



## COMMISSIONERS

**Brad King, Chair**  
State Attorney  
5th Judicial Circuit

**Diamond R. Litty**  
Public Defender  
19th Judicial Circuit

**Jerry Hill**  
State Attorney  
10th Judicial Circuit

**Kathleen A. Smith**  
Public Defender  
20th Judicial Circuit



**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

We hope those of you who attended JAC's "Connect and Collaborate" conference in May enjoyed the training session and found the material helpful. Human Resources staff enjoyed getting together with our customers. We welcome any and all suggestions for topics of discussion for next year's conference. Please submit your ideas directly to me. Thank you!

## Employee Assistance Program (EAP)

The current provider for the Florida State Employee Assistance Program (EAP) is Aetna. Effective August 21, 2016, the state will switch to e4Health. Services by telephone will be available 24-hours a day, 7-days a week. A new service from e4Health will be a dedicated phone line and hashtag especially for teens. There will also be a dedicated phone line for supervisors.

e4Health will be distributing introductory materials starting August 8, 2016, including post cards, webinars and PowerPoint presentations. In order for employees and retirees to receive the post cards, it is imperative that People First has their correct mailing addresses.

For any employees who are currently receiving services through Aetna, they will transition to e4Health. However, employees will be able to get the allotted number of sessions from e4Health as if they were new clients. Aetna provides 6 free counseling sessions to state employees and household members. **If you are currently using Aetna for counseling, or intend to sign up for counseling very soon, you will be able to have up to 6 sessions through Aetna AND another 6 free sessions with e4Health starting August 21, 2016!**

## People First — Address Verifications

Starting August 1, 2016, when an employee tries to log on to People First, there will be a pop-up window that asks state employees and retirees to [verify their addresses](#). This ensures successful delivery of health and insurance related communications, Forms W2 and 1095, as well as special announcements and other important information. For additional information on this process, review the [Address Verification Frequently Asked Questions](#) document.

## Human Resources Staff

Earlier this year, we bid a fond farewell to Mary Graves and Cynthia Capps, but were fortunate to have Monica Thomas join our team. Although we have one less staff person, we hope our level of service to you has remained high. If not—please let Carolyn know!

## Reemployment Assistance and CONNECT

We are in the first month of the CONNECT system going live for JAC and the 49 agencies we administratively serve. (The new RT Accounts were established for each circuit and went live on October 16, 2015.)

We hope that it has been a smooth transition for you. We want to make certain that you are aware of the following:

- ⇒ If you have not set-up your CONNECT account, you will need to contact Keita Bryant at [Keita.Bryant@deo.myflorida.com](mailto:Keita.Bryant@deo.myflorida.com). Ms. Bryant will assist you in setting up your account.
- ⇒ If you have issues using the CONNECT system, JAC will not be able to assist you. You will need to contact DEO directly for assistance.
- ⇒ Here are the names and email addresses at DEO for staff who can assist you. You can also call 1-877-846-8770:  
 Patrice Saucier at [Patrice.Saucier@deo.myflorida.com](mailto:Patrice.Saucier@deo.myflorida.com)  
 Natasha Ward at [Natasha.Ward@deo.myflorida.com](mailto:Natasha.Ward@deo.myflorida.com)  
 Andrew Stanley at [Andrew.Stanley@deo.myflorida.com](mailto:Andrew.Stanley@deo.myflorida.com)

The staff at DEO is ready and willing to assist in any way they can so please do not hesitate to reach out to them.

If you have set-up your CONNECT account and have chosen to receive email notifications and are not receiving them, please contact DEO. If you have chosen to use the full functionality of CONNECT, then that means you will no longer receive paper forms from JAC. DEO will not send them to us.

For at least the next three (3) calendar quarters, if you receive a claim, there is a chance that you could receive two (2) UCB-412 claim forms. The reason this may occur is because your old RT Account and your new RT Account both fall within the claimant's base period [the first four (4) calendar quarters of the last five (5)]. Each claim form will show a percentage of what will be owed if the claimant is found eligible for benefits. The forms for the old RT Accounts will still come to JAC and we will continue to follow our normal procedures for sending them to you.

The invoices will continue to come to JAC for distribution. Please do not change the mailing address in CONNECT.

## Retirement Tips

We are often asked what the difference is between "retirement" credit and "service" credit. Here's your answer!

**Retirement Service Credit:** Members receive one month of service credit for each month in which any salary is reported for work performed with any FRS employer (state, city, county, etc.). The employee ***must be in paid status*** for at least one day of a calendar month or a portion thereof.

**Service Credit for Leave Accrual:** An employee typically accrues "state government creditable service" or "creditable state employment" when the employee is in ***paid status or authorized leave without pay*** for at least one day of a calendar month or a portion thereof. Please see your local policy to determine whether or not service other than that with a state agency (county, etc.) is accepted.

Also, please note:

- ⇒ JAC does not have access to a prospective employee's information on the Division of Retirement's website. The only piece of information available to us prior to their being put on the payroll is whether or not they were previously retired. This is used to avoid violating reemployment provisions for retirees.
- ⇒ JAC cannot see an employee's prior state service in People First until the new hire paperwork is processed.
- ⇒ Specific information regarding time worked with other FRS employers or local government agencies (which could be another FRS or non-FRS employer) is not available.

## JAC's Public Website www.justiceadmin.org

JAC's public website is where you can find just about any guidance, form, or memorandum you may need. 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. On the left is a navigation menu with items like Home, Our Commissioners, Executive Leadership, Executive Office, JAC Conference, Client Agencies, About JAC, Accounting, Acquitted Defendant Refunds, Budget, Court Appointed/IFC, Financial Services, Human Resources (highlighted), JAC Newsletters, Operations, Registries, Public Records Request, Quick Links, and Contact Us. Below the menu is a 'MY JAC' section with a login link. The main content area features a prominent notice: **NOTICE: 2016-2017 ATTORNEY-REGISTRY/OFF-REGISTRY, INDIGENT FOR COSTS (IFC) & DUE PROCESS CONTRACTS--TYPE 1 & TYPE 2 ARE NOW AVAILABLE AT MY JAC.** Below the notice is text about the Justice Administrative Commission (JAC), its services, and its composition. A red circle highlights the 'FLSA' link in the Human Resources sub-menu, with a red arrow pointing to it. At the bottom of the page, there are search results for 'JAC TOP SEARCHES' and links to 'Court Appointed & IFC Attorneys & Due Process' and 'Year-End Info & Agency Financial Statements'.

### Fair Labor Standards Act (FLSA)

**New overtime regulations go into effect December 1, 2016. Please go to JAC's Human Resources section on our public website for resources to assist you in complying with the new regulations.**

### Florida State Employee Charitable Campaign (FSECC)

This year's FSECC cycle kicks off September 1, 2016 and runs through October 10, 2016. The Department of Management Services (DMS) negotiated down the fiscal agent's (SOLIX) fee from approximately \$389,000 to \$180,000 for the next cycle. The trade-off for the lower fee is that DMS and state agencies will have additional duties. Specifically, each agency will need a payroll coordinator. Also, no cash or checks will be permitted for donations – only payroll deduction. Lastly, there will be no standalone FSECC website. All FSECC matters will be posted on DMS' website. More information on this topic will be issued as we get closer to kick off.

*(I'd like to take this opportunity to thank Jennifer Henderson for serving as JAC's FSECC liaison for so many years. To show my gratitude, I will be taking over this responsibility to give Jennifer a well-deserved break! — Carolyn)*



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Suite 2100  
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PHONE (850) 488-2415  
TOLL FREE (866) 355-7902

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**For faster service, please use  
our email group addresses.**

[payrollgroup@justiceadmin.org](mailto:payrollgroup@justiceadmin.org)

[benefits@justiceadmin.org](mailto:benefits@justiceadmin.org)

[retirementcoordina-  
tor@justiceadmin.org](mailto:retirementcoordina-<br/>tor@justiceadmin.org)

[posttaxbenefits@justiceadmin.org](mailto:posttaxbenefits@justiceadmin.org)

[jobpostings@justiceadmin.org](mailto:jobpostings@justiceadmin.org)

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## \* HELPFUL HINTS \*

- \* Please remind employees to periodically review their **pay warrants** to they are correct. 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.
- \* Positions vacant close to 180 days on your Rate Report can be reclassified to start the clock over, but an employee **must be in that reclassified position for the clock to start.**
- \* 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: [riskmanagement@justiceadmin.org](mailto:riskmanagement@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 2016 Government in the Sunshine Manual is now 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.
- \* The more **commentary you can provide on PARs**—the more likely they 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.
- \* On your **OPS Salary Due form**, please write whether you want it paid on Supplemental.
- \* 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 to process your request. If more information is needed, we will contact you.

## 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!**