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# Human Resources Newsletter

## *Carolyn's Corner*

Winter is here — at least today. Human Resources received some very positive feedback to its Autumn Newsletter and thought it would be a good time to share a few upcoming matters with the agencies we administratively serve using the Newsletter format again.

Our cross-training efforts have gone extremely well and we hope you have benefitted from increased HR staff access and availability.

An additional change in the HR Section occurred when Emily Reker took over from Gina Lowell as JAC's Post-tax Benefits Coordinator last September. Emily is re-entering the workplace after a hiatus. Emily's e-mail address is [posttaxbenefits@justiceadmin.org](mailto:posttaxbenefits@justiceadmin.org).

In response to a request from some of our agencies, JAC will send a message to your HR e-mail group when a New Hire has been entered into the People First system. In order to get the new employee's People First ID number,

either you or the employee can log in to People First and type in the employee's name, or call the People First Service Center directly at 1-866-663-4735. We hope this new service is of value to you.

Health care coverage for certain OPS/variable hour employees will begin January 1, 2014. To date, JAC has identified 55 employees who will enjoy this previously unavailable benefit. We want to thank all of you who worked so diligently and patiently as we went through this new, and often frustrating experience.

In 2013, JAC HR was lucky enough to have staff from three agencies visit us here in Tallahassee for in-person training. Our guests were walked through every step of what we do here. Feedback from JAC and agency staff was very positive, so I invite all of you to come on up and see us sometime! Tallahassee is beautiful in the Spring . . .

## Lump Sum Bonus Plans & Evaluations

The Lump Sum Bonus Plans that were submitted to the Governor's Office September 15, 2013, for all the agencies under Justice Administration have been approved. This approval is important in light of the \$600 bonuses that up to 35% of the Justice Administration workforce will receive in June 2014. In order to be eligible for a bonus, employees must

have had a period evaluation conducted. So please take a moment to review your agency's Bonus Plan to make certain its requirements are met so those lucky employees can receive their bonuses. Should you have any questions about the Lump Sum Bonus Plan or evaluations, please contact me at:

[Carolyn.Horwich@justiceadmin.org](mailto:Carolyn.Horwich@justiceadmin.org)

## Retirement

As you know, an employee going into DROP must be coded "DP". This code drives the contributions that are sent over on the payroll file. The DP code also stops the employee from having the 3% deducted since the employee is considered "retired", and thus not liable for the 3%.

An employee may apply for DROP six full months prior to entering DROP. However, if the employee's retirement code is not changed to DP prior to the month they join DROP, the code goes over as HA or HM, and not DP. This causes the 3% to be deducted and both the employer and employee are owed a credit (refund) and an invoice must be processed.

Although the deadline for applying for DROP is the last day of the month for the month the employee enters DROP, completing and submitting the paperwork early will avoid the 3% overpayment. To make entering DROP more efficient for employees and the agencies we serve, please submit the paperwork as early as feasible. Thank you!

## Benefits

In order to keep up with enrollments and/or changes employees make in the People First System regarding their pre-tax benefits, we will run the under/overpayment report after each payroll. Our goal is to catch premium changes in a timely manner so that the employee does not have an interruption in their services. We are still in the process of cleaning up discrepancies from two years ago, so you may receive a future report from Amber Moore or Amy Maros that is larger than is typical.

The report will be an attachment in Excel with an added column "result/action" as an explanation on what occurred and/or what action should be taken. If you have any questions and/or concerns please contact the Benefits e-mail group at [benefits@justiceadmin.org](mailto:benefits@justiceadmin.org).

## People First Changes and BOMS Codes

As part of a systems enhancement, People First has *deleted* 8 PAR reason codes that JAC Payroll can select from when entering pay increases or decreases. Deleted options are increase/decrease in: 1) Critical Market Pay, 2) Hazardous Duties, 3) TSD-Absent Coworker, 4) TSD-General, 5) CAD, 6) Lead-Worker, 7) Legislative Approved, or 8) Trainer Duties.

Options *remaining* to enter a pay increase or decrease (other than tied to promotions or demotions) are: 1) Added Duties, 2) Competitive Offer, 3) Change in Work Assignment, 4) Increase in accord with Training, 5) Change in Work Location, 6) Increase for Retention, and 7) Legislative Mandate.

**Accordingly, when preparing a PAR, please write the reason in the Comments Section that most closely aligns with the available People First options above.**

## Friendly Reminders

When moving employees in or out of vacant positions, please try to keep the employee within "like classes" and the same retirement code. Doing so will ensure that the employee's retirement credits are accurate.

Please submit a PAR when an OPS employee has terminated. This helps to keep Justice Administration's records accurate in the People First Data Warehouse.

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



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>

## Updates

**Worker's Compensation --** Effective January 1, 2014, workers' compensation medical case management services currently being provided by CorVel and Optacomp will be transitioned to AmeriSys for coordination of workers' compensation medical benefits. The intake of new claims will also be assumed by AmeriSys.

The phone number for claims effec-

tive January 1, 2014 and after is **800-455-2079** and the fax number is 407-902-2001.

**Pay Warrants --** January is the ideal time to log on to the Department of Financial Services' Employee Information Center at: <https://apps.fldfs.com/EIC/EmployeeInfoCenter/> to verify that the appropriate deductions are being taken from your pay warrant. Doing

so ensures greater control over your deductions, such as life insurance premiums, which increase at certain age intervals.

**Open Enrollment 2013 --** Of those state employees who made elections during Open Enrollment, 94.7 percent made elections online. The service center answered more than 41,200 calls!