadmin.org

benefits@justiceadmin.org

retirementcoordinator@justiceadmin.org

posttaxbenefits@justiceadmin.org

jobpostings@justiceadmin.org



Gentle Reminders

- * As the new benefits year has rolled around, all employees should be checking their January pay warrants to ensure all changes to their pre- and post-tax benefit deductions have pulled correctly. The address is: <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>
- * When submitting Position Descriptions, Reclassifications, and PARs, please remember that all personnel actions must be processed in chronological order of the event.
- * In addition to JAC's Spring Training Conference in May (at which we hope to see all of you!) we welcome all of you to come visit us in Tallahassee for one on one training. Or, just come by and say hello when you're in town!
- * Your Rate Reports are invaluable sources of information. In particular, you can easily see how many days positions are vacant. Positions vacant approaching 180 days can be reclassified to start the clock over. In order for the clock to start, an employee has to be *in* that reclassified position.
- * New employees cannot be entered into People First unless JAC has a copy of the individual's Social Security card.
- * Risk Management matters are handled by JAC's Operations Section. The email address to use is: riskmanagment@justiceadmin.org.
- * Please make sure that no employee deposits or cashes a payroll warrant prior to the warrant date. Doing so will result in the bank placing a hold on the employee's salary deposit.
- * The Government in the Sunshine Manual is an excellent resource when it comes to public records questions. The Manual is available on-line at <http://www.myfloridalegal.com/sun.nsf/sunmanual>
- * Please keep JAC Human Resources apprised of any changes to your Pay Plan or Salary Schedule that are made throughout the year.

JAC in Brief

The Justice Administrative Commission administratively serves 20 Offices of State Attorney, 20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, and the Statewide Guardian ad Litem Program. JAC also provides compliance and financial review for services provided by private court-appointed attorney representing indigent citizens and associated due process vendors.

The Commission is comprised of two State Attorneys, appointed by the Florida Prosecuting Attorneys Association, and two Public Defenders, appointed by the Florida Public Defender Association. The Commission appoints an Executive Director, who is charged with oversight of necessary staff to efficiently and effectively carry out the JAC's duties.

This Newsletter was prepared by JAC Human Resources staff.

We welcome all comments!