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**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.

# HUMAN RESOURCES NEWSLETTER

## A Word from Carolyn Horwich, JAC Human Resources

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!

## OPS Appointment Status — It Matters

When hiring a new OPS employee, you may ask, "Is this a seasonal appointment?" Did you know that marking an employee as "seasonal" affects the employee's benefit eligibility?

The Affordable Care Act of 2014 made it a requirement for certain employers to offer any employee who is expected to work an average of 30 or more hours per week a chance to enroll in health care coverage. However, "seasonal" employees are exempt from this requirement under Florida law. Section 110.123, F.S., states in part:

(2)(c) "Full-time state employees" means employees of all branches or agencies of state government holding salaried positions who are paid by state warrant or from agency funds and who work or are expected to work an average of at least 30 or more hours per week; employees paid from regular salary appropriations for 8 months' employment, including university personnel on academic contracts; and employees paid from other-personal-services (OPS) funds as described in subparagraphs 1. and 2. The term includes all full-time employees of the state universities. The term does not include seasonal workers who are paid from OPS funds. (*emphasis added*)

If an OPS employee is entered as "seasonal", they will not be sent a new hire benefit package and not be given a chance to enroll in benefits upon hire. Careful consideration should be used before identifying an employee as seasonal. The federal definition states that a seasonal employee is one who performs labor on a seasonal basis where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year (e.g., retail during Christmas or summer employment such as lifeguarding).

Employees designated as OPS seasonal who are still employed after 12 months will be measured at the end of the 12-month initial measurement period. Designation of an employee as seasonal within People First does not impact the measurements. If the employee measures as "benefits eligible", they will be able to enroll in benefits at that time.

## New Policies for Under/Overpayments

Along with the recent updates to the People First system, the Division of State Group Insurance (DSGI) has made several changes to how benefit under/overpayments are processed.

### Underpayments

To reduce the need for an employee to mail a personal check and JAC to process a state voucher, DSGI has instituted two policy changes. The first change is that premiums are no longer due by the first of the month. An employee now has until the end of the current coverage month before a payment is considered late. All of their services will be available for use without interruption. The second change made by DSGI is that employee (up to \$360 per monthly payroll in addition to normal payroll deductions) and employer underpayments (full amount due) are payroll-deducted for an active employee. This could be a significant amount of money taken from an employee's paycheck.

There are a couple of exceptions in which an employee will need to send a personal check and/or a state voucher will need to be processed. The first exception is when an employee is on Leave Without Pay (LWOP) for more than one month. An employee only has a one month grace period for underpayments. That means if the employee is going to be out and their premiums will be more than one month underpaid, they will need to send in payment. The second exception occurs if an employee terminates without enough pay to cover their final month of coverage. Any amount not covered by an employee's final paycheck will need a payment sent in to cover the underpaid amount owed.

### Overpayments

Starting in July 2018, DSGI began a once a month mass move money for employee overpayments. As long as there is not a state underpayment, DSGI will move the premium, up to the full amount owed for the same benefit type, to the next month due. JAC will request that any overpayment on the employer's side be moved to the next available month. Since the premium will show as paid, the deduction for the next coverage month will not pull from the next pay warrant. JAC will continue processing premium refunds if the employee is no longer enrolled in the plan or if they have terminated from employment.

## Qualifying Status Changes

It is very important that an employee who experiences a Qualifying Status Change (QSC) event submit the required dependent documentation to People First. If the employee does not send the required documents within 60 days from the date of the request or if their documents do not prove dependent eligibility, insurance coverage on the dependents in question will be removed *prospectively*. For more information please view [Memorandum HR18-18](#).

## "NRA" Status on W-4 form

Please make sure your employees do not check the Nonresident Alien box in People First unless they are actually a nonresident alien. If the box is erroneously checked, the employee's tax withholding amount will be incorrect. This may lead to the employee owing additional and unanticipated taxes. This screen is found on the employee's "Personal Information/Form W-4" page in People First.

W-4 Filing Status	03 - Married filing at higher single rate
Number of Allowances	03
Additional Tax Amount	0.00
Are you a Nonresident Alien?	<input type="checkbox"/>
IRS Directed	<input type="checkbox"/>
W-4 Signed Date	08/06/2018

## Laserfiche

Starting in 2015, JAC Human Resources embarked on an effort to scan into Laserfiche the more than 10,000 personnel files that we house. The goal of this scanning project is to have all personnel files digitized for easier and quicker access. As long as an HR staff member has Laserfiche on his or her desktop, that staff member can pull up an employee's personnel record in a matter of seconds.

Files are separated into categories (e.g., Benefits, Payroll, Retirement), scanned, quality checked, and shredded. We started at the end of the alphabet and have worked our way backwards. Staff is starting to scan files of employees whose last names begin with the letter E. While it is not the most fun job in HR, our OPS employees, Shelby Faul and Cynthia Jean-Baptiste (the latter just moved to Jacksonville), have done a remarkable job in helping HR modernize our record keeping.



## Reemployment Assistance

Department of Economic Opportunity Contacts:

If you have not yet set up your CONNECT account, please contact Keita Bryant at

[Keita.Bryant@deo.myflorida.com](mailto:Keita.Bryant@deo.myflorida.com).

If you have questions about the CONNECT system, the email group for CONNECT training is [CONNECT-TrainingTeam@deo.myflorida.com](mailto:CONNECT-TrainingTeam@deo.myflorida.com) and the toll-free number for the Employer Call Center is 1-877-846-8770.

Please take advantage of the Reemployment Assistance CONNECT Information and Training resources found on the JAC public website.

## New Hire Packets

The documents JAC needs to process a new hire packet in People First are limited to the following:

1. Employment Authorization or OPS Personnel Action Request
2. Position Description (if the position has to be reclassified)
3. Florida Retirement System Certification Form (revised 5/14/18)
4. W-4 Form
5. Social Security Card from the Social Security Administration
6. I-9 Form with the necessary visible documents for verification

- ◆ Please make sure that the W-4 and I-9 forms are complete prior to submitting to the Payroll Group.
- ◆ As a courtesy reminder, a copy of a receipt from the Social Security Administration is not acceptable with the new hire packet. If a new hire has applied for a Social Security card replacement, please make a note in the email that the new hire has applied for said replacement.
- ◆ Remember to use the latest OPS Appointment (12/6/16) form which can be found on our [website](#).
- ◆ Please do not provide spouses' personal information on the Employment Authorization form.
- ◆ Resubmitting new hire packets to the Payroll Group can only slow down the process.

## Default Retirement Plan

Effective January 1, 2018, the default retirement plan for new FRS members changed from the Pension Plan to the Investment Plan, with the exception of members of the Special Risk Retirement Class. Special Risk employees continue to default to the Pension Plan. Employees will also continue to be reported under the Pension Plan beginning with the month of hire, and up until such time they make an active or default election. The retirement contributions of those who default to the Investment Plan will be transferred from the Pension Plan and placed in an age-appropriate Retirement Date Fund.

Beginning in September, the first new FRS members who failed to make an active election during their 8-month election window will default into the appropriate plan for their retirement class. No action is required by your offices as a result of default elections to the Investment Plan. Your retirement coordinator at JAC will pull the election information from the Division of Retirement's website and update the retirement codes for these employees in People First. This report will also include any active elections made by employees. When appropriate, we will update their record to reflect their plan choice.

## Employment Termination Form

Under Florida law, a member may not receive benefits under the Investment Plan unless they have been terminated from **all** FRS employment. The only exception to this three calendar month period is if the member meets the normal retirement requirements for the Pension Plan. For example, age 62 with at least six years of creditable service or 30 years of FRS covered service regardless of age. For Special Risk Class, age 55 with at least 6 years of special risk service or 25 years of special risk service regardless of age. If they meet these requirements, they may be eligible to receive a one-time distribution of up to 10% of their account balance after being off all FRS-covered payrolls for one full calendar month, and the remaining balance after a total of three calendar months.

When a recently separated Investment Plan member contacts the FRS Plan Administrator to request a distribution, they may be told that their termination date is not reflected in their system. They would then be directed to contact JAC to request that we file an Employment Termination Form (only JAC Retirement Coordinators are authorized to file this particular form). However, it is unnecessary for us to file the form in most instances. We only need file the form when the employee is eligible for an early distribution after one calendar month as described above. For all others, FRS will receive their termination date on the monthly payroll file in time for them to request their distribution.

## Retirement Tips

- \* Please provide as many details as possible when posing a question to the Retirement Coordinator email group. This helps us review their records and pull any necessary information relevant to our response and ensures greater accuracy, instead of giving a "generic" response and possibly leaving out important details specific to the individual's situation.
- \* Employees should complete and submit a "New Retiree Health and Life Election Form" to People First at retirement, even if they do not wish to continue their coverage as a retiree. People First system will sometimes "automatically enroll" an employee into retiree health and life coverage.
- \* Please note that PARs for Investment Plan retirees should be coded as a termination, with a reason code of "53", for "other", instead of "56" for "retirement". Investment Plan members are not considered "retired" under the FRS until they have taken a distribution from their account. Also, to ensure the PAR is routed appropriately, please write in the Comments Section of the PAR: "Retiring from the Investment Plan."
- \* Leave payouts for retiring employees are processed by your Retirement Coordinator. If you do not include their leave on their termination PAR and later provide a separate PAR for their leave payout, to ensure the PAR is routed to the Retirement Coordinator appropriately, please note in the Comments Section of the PAR: Retiree.
- \* The Rate Report you receive every month contains the Retirement Code for each employee.

## 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](mailto: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). Therefore, 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](mailto:payrollgroup@justiceadmin.org)

The **Benefits** Group email: [benefits@justiceadmin.org](mailto:benefits@justiceadmin.org)

The **Retirement** Group email: [retirementcoordinator@justiceadmin.org](mailto:retirementcoordinator@justiceadmin.org)

The **Post-Tax Benefits** Group email: [posttaxbenefits@justiceadmin.org](mailto:posttaxbenefits@justiceadmin.org)

The **Request to Fill (Job Postings)** Group email: [jobpostings@justiceadmin.org](mailto:jobpostings@justiceadmin.org)

The **Benefits** Group email, [benefits@justiceadmin.org](mailto: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](mailto: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](mailto: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, Emily, Anne Marie)

The **Request to Fill (Job Postings)** Group email, [jobpostings@justiceadmin.org](mailto: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, simply complete a **Request to Fill Vacancy Form** [PDF](#) version or [MS Word](#) version and submit it to the Request to Fill (Job Postings) email, [jobpostings@justiceadmin.org](mailto: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 .
- ♦ For security reasons, DFS will only speak with the account holder. No one else can call on their behalf.



## DSGI Open Enrollment GoToMeeting

Mark your calendars! Open Enrollment dates for calendar year 2019 are October 15 through November 2 at 6:00 p.m. Eastern Time.

**What:** The Division of State Group Insurance will be onsite at the JAC office to discuss Open Enrollment changes for the 2019 plan year and will be available to answer questions.

**Who:** This meeting is open to all HR staff of our judicial-related offices.

**When:** Tuesday, October 2, 2018, at 2:00 p.m.

**Where:** Please join us by calling in to the GoToMeeting:

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/468643637>

**You can also dial in using your phone:** United States (Toll Free): 1 866 899 4679

**Access Code: 468-643-637**

**Joining from a video-conferencing room or system?**

Dial: 67.217.95.2##468643637

Cisco devices: 468643637@67.217.95.2

First GoToMeeting? Let's do a quick system check:

<https://link.gotomeeting.com/system-check>



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The heart of a shrimp is located  
in its head.

A snail can sleep for three years.

Fingerprints of a koala are so  
indistinguishable from humans  
that they have on occasion been  
confused at a crime scene.

Slugs have four noses.

Elephants are the only **animal**  
that can't jump.

A rhinoceros' horn is made of  
hair.



## \* 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.

**This Newsletter was prepared by JAC Human Resources staff.**

**We welcome all comments!**