



Benefits

Amy Maros

Senior Human Resources Coordinator

Monica Thomas

Senior Human Resources Specialist

JAC Website - Benefits

- www.justiceadmin.org



- 🏠 JAC Home
- Human Resources - Home
- Americans with Disabilities Act (ADA)
- Application for JAC Legal Internship Program
- Benefits
- Contacts
- COVID-19
- Deferred Compensation
- Ethics & Financial Disclosure

JAC Home / Human Resources / Benefits

Benefits

[Benefits](#) | [Post Tax Benefits](#) | [Parking](#) | [Tuition Waivers](#) | [EAP](#)

[State Group Insurance Information](#) | [Open Enrollment - Plan Year 2024](#)

2024 Plan Year Information

For the most comprehensive information about the benefits offered by the State of Florida, please go directly to <https://www.mybenefits.myflorida.com/health>. Some links, but not all, are provided below.

People First is the Benefits Administrator for the State of Florida pre-tax insurance plan and is responsible for new hire enrollments, coverage changes, premium administration and dependent eligibility among many others. If you experience issues with your pre-tax insurance or have questions in general you may contact the JAC Benefits Coordinator at benefits@justiceadmin.org or the People First Service Center at 1-866-663-4735 (TTY users: 1-866-221-0268).



My Benefits Website

- Benefits Guide
- Learn about changes
- Read about plans
- Use Cost Estimators
- Insurance Company Contact Info
- <http://mybenefits.myflorida.com/>



myBenefits

People First



How employees will receive information

- Employees **MUST** verify mailing and home address in People First
- Employees **MUST** enter Notification Email in People First
- **Benefits summary will be mailed and available online**
- **Confirmation statements will be mailed and available online**
- **New hire letter**
- **JROs can enter a work contact email for the employee in People First**

State Group Insurance

- Health
- Life
- Dental
- Vision
- Supplemental Plans
- Savings and Spending Accounts



Did You Know?

- Shared Savings Program
 - Healthcare Bluebook
 - SurgeryPlus and Hinge Health



Who is Eligible?

- Salaried Employees
- OPS Employees who work 30+ hours
- Eligible Dependents



Employer Paid Insurance

- Health
 - Employer premium is based on the type of coverage (single/family) and the employee's classification code.
 - [Premium Rate Chart](#)
- Life
 - Employer monthly premium is \$3.58.
- Disability
 - Only available to select employees.
 - Monthly premium is based on employees salary.

When Can Employees Enroll in Benefits?

- As a New Hire
- During Open Enrollment
- Because of a Qualifying Status Change (QSC) Event



New Hire

- Newly-hired, eligible employees have 60 days from their date of hire to enroll in State Group Insurance benefits.
- Coverage begins on the first day of the month after the month in which the state deducts a full month's premium. Coverage always begins on the first day of a month and continues for the rest of the calendar year, as long as you pay premiums on time and you remain eligible.
- If an employee enrolls in insurance after monthly payroll is processed, they may elect an early effective date for health insurance only.

Marketplace Exchange Notice

Employers are required to provide a health insurance marketplace exchange notice to all newly hired employees.

- [2024 Marketplace Exchange Notice](#)

Open Enrollment



- Held annually in the Fall.
- Open Enrollment gives employees the opportunity to review available benefit plan options and make any changes they want for the next plan year.
- All elections are effective from January 1 to December 31.
- Any changes made will remain in effect for the entire calendar year, unless changes are made due to a QSC event.

Qualifying Status Change (QSC) Event

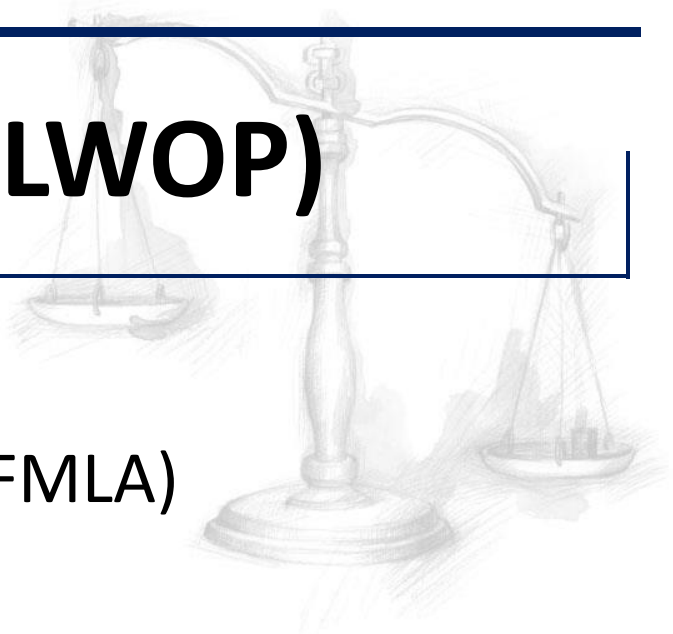
- A QSC event is an event that results in a gain or loss of eligibility for coverage (e.g., birth, marriage, death).
- [QSC Matrix](#)
- Documentation of certain events is required.
- Employees have 60 days (unless otherwise noted) from the date of the event to make changes to their benefits.

Dependent Eligibility Verification Process

- All enrollees who add new dependents will receive the documentation request.
- If the enrollee fails to send sufficient documents in a timely manner, or submits documents that do not prove dependent eligibility, DSGI will terminate dependent coverage prospectively (i.e., the first day of the month following ineligibility determination).

Leave Without Pay (LWOP)

- Types of LWOP:
 - Family Medical Leave Act (FMLA)
 - Military Leave
 - Authorized Leave/Suspension
- When employees are on LWOP and not receiving a paycheck, the state premiums must be manually paid through a voucher processed at JAC. This includes health, life, and disability, if applicable.



Leave Without Pay (LWOP)

- Due to guidelines in the Affordable Care Act, any employee on leave is entitled to affordable insurance. This means the employee will only be responsible for their portion of the health insurance premium when on any type of leave.
- Employees are also responsible for paying for any supplemental insurance plans.

Where to Send Premium Payments

- While an employee is on LWOP they will need to mail a check for their monthly pre-tax insurance premiums.
- Please make the check or money order out to DSGI, put the PF ID# on the check, and mail it directly to:

People First Payments

P.O. Box 5437

Tallahassee, FL 32314-5437



Measurement Matrix



https://www.dms.myflorida.com/content/download/115513/637617/Measurement_Matrix_Final.pdf



Measurement Period



	New Hire Measurement Period	Open Enrollment Measurement Period (OEMP)
<p>A measurement period is defined a period of 12 consecutive months</p>		
WHO	<p>OPS and Part-time FTE employees working less than 30 hours per week at the point of initial hire.</p>	<p>All salaried FTE employees and all OPS Employees who have worked 12 months.</p>
WHEN	<p>Starting the first day of the month following the initial hire date and ending the last day of the twelfth month.</p>	<p>October 3 through the following October 2 of each year.</p>

Stability Period

- Federal guidelines state that we must provide affordable coverage for the period of one year.
- If an employee is hired at a 1.0 FTE but moves to a .25 FTE or OPS, they will pay the same premium for the remainder of the year.
- For Example, an employee's effective date is October 1 and in January they move to a .25 FTE or an OPS position they will pay the same premium for the remainder of the stability period.

Break in Service

- A Break in Service occurs when:
 - An employee moves from One salaried FTE position to another salaried FTE position (includes part-time salaried FTE) AND termination of employment lasts one full calendar month.
 - For all other position changes: termination of employment that lasts at least 13 consecutive weeks; or a break between four weeks and 13 weeks if the period of service prior to the break is less than the period of the break.
- If a Break in Service does not occur and the employee was enrolled in benefits before termination, upon reemployment, benefits will automatically reinstate.



Under/Overpayment Benefits Report

What is the Under/Overpayment Benefits Report?

- The report identifies employees and employers whose benefits are either underpaid or overpaid for the requested coverage period.

What information is included on the Under/Overpayment Report?

- **Employee Due**: Employee contribution due for the insurance plan for the coverage month.
- **Employee Paid**: Employee contribution paid for the insurance plan for the coverage month.
- **Employee Variance**: Employee underpayment or overpayment amount for the insurance and coverage month.

What information is included on the Under/Overpayment Report?

- **Employer Due**: Employer contribution due for the insurance plan for the coverage month.
- **Employer Paid**: Employer contribution paid for the insurance plan for the coverage month.
- **Employer Variance**: Employer underpayment or overpayment amount for the insurance plan and coverage month.

What information is Included on the Under/Overpayment report?

JRO

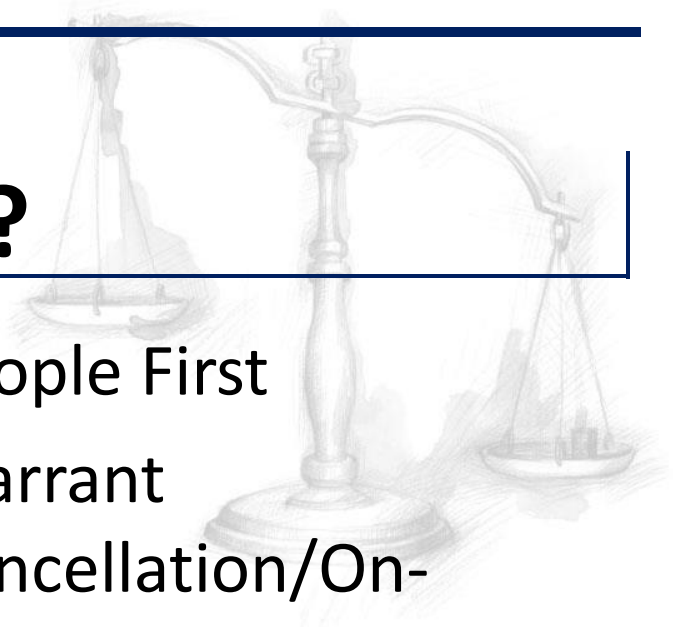
- Review Under/Overpayment Report
- Inform employees of underpayments
- Inform employees of refunds due to them

JAC

- Request all overpayment refunds from People First for both employee and employer paid premiums
- Create JT backup documentation and voucher underpaid employer portion
- Submit Move Money Request to People First

What Causes Under/Overpayments?

- Pay Increase
- Position Changes
- QSC Events
- New Hire/Payroll Cutoff
- LWOP
- Termination
- People First
- Warrant Cancellation/On-demand
- Personal Payment-Employee
- Voucher
- Age/Date of Birth



Contact Information

SAs

Monica Thomas

(850) 488-2415

benefits@justiceadmin.org

PDs, RCs, CCRCs, & GAL

Amy Maros

850-488-2415

benefits@justiceadmin.org

People First

866-663-4735

<https://peoplefirst.myflorida.com/peoplefirst>





**JUSTICE ADMINISTRATIVE
COMMISSION**



Request to Fill Vacancy

Amy Maros
Senior Human Resources Coordinator

What is a Request to Fill (RTF)?



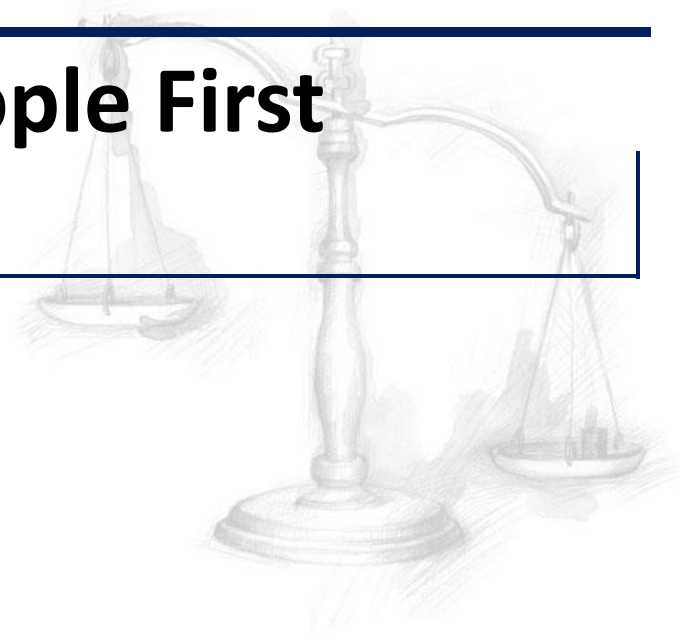
Where can applicants find State of Florida job posting?

Online:

- State of Florida Careers-People First job site jobs.myflorida.com
- Employ Florida employflorida.com
- Indeed indeed.com
- LinkedIn linkedin.com
- Other job boards

Advantages of using People First as a posting board only

- Free
- Online
- Limited Public Records



Advantages of using People First as a posting board and accepting online applications

- Free
- Online
- Prescreening, qualifying questions
- Team member access to applications
- Ability to email applicants directly
- Applicants can submit additional documents online
- Requisition Detail and EEO reports available.
- Public Records



How to request an RTF

- Download the Request to Fill Vacancy Form (RTF) or (PDF) from <https://www.justiceadmin.org/HR/jobpostings.aspx> page or from <https://www.justiceadmin.org/HR/hrforms.aspx> page.
- Complete the RTF form.
 - Include all Team Members
- Use a Word document to submit the advertisement language.
- If using qualifying questions, please include them in the email or as an attached separate Word document.
- Submit the RTF form (Word or PDF format) and the Word document to jobpostings@justiceadmin.org.

Advertisement Language

- Submit language as a Word document
- Include how you want applicants to apply
 - Online through the State of Florida jobsite (highly encouraged)
 - Direct apply; include the direct apply instructions
 - Online and direct apply (not recommended)
- Include special information, such as:
 - Education requirements
 - Additional documents required
 - Background check

Standard Language

The State of Florida is an Equal Opportunity Employer/ Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority. Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

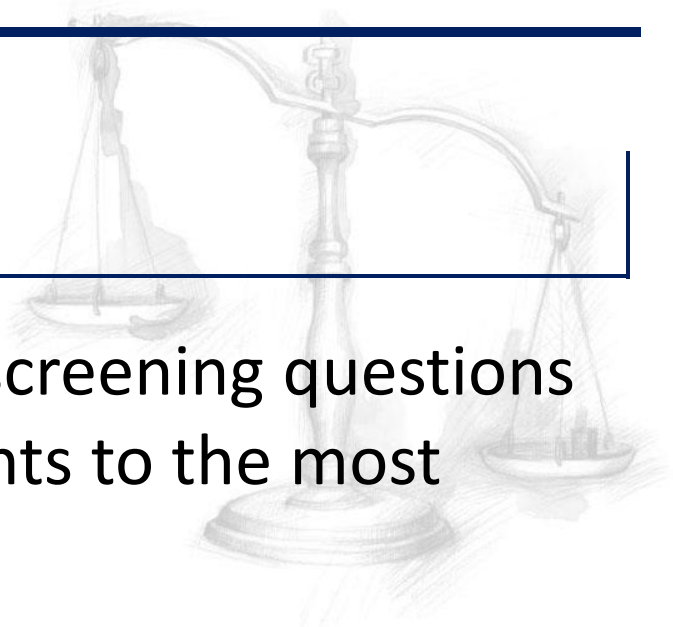
The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with s. 112.0455, F.S., Drug-Free Workplace Act.

Standard Language

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.

Qualifying Questions

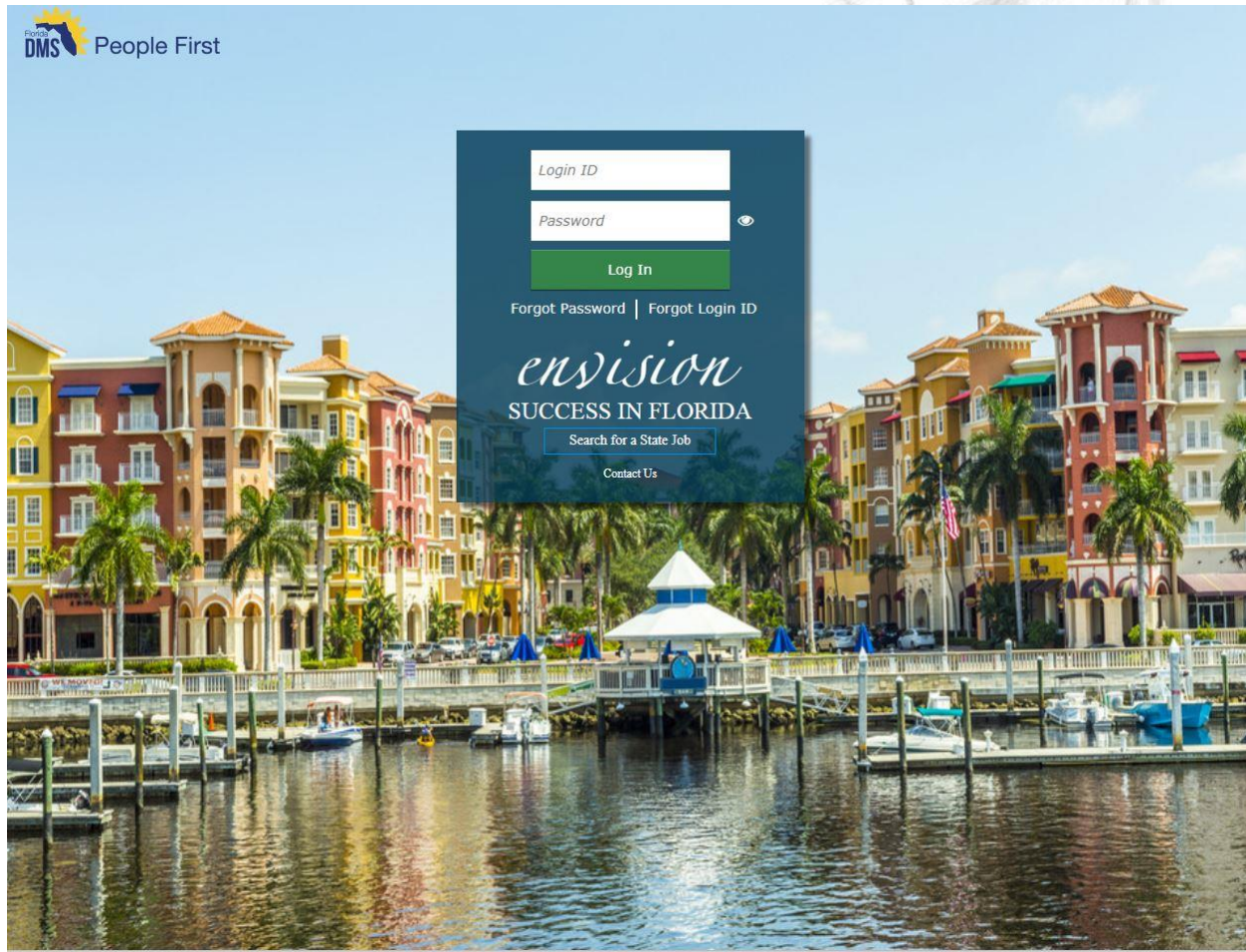
- Qualifying questions are pre-screening questions used to narrow down applicants to the most qualified.
- Applicants can be required to answer.
- Questions can be used as automatic disqualifiers, or used to gather more information about the applicant.
- They can be used only if applications are accepted online.



Talent Management System – The Basics

- Talent Management System
 - Type your Login ID on People First at:
<https://peoplefirst.myflorida.com/peoplefirst/index.html>
 - Select Talent Management
 - Select Recruiting from the Performance Manager Page
 - Select the requisition you want to use

People First Login Page



Talent Management Tile

DMS People First EAP Tickets Submit Log Off

Manager Employee

SENIOR HUMAN RESOURCES SPECIALIST
Justice Admin Commission

Contractors

No Inbox Tasks

My Team Reports

Talent Management PARs

Inbox Org Management

Future Release HR Metrics

Quick Links

Announcements

Pretax insurance deductions for January 2021 coverage begin with the biweekly payroll dated December 4, 2020 and the monthly payroll dated December 31, 2020. Tax favored account insurance deductions for next year begin in January 2021.

CHARDSNYDER™
Employee Solutions

My Other Accounts

Contact Settings Links



Performance Manager Page

The screenshot shows a web application interface for the Justice Administrative Commission. At the top, there is a navigation bar with the logo 'DMS People First', a 'Home' dropdown menu, and a search bar with the text 'Search for actions or people'. Below the navigation bar, a large blue banner displays the greeting 'Good afternoon!'. Underneath, a 'Quick Actions' section contains seven buttons: 'Manage My Team', 'View My Profile', 'View Org Chart', 'View Favorite Reports', 'View My Learning', 'View Report Center', and 'View Reminders'. A red box highlights the 'Approvals' section, which contains a card for a 'Job Requisition' with details: 'AUTOMATED SYSTEMS ASSISTANT I - 2101148...', 'Submitted on Mar 4, 2024', 'Locati... PENSACOLA_32503 (PENSACOLA_32...', 'Requisition ID 824548', 'Hiring Manager AMY MAROS', 'Staffing Specialist Katia Simmons', and 'Pending For 0 day'. Below this is the 'Organizational Resources' section, which features five cards: 'Training Resources' (with a question mark icon), 'Performance Management' (with a person and gear icon), 'Recruiting' (with a person and plus icon, highlighted by a red box), 'New Homepage Information' (with a pushpin icon), and 'Onboarding Dashboard' (with a person and plus icon).





Job Requisitions

Reports

Items per page 25 Page 1 of 1

Filter Job Requisitions:

 Highlight Job Title:

Job Title	Requisition ID	Hiring Manager	Staffing Specialist	Due	Candidates	Progress	Status	Updated	Age(Days)
SENIOR PROGRAM ATTORNEY - 21013021	2763	AMBER MOORE	Joseph Blue	02/23/2017	3 (3 New)	<div style="width: 33%;"></div>	Open	02/07/2017	-
SENIOR PROGRAM ATTORNEY - 21013021	2669	AMBER MOORE	Joseph Blue	01/23/2017	-	<div style="width: 0%;"></div>	Cancelled	02/02/2017	-
SENIOR CHILD ADVOCATE MANAGER - 21013142	964	AMY MAROS	JaVonda Gaines	01/10/2017	6 (3 New)	<div style="width: 66%;"></div>	Open	01/24/2017	-
PROGRAM ATTORNEY - 21015536	3109	AMBER MOORE	Joseph Blue	01/27/2017	11 (11 New)	<div style="width: 100%;"></div>	Open	02/07/2017	-
PROFESSIONAL ACCOUNTANT I - 21013458	2743	AMBER MOORE	Joseph Blue	01/24/2017	23	<div style="width: 23%;"></div>	Open	02/09/2017	-
LEGAL ASSISTANT/SECRETARY I - 21010514	2077	AMY MAROS	Mark Alers	01/18/2017	15	<div style="width: 15%;"></div>	Cancelled	02/01/2017	-
LEGAL ASSISTANT/SECRETARY I - 21010514	3073	AMBER MOORE	Joseph Blue	01/27/2017	15 (5 New)	<div style="width: 15%;"></div>	Open	02/06/2017	-
LEGAL ASSISTANT/SECRETARY I - 21008197	2649	AMBER MOORE	Kathleen Nye	01/23/2017	8	<div style="width: 8%;"></div>	Cancelled	01/27/2017	-
LEGAL ASSISTANT/SECRETARY I - 21008197	3071	AMBER MOORE	Joseph Blue	01/27/2017	11 (2 New)	<div style="width: 11%;"></div>	Open	02/09/2017	-
ASSISTANT STATE ATTORNEY-UNDER MILLION - 21009324	2598	AMBER MOORE	Mark Alers	01/23/2017	6	<div style="width: 6%;"></div>	Cancelled	02/01/2017	-
ASSISTANT STATE ATTORNEY-UNDER MILLION - 21009324	3072	AMBER MOORE	Joseph Blue	01/27/2017	-	<div style="width: 0%;"></div>	Open	02/07/2017	-
ASSISTANT STATE ATTORNEY - 21001850	1007	AMY MAROS	JaVonda Gaines	01/10/2017	10 (9 New)	<div style="width: 10%;"></div>	Open	01/20/2017	-
ASSISTANT PUBLIC DEFENDER - 21012630	1127	AMY MAROS	JaVonda Gaines	01/10/2017	7 (1 New)	<div style="width: 7%;"></div>	Open	01/20/2017	-
ADMINISTRATIVE SPECIALIST II - 21012821	3016	AMBER MOORE	JaVonda Gaines	01/26/2017	39 (38 New)	<div style="width: 39%;"></div>	Open	01/27/2017	-

Support





Job Requisition for PROFESSIONAL ACCOUNTANT I - 21013458



Job Requisition Detail **Candidates (23)** Job Postings (0) Candidate Search

Not Used External Posting Preview

Job Requisition Detail

* **Announcement Type** Open Competitive
Requisition ID 2743
Status Open

Job Information

* **Requisition Job Title** PROFESSIONAL ACCOUNTANT I - 21013458
* **Position Number** 21013458
* **Position Title** PROFESSIONAL ACCOUNTANT I
* **Position Type** Full Time
* **Employee Group** Excluded
* **Employee Sub-Group** Justice Admin Comm.
* **Number of Openings** 1
* **Country** United States (US)
Facility F430751
Address 227 N BRONOUGH
* **City** TALLAHASSEE
* **State** Florida (US-FL)
* **ZIP Code** 32301
* **County** Leon
* **Agency** Justice Administrative Commission
* **Organization Code** 213008000000000000000000
FLAIR Org Code 21300800000
Background Screening No Selection
Driver's License N - No Drivers License Required
Job Code 841444
Job Family
Job Grade 021
* **FEI Job Category** Professionals

Support





PROFESSIONAL ACCOUNTANT I - 21013458 (2743) View Details

Job Postings (0) Candidate Search

Status: Open Hiring Manager: AMBER MOORE Age: 0d

Talent Pipeline Hide Talent Pipeline

View active candidates (23) View all candidates (23)

Forwarded	Invited To Apply	New	Review	1st interview	2nd Interview	Offer	Ready to Hire	Hired	Reject - No Email	Reject - email	Requisition Cancelled	Automatic Disqualified	Requisition Closed	Hired On Other Requisition
0	0	16	7	0	0	0	0	0	0	0	0	0	0	0

Candidates: View all candidates (23)

Action 0 selected Display Options

Highlight Candidate Enter Applicant Name

Name	New	Status	Rating	Source	Candidate Source	Phone Number	Last Updated	Daytime Phone:	Email Address:
		New	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/06/2017		
		New	N/A	Recruiting Marketing: Direct	Recruiting Marketing: Direct		01/29/2017		
		New	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
		New	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		01/25/2017		
		New	N/A	Recruiting Marketing: Direct	Recruiting Marketing: Direct		01/26/2017		
		Review	N/A	Recruiting Marketing: Direct	Recruiting Marketing: Direct		02/08/2017		
		Review	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
		Review	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
		Review	N/A	Recruiting Marketing: Direct	Recruiting Marketing: Direct		02/01/2017		
		New	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/02/2017		
		Review	N/A	Recruiting Marketing: Other	Recruiting Marketing: Other		02/01/2017		
		New	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
		New	N/A	Recruiting Marketing: Direct	Recruiting Marketing: Direct		02/07/2017		
		Review	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
		New	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		01/30/2017		
		New	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		01/27/2017		
		New	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
		New	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		01/27/2017		
		New	N/A	Recruiting Marketing: Other	Recruiting Marketing: Other		01/25/2017		
		New	N/A	Recruiting Marketing: Google	Recruiting Marketing: Google		02/03/2017		
		New	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		01/30/2017		
		Review	N/A	Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
		New	N/A	Recruiting Marketing: Direct	Recruiting Marketing: Direct		02/05/2017		

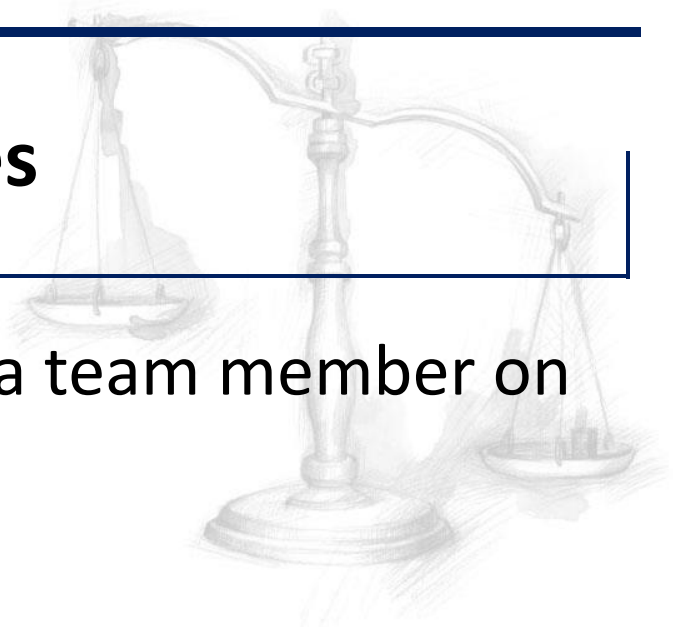
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Support



Who Can Review Candidates

- Anyone who was assigned as a team member on the RTF form.
- Hiring managers – The JAC employee who posted the RTF is the hiring manager by default.



People First Job Site Page

The screenshot shows a web browser window with the URL <https://jobs.myflorida.com/>. The browser's address bar shows the page title "People First" and a tab for "State of Florida Careers - Pe...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows several tabs, including "http... JAC JAC...", "http... JAC...", "http... Peop...", "http... For...", "http... FLAI...", "http... Home...", "http...", "http...", "http...", "http... Div...", "http... The...", and "http...".

The website's header features the Florida state seal on the left, a "Sign in" link on the right, and a navigation menu with "About Us", "Agency", "Careers", and "Not Finding a job". Below the header is a search bar with three input fields: "Search by Keyword", "Search by Location", and "Search by Postal Code", with a "Search Jobs" button.

The main banner features a large image of a classical building with columns. Overlaid on the image is a dark teal box with the text "envision SUCCESS IN FLORIDA" and the subtext "Join our talented workforce to fulfill your professional goals and achieve a meaningful career." Below this text is a "Learn More" button.

Below the banner are two main sections:

- Sign Up for Job Alerts:** A section with a text input field labeled "Enter Your Email Address", a "Sign Me Up" button, and a link for "Already a registered member? Sign in."
- Career Opportunities:** A grid of nine images representing different career fields: "Public Safety", "Science, Technology, Engineering & Mathematics", "Business and Financial Operations", "Health Care", "Management", and "Administrative & Office Support".



Career Opportunities Page

File Edit View Favorites Tools Help
 http... JAC ... JAC ... Peop... For ... FLAL... Home... http... http... http... Div... http... The ...
 Page Safety Tools

LEGAL



Email similar jobs to me

Save Category as RSS Feed

Results 1 – 25 of 29

« 1 2 »

Job Title	Location	Posting Date ▼	Career Category
<input type="text" value="Job Title"/>	<input type="text" value="Location"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Career Category"/>
STATE ATTORNEY'S OFFICE 1ST CIRCUIT, ASSISTANT STATE ATTORNEY - 21000459	SHALIMAR, FL, US, 32579	Feb 21, 2017	Legal
ASSISTANT STATE ATTORNEY'S OFFICE FIST CIRCUIT, ASSISTANT STATE ATTORNEY - 21004130	PENSACOLA, FL, US, 32591	Feb 21, 2017	Legal
STATE ATTORNEY'S OFFICE, FIRST CIRCUIT-	DFFUNIAK SPRINGS		

FILTER **RESET**



After Posting

- Your Request to Fill has been posted
 - If you did not accept online applications
 - Notify JAC you are done with the posting and you want to have it canceled
 - If you do accept online applications
 - Review candidates who applied through People First
 - Complete your internal hiring process
 - Let JAC know who you hired and when they started
 - Once that information is received, JAC will move the selected candidate to hired and the system will show the RTF as filled

Frequently Asked Questions

Q – Is it required we use People First for job postings?

A – Since we are not a State Personnel System Agency, no.

Q – Is there a set number of days a job posting must be up or can stay on the People First Job Site?

A – People First does not have a minimum amount of time a position has to be posted. You should consult your agency's internal policies to make sure they don't have a minimum time requirement. There is an initial six month limit. However, the time can be extended, if needed.

Q – Can non-FTE positions be advertised on People First?

A – Yes, non-FTE positions, such as OPS, can be advertised on People First.

Frequently Asked Questions (cont'd)

Q – If we advertise on People First, are we required to accept online applications?

A – No. The use of the online application process is not required for JAC and JRO offices; however, it is encouraged.

Q – Are you permitted to hire more than one applicant from a posting.

A – Yes, the number of openings can be adjusted for your needs

Q – How long does it take to get an RTF posted?

A – JAC tries to process RTFs as quickly as possible. The process involves several steps working with People First and that takes time. It can take a couple of business days from the time the request is received until it posts.

Please note

- A printable State of Florida application is no longer supported by DMS.
- Applicants that apply directly to your agency can not be added to your online applicant list. They will not appear on a People First EEO report.
- JROs and JAC are not considered separate agencies for agency searches. JAC adds agency names to the working title of each posting to identify the JRO that is hiring.

Questions?

Please submit any questions regarding RTFs to jobpostings@justicadmin.org

Thank you.