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Human Resources Newsletter

Vision: To be the model of exemplary state government.

Mission: To support the entities we serve and Florida's judicial system with fiscal controls, best practices, and exemplary service.

Core Values: We take great pride in exemplary service, adaptability, honesty, integrity, and diversity, as well as respectful and ethical conduct.

A Word from Carolyn Horwich, Human Resources Director

To better serve you, the Human Resources Section at the Justice Administrative Commission (JAC) will issue a Newsletter at least three times a year. We welcome any and all suggestions for topics of discussion in the future. Please submit your ideas directly to me. Thank you!

Information Tips

The Department of Financial Services' Employee Information Center (EIC) — An individual can access their account in EIC as long as they wish. It is a personal account and not tied to their employment. All earnings statements and W-2's will be available on the website for former employees for four years.

The Department of Management Services' People First website — An individual who has terminated employment with the state can still log on to People First for 30 days from the last day employed.

Florida Has a Right to Know — All state employees will appear in Florida Has a Right to Know (FHARTK) unless the employee has either "protected identity" or "restricted relative" checked as a privacy indictor. This may seem counterintuitive, but while the name, salary, and location of a "restricted employee" will appear in FHARTK, their relative's name, salary, and location will not appear. This is because the provisions of section 119.071, Florida Statutes, pertaining to the data of restricted relatives are the only provisions that state that, "…the names, home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses…" are protected. In other words, an Assistant State Attorney will show up in FHARTK. However, if the Assistant State Attorney ("restricted employee") is married to a judge (also a "restricted employee"), the ASA is *also* a "restricted *relative*" and therefore will not show up in FHARTK.

>Reemployment after Retirement<

The Division of Retirement continues to amend their policies and procedures. This factor, combined with the recent IRS audit regarding employee versus independent contractor discrepancies is forcing changes to how JAC's Retirement Coordinators are able to serve you.

The Coordinators are always able and willing to provide you with employment and retirement history dates for prospective employees. However, due to the recent changes implemented by the Division of Retirement, JAC staff can no longer respond to inquiries regarding employment after retirement—other than the dates.

In fact, the Division is advising all state agencies to have prospective employees complete the FRS Certification Form <u>prior</u> to being offered a position. All inquiries should be directed to the Division of Retirement at 1-844-377-1888.

Requests to Fill

JAC is eager to assist you in meeting your advertising needs. If you have a vacancy to fill and would like to take advantage of the free service through the State of Florida job site https://jobs.myflorida.com/index.html, please send **jobpostings@justiceadmin.org** a completed **Request to Fill Vacancy Form**. The form and additional information can be found on JAC's public website at: https://www.justiceadmin.com/HR/jobpostings.aspx.

Request to Fill Vacancy Form Instructions
Download the Request to Fill Vacancy Form (RTF) or (PDF) from the JAC website > "save as" for new RTF request > Complete the RTF or PDF form > Using a separate Word document, submit the advertisement language. Please include: 1) the complete name of your office; 2) how applicants are to apply (through People First or not); 3) any special documentation required (e.g., writing sample), and; 4) a description of the position being filled. Submit both the (RTF or PDF) form and the Word document to **jobpostings@justiceadmin.org**.

If using qualification questions, include them in the email. Please note that a common error is to refer to "the Florida Bar Association" in an attorney RTF. The proper name of that organization is simply "The Florida Bar".

Also, be aware that advertisements close at midnight on the date of closing. Therefore, having RTFs close on a Sunday gives applicants a full weekend to prepare and submit their application.

Lastly, in order to comply with re-employment rules, JAC proper is adding the language below to all our postings:

> **If you are a retiree of the Florida Retirement System (FRS), please check with the FRS at** 1-844-377-1888 **on how your current benefits may be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended, or deemed ineligible depending upon the date of your retirement.**

Unless directed otherwise by your office, this language will be added to *all* job postings through JAC.

Communication

From time to time, employees call our staff directly. It is our practice to redirect those callers back to your office for assistance. The People First Call Center frequently patches calls through to our staff from JRO employees; when appropriate, we redirect those callers back to your office as well.

In order to maintain our staff's role as a conduit between your office and your employees, we ask that you refrain from including our direct contact information if you forward an email from one of us to any employee. For example, when we share a message from one of our contacts at People First, we only copy and paste the body of the message and delete all People First contact information.

In this vein, we also ask that you not call up with an employee on the call unless such an arrangement has been scheduled ahead of time. This helps reduce any conflicting or confidential information being shared.

We appreciate your cooperation in this endeavor as our role is to serve *you* — rather than the employee.

Reemployment Assistance Contact Information

If you have not yet set up your CONNECT account, please contact Keita Bryant at Keita.Bryant@deo.myflorida.com.

For questions about the CONNECT system, the email group for CONNECT training is CONNECTTraining-Team@deo.myflorida.com and the toll-free number for the Employer Call Center is 1-877-846-8770.

Reemployment Assistance CONNECT Information and Training resources are found on our public website.

Securian

As People First continues to increase access and functionality for employees, please encourage employees to make any beneficiary changes on their life insurance policies online. Doing so saves time and paper, and will reduce the likelihood of any documents getting lost.

FTE of the position versus FTE of the employee

The "position" and the "employee" FTE are two separate entities.

Position FTE	Employee FTE
↓	↓
1.00 FTE (*0.25 vacant*)	0.75 FTE
0.75 FTE (*.25 vacant*)	0.50 FTE

The *position* FTE that you list on the position description does not have to match the *employee* FTE that you list on the PAR. The position FTE just has to be equal to, or greater than, the FTE of the employee.

We've been made aware that BOMS may, in some instances, default the employee FTE onto the position description. If this occurs, please make the necessary corrections before submitting it to avoid being over/under your approved FTE.

Pay Warrants

As mentioned, even after an employee leaves state service, he or she can still access their account in the Department of Financial Services' Employee Information Center (EIC). Employees need to set up an account, but because it is a personal account, and not tied to their employment, access will continue.

The EIC allows employees to check their warrants, which is very important so that employees can verify that any deductions are correct. And, should an employee see a deduction yet cannot recall what it is for, JAC posts a post-tax benefits Guide on our public website so that employees can easily search for the deduction code in the Guide.

Employees should be reminded that if their bank account is compromised, they are able to cancel their EFT themselves through People First.

We have lately been experiencing more cancellations than usual because employees are changing their names in People First *after* payroll runs. This results in their warrant having a name on it that will not match the employee's bank account. Whenever possible, please counsel employees to submit name changes *before* the payroll cutoff.

!!!!!!!!!!!!!!!!!!!!Name Changes!!!!!!!!!!!!!!!!!!!!

In order to process a name change for an employee, JAC must have a copy of a Social Security card and an updated W-4 form. We apologize for any confusion the previous erroneous instruction may have caused.

Contacting Human Resources

JAC Human Resources has established five email groups for your convenience. Each email group has multiple members to ensure that your emails do not go unread.

The primary email group for PARs is the **Payroll** Group email, **payrollgroup@justiceadmin.org**. Sending an email to that group that might be better directed to another email group is not a problem. The Payroll Group is closely monitored. If your email should be redirected to another section in HR, our staff will redirect it (Carolyn, Andy, Amy, Jessica, Kathy, Loraine & Monica).

Although we ask that you use the appropriate email group according to the descriptions below, if you are unsure of which email group to use, please just send your communication to the Payroll Group.

Sending one inquiry or document to multiple email groups at the same time can result in double work as far as tracking the email goes. Instead, we try to do the work for you. All of JAC's HR staff are located in the same physical space and we are in constant communication with one another.

The **Payroll** Group email: **payrollgroup@justiceadmin.org**
The **Benefits** Group email: **benefits@justiceadmin.org**
The **Retirement** Group email: **retirementcoordinator@justiceadmin.org**
The **Post-Tax Benefits** Group email: **posttaxbenefits@justiceadmin.org**
The **Request to Fill (Job Postings)** Group email: **jobpostings@justiceadmin.org**

The **Benefits** Group email, benefits@justiceadmin.org, is for all things concerning pre-tax benefits. Do you need to know how life events, such as a marriage, birth of a baby, or a divorce, affect your employee benefits and how to handle it? Direct your question to the Benefits Group email. Enrollment Forms and supporting documentation for those life events (e.g., marriage certificate, birth certificate, or divorce decree) should be sent to the Benefits Group email. (Carolyn, Amy, Kelsey)

The **Retirement** Group email, retirementcoordinator@justiceadmin.org, is for all things concerning retirement. And we mean everything! So, if you have the lucky employee who has worked hard and is now ready to retire and you need to help with the retirement application (either Regular or DROP), the Retirement Coordinator email should be your choice. The Retirement Coordinator email is appropriate to get help with SMS Position Designations, Second Elections, Years of Service Credit, and the eligibility of retired employees for reemployment. (Carolyn, Andy, Jennifer, Jessica)

The **Post-Tax Benefits** Group email, posttaxbenefits@justiceadmin.org, is for all things concerning post-tax. Capital Administrative Services, Inc. (CAS) handles the administration of all post-tax benefits. Post-tax benefits include department sponsored insurance and miscellaneous payroll deductions, such as life, disability, credit unions, parking, etc. CAS has a representative who is housed at JAC and is here to assist you with all of your post-tax benefits needs. (Carolyn, and Emily and Anne Marie from CAS)

The **Request to Fill (Job Postings)** Group email, jobpostings@justiceadmin.org, is for your advertising needs. If you have a vacancy to fill and would like to take advantage of the free service through the People First job site, please submit both the (RTF or PDF) form and the Word document to the Request to Fill (Job Postings) email, jobpostings@justiceadmin.org. (Carolyn, Amy, Loraine, Monica)

The HR Section at JAC is here to help. We encourage you to use the HR group emails to receive the best service possible.

Name and Bank Account Changes

If an employee updates either their name or direct deposit account information after the monthly payroll has processed, their financial institution will not be able to deposit the money into their account. The funds will be sent back to the Department of Financial Services – Direct Deposit Section. **DFS will then create a paper warrant and mail it to the employee's current mailing address on file with People First.** JAC cannot provide an exact time frame for this process, but historically, it can take two to three weeks.

A few tips:

- Do not have the employee call the People First Service Center when this occurs as they cannot assist. Have them call DFS/Direct Deposit at (850) 413-5517.
- Encourage your staff to make changes affecting their direct deposit as early in the month as possible . (Yep—saying it twice!)
- For security reasons, DFS will only speak with the account holder. No one else can call on their behalf.

Retirement Matters

How to Access Your Retirement Information Online:

Pension Plan members may access their retirement information by logging on to FRS Online. They may view their Member Annual Statement and FRS History Summary, as well as create estimates or update their beneficiary designations. To create a user name and password, follow this link and click on New User. The prompts will guide you through the process of requesting a new PIN, if needed.

Investment Plan members may access their account information and manage their funds by logging on to MyFRS.com. Go to https://www.myfrs.com/register.htm to register for MyFRS.com access. A PIN is required to establish a user name. Go to https://www.myfrs.com/RequestPinNumber.htm to request a new PIN. FRS mails all new hires a Welcome Brochure which includes their PIN.

The Division of Retirement does not notify Pension Plan members of DROP or Service Retirement eligibility. Employees are responsible for monitoring their retirement status and submitting their application timely.

PARs for Investment Plan retirees should be coded as a separation with a reason code of "53" for "other", with a note in the Comments Section: "Investment Plan retiree". This ensures the PAR is appropriately routed to the Retirement Coordinator for review and any additional certification required with FRS. People First will determine the Investment Plan member's eligibility for retiree insurance, once they receive notification of their distribution.

* HELPFUL HINTS *

* Employees should periodically review their pay warrants at the **Employee Information Center at the Department of Financial Services** to ensure they are correct. The address is: https://apps.fldfs.com/EIC/EmployeeInfoCenter/.

* When submitting a **PAR that has "Amended**" on it, please indicate in the accompanying email what precisely is being amended.

* When submitting Position Descriptions, Reclassifications, and PARs, please remember that all personnel actions must be processed in **chronological order** of the event.

* On the Rate Report, if you have positions that have been **vacant close to or more than 180 days**, you should consider moving someone into that position. This may mean having to reclassify said position. The clock will then start over on the newly vacant positions. Please avoid moving employees into positions that have a **different retirement code** from which the position the employee is being moved.

* When emailing JAC or Post-Tax Benefits, please **do not** include an employee's **full Social Security number** (the last four digits are usually enough). If more information is needed, we will contact you. Placing the employee's name in the subject box can make finding the message easier at a later date, if necessary.

* When submitting a question via email, please attach **relevant documentation** to your email (i.e., the PAR). The more **commentary** you can provide on a PAR, the more likely it will be processed in accordance with your wishes. For example, if your OPS employee is terminating—but moving to an FTE position, please write that on the PAR.

* In your initial email regarding an employee, please provide the **employee's name**. We like to look up the employee's status beforehand so that we know, for example, if the employee is SMS, part-time, or perhaps on leave status. This is a real time-saver!

* On every OPS salary due form, please include the correct **11-digit Org Code AND the corresponding 29-digit Account Code** even if neither code changes from one pay period to the next.

* Please make sure that you **delete or destroy obsolete forms** that are no longer valid. For example, old versions of the I-9 Form continue to pop up from time to time.

* Start and term dates should **not** be on weekends. Having either of those actions on a weekend could result in that the employee "owing" an insurance premium for a month s/he did not actually work.

* Please feel free to schedule an in-person training visit to JAC. We'd love to host you!

This Newsletter was prepared by JAC Human Resources staff.

We welcome all comments and ideas for the next issue!