



JUSTICE ADMINISTRATIVE
COMMISSION



Everything You Need To Know About The New Hire Process

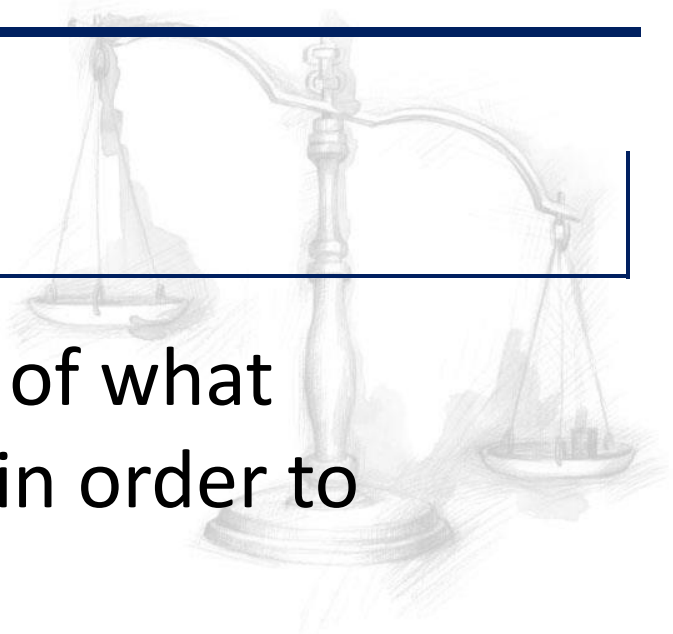
Bryce Burnett

Human Resources Coordinator

May 8, 2024

Objectives

- To have an understanding of what documents JAC HR needs in order to process a new hire.
- To know where new hire forms can be found on our website.
- To understand best practices to ensure expeditious processing.





Required Documents for FTE New Hires

- Florida Retirement System (FRS) Certification Form
- Social Security Card
- Employment Authorization Form
- W-4
- Position Description Form*
(only needed if the position needs to be reclassified, or any changes to funding or reports to)

FRS Form

- Make sure you are using the most recent copy (8/2022)
- Make sure employee signs and dates the form





FRS Employment Certification Form

This form is not an offer of employment and completion of this form does not constitute enrollment in a retirement program under the Florida Retirement System (FRS). If you are hired, information about your retirement plan options may be mailed to your address on file.

1	Enter Your Info	<p>PLEASE PRINT</p> <p>NAME _____ SOCIAL SECURITY NUMBER _____</p> <p>CURRENT AGENCY NAME _____ PREVIOUS AGENCY NAME _____</p>
2	Confirm Prior Membership	<p>Have you ever been a member of a State of Florida-administered retirement plan?</p> <p><input type="checkbox"/> No, I have never been a member of a State of Florida-administered retirement plan. If No, skip to section 4.</p> <p><input type="checkbox"/> Yes, I have been a member of a State of Florida-administered retirement plan. If Yes, indicate which plan(s) you are or were a member of, then proceed to section 3.</p> <p> <input type="checkbox"/> FRS Pension Plan (including DROP) <input type="checkbox"/> FRS Investment Plan <input type="checkbox"/> Senior Management Service Optional Annuity Program (SMSOAP) <input type="checkbox"/> State Community College System Retirement Program (SCCSORP) <input type="checkbox"/> State University System Optional Retirement Program (SUSORP) <input type="checkbox"/> Other _____ </p> <p><small>If you answered YES above but have never made a retirement plan election (including default) between the FRS Pension Plan and the FRS Investment Plan, you will have a choice period established for you with a designated deadline. See page 2 for additional information on making a choice.</small></p>
3	Confirm Retiree Status	<p>Are you retired from a State of Florida-administered plan? You are considered retired if:</p> <ul style="list-style-type: none"> - You have received any benefits (other than a withdrawal of your employee contributions) under the FRS Pension Plan, including DROP. - You have taken any distribution (including a rollover) from the FRS Investment Plan, or other state-administered retirement programs offered by state universities (SUSORP), state community colleges (SCCSORP), state government for senior managers (SMSOAP), or local governments for senior managers. <p> <input type="checkbox"/> No, I am not retired from a State of Florida-administered plan. I understand that if it is later determined I am retired, both my employer and I might be liable for repaying retirement benefits I have received if I am reemployed by or provide services to an FRS-covered employer through any paid or unpaid arrangement as described below. Refer to Page 2 for additional information. </p> <p> <input type="checkbox"/> Yes, I am retired from a State of Florida-administered plan, and I understand I must satisfy any termination requirement prior to returning to FRS employment. If Yes, enter your FRS Pension Plan retirement effective date, DROP termination date, or date you received your first distribution from the FRS Investment Plan, SUSORP, SCCSORP, SMSOAP, or other plan. </p> <p>DATE _____</p>
4	Sign Here	<p>By signing below, I acknowledge that I have read and understand the information on pages 1 and 2 of this form, and I certify all supplied information to be true and correct.</p> <p>_____ SIGNATURE</p> <p>_____ DATE</p>

Questions? Call the MyFRS Financial Guidance Line at 1-888-446-9377, Option 2 (TRS 711) or visit MyFRS.com.

This completed form, including page 2, should be retained in the employee's personnel file. Do not send this form to the FRS, unless requested.

CERT Rev 08/2022 19-11.009 F.A.C. Page 1 of 2



Social Security Card

- Make sure copy is legible
- Names will be entered in People First exactly as they appear on the social security card



Employment Authorization Form

- Make sure all sections are completed and information is correct
- Use the checklist on the form to make sure you have all required documents

EMPLOYMENT AUTHORIZATION FORM
 JUSTICE ADMINISTRATIVE COMMISSION
 227 N. BRONOUGH STREET, SUITE 2100
 TALLAHASSEE, FL 32301

OFFICE AND CIRCUIT: _____

I. EMPLOYEE INFORMATION

EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

GENDER: _____ EMPLOYEE ID NUMBER: _____ RACE: _____

ADDRESS: _____

II. POSITION INFORMATION

DATE OF HIRE: _____ FTE: _____ COUNTY: _____

MONTHLY SALARY: _____ ANNUAL SALARY: _____

POSITION TITLE: _____ CLASS CODE: _____

ORG CODE (11 DIGITS): _____ POS. NO.: _____

FLAIR ACCOUNT CODE (29 DIGITS): _____

POSITION PREVIOUSLY OCCUPIED BY: _____

III. CHECKLIST

Position Description _____ (NOT NEEDED IF POSITION DESCRIPTION DOES NOT CHANGE)

FRS Certification Form _____

Social Security Card _____

W-4 Form _____

IV. APPROVED BY

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

Rev. 07/2021



W-4 Form

- A filing status selection must be made in step 1c

Form W-4 Employee's Withholding Certificate OMB No. 1545-0074	
Department of the Treasury Internal Revenue Service	
▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.	
2022	
Step 1: Enter Personal Information	(a) First name and middle initial _____ Last name _____ (b) Social security number _____ Address _____ City or town, state, and ZIP code _____
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)	
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App , and privacy.	
Step 2: Multiple Jobs or Spouse Works	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. <input type="checkbox"/>
TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.	
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)	
Step 3: Claim Dependents	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 ▶ \$ _____ Add the amounts above and enter the total here 3 \$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income 4(a) \$ _____ (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) \$ _____ (c) Extra withholding. Enter any additional tax you want withheld each pay period 4(c) \$ _____
Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. _____ Date _____ Employee's signature (This form is not valid unless you sign it.)
Employers Only	Employer's name and address _____ First date of employment _____ Employer identification number (EIN) _____
For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 1022002 Form W-4 (2022)	



Position Description

- The PD form is only needed if the intended position needs to be reclassified for the appointment
- Make sure all information is filled out

**JUSTICE ADMINISTRATIVE COMMISSION
POSITION DESCRIPTION FORM**

SMS <input type="checkbox"/> SMS Retirement/Benefits SMS <input type="checkbox"/> Benefits Only Regular Service Employee <input type="checkbox"/>	SMS <input type="checkbox"/> Designated/Compulsory Special Risk <input type="checkbox"/>
Position Number: _____	Security Role Code: <input type="checkbox"/> (E) Employee <input type="checkbox"/> (U) People First Org Access <input type="checkbox"/> (R) Job Posting Access
Employee Name: _____	<input type="checkbox"/> Included (non-exempt) <input type="checkbox"/> Excluded (exempt)
Name of Circuit: _____	29 Digit Account Code: _____
Present FTE: _____	New FTE: _____
Present Headquarters/County Code: _____	New Headquarters/County Code: _____
Present Position Location Address: _____	New Position Location Address: _____
Present Position County Code: _____	New Position County Code: _____
Present Org Code: _____	New Org Code: _____
Present Pay Plan: _____	New Pay Plan: _____
Present Class Title: _____	New Class Title: _____
Present Class Code: _____	New Class Code: _____
Present Reports to: _____	New Reports to: _____
CJIP Incentive Payment <input type="checkbox"/>	Effective Date: _____

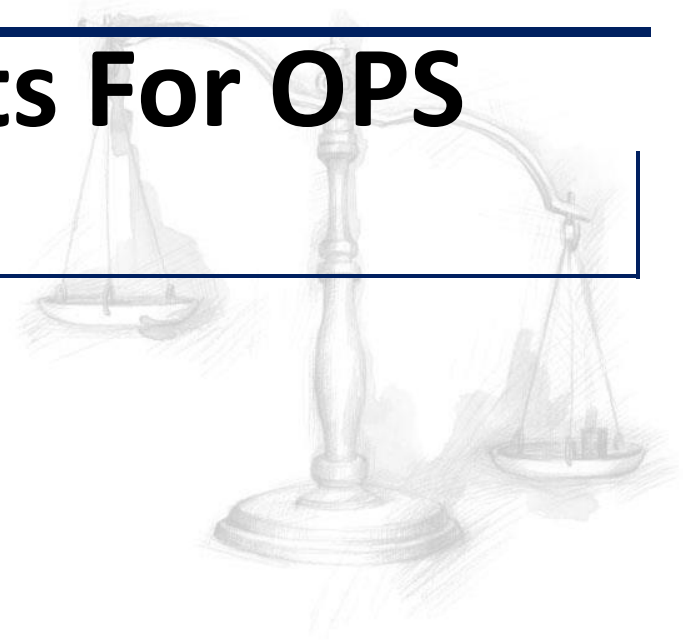
Reason for submitting this form: Classification Change: _____ County Change: _____ Establish New Position: _____ Delete Position: _____ FTE Change: _____ Other (explain below): _____	Approved By: Signature _____ Date _____ Title _____
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Comments: _____



Required Documents For OPS New Hires

- FRS Certification Form
- Social Security Card
- OPS PAR
- OPS Appointment Information Form
- W-4



OPS PAR

- Make sure all necessary information is completed

OPS PERSONNEL ACTION REQUEST			
TO: Justice Administrative Commission		Employee ID:	1
From:		SS#:	Starting Salary
Employee's Name:		Org Code:	
Account Code:			
	PRESENT STATUS:	CHANGE TO	
Category:	Temporary		Transaction Code (description)
Hourly Rate 1:	\$21.64		
Hourly Rate 2:	\$0.00		
Transaction Date: <u>10/10/2022</u> Note: If termination or transfer to permanent position, use last day worked at close of business.			
ANNUAL LEAVE: ___ hrs. ___ min.. Indicate balance of hours accrued for which payment is due. (Enter "0" if none)			
SICK LEAVE: Give total hours accrued prior to 10/1/73 ___ hrs. ___ min. ("0" if none)			Performance Evaluation Codes
Give total hours accrued after to 10/1/73 ___ hrs. ___ min. ("0" if none)			
Approved By:	Date:		___ 1 Unsatisfactory
Comments:			___ 2 Conditional
			___ 3 Satisfactory
			___ 4 Above Satisfactory
			___ 5 Outstanding
			___ 0 Not Rated



OPS Appointment Information Form

- Make sure all sections are completed
- If seasonal, please include a short explanation
- Seasonal employees are not eligible to enroll in benefits

OPS APPOINTMENT INFORMATION

The information below is required in order to determine if a new OPS hire is eligible for benefits under the Patient Protection and Affordable Care Act (PPACA).

Employee's Name: _____ Date of Hire: _____

Social Security Number: _____ Date of Birth: _____

Mailing Address: _____

Race: _____ Gender: _____ County Where Employed: _____

Please provide answers to the questions below:

1. Is this a seasonal appointment? Yes ___ No ___

Please Note: The federal definition of "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., Christmas, Summer employment).

2. Please provide the total number of hours the employee is expected to work per week for this appointment. Hours per week: _____

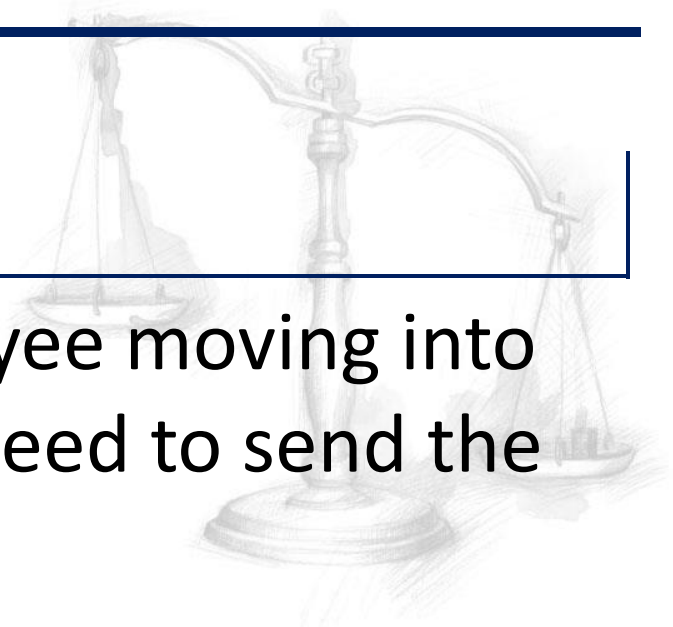
Please include this form in your new employee packet that is forwarded to us. If you have any questions please contact Bryce Burnett at Bryce.Burnett@justiceadmin.org.

Rev. 03/2022



OPS to FTE

- If you have an OPS employee moving into an FTE position, you will need to send the following:
 - Employee Authorization
 - Position Description (if the position has to be reclassified, or any changes to funding or reports to)
 - Updated Florida Retirement System Certification Form
 - W-4 (if any changes have occurred since OPS hire date)



FTE to OPS

- If you have an FTE employee moving into an OPS position, you will need to send the following:
 - Term PAR for the FTE position
 - OPS PAR
 - OPS Appointment Form
 - Updated Florida Retirement System Certification Form
 - W-4 (if changes have occurred since the FTE hire date)

Where to Find New Hire Forms

- Blank forms can be found at:
<https://www.justiceadmin.org/HR/pay.aspx>

The screenshot shows the Justice Administrative Commission website. The header includes the JAC logo and navigation links: Home, Services, Court Appointed/FC, Due Process (CAC/FC), Contacts, Search, and MyJAC LOGIN. The main content area is titled 'Payroll' and features a navigation menu with 'New Hire' circled in red. Below this, the 'New Hire Information' section provides a checklist of required documents for new hires, including forms like the Fillable Employment Authorization Form, Position description, Florida Retirement System Employee Certification Form, W-4 form, Social Security Card, Health Insurance Marketplace Notice, OPS APPOINTMENT, and Passwords in People First FAQs. A note mentions that OPs employees moving into FTE positions need additional documents. At the bottom, there are footnotes about PDF files and external links.



New Hires Best Practices & General Info

- Don't send unnecessary documents (e.g., driver's license, birth certificate, oath of loyalty)
- Make sure everything is filled out and legible. If you can't read it, we can't read it.
- Please send all documents to payrollgroup@justiceadmin.org in one email and one document/attachment when possible.

New Hires Best Practices & General Info

- No social security card? JAC is able to enter the employee into the People First system IF the employee can provide legible documents that meet the requirements for the I-9 to be completed by your office. These documents are sufficient to hire the employee. In order to pay the employee, however, it is necessary to have proof of the employee's Social Security Card.

New Hires Best Practices & General Info

- Health Insurance Marketplace Notice – can be found on our website and should be provided to new employees, but is not required to be sent to JAC with the new hire paperwork. The employee holds on to it.
- Direct Deposit – It is mandatory for FTEs under s. 110.113(2) and greatly preferred for OPS.

Name Changes

- For an employee name change, we require a copy of the updated social security card and an updated W-4.
- JAC will not enter the new W-4 in People First.
- We will notify you after the name change is processed and ask you to have the employee enter the W-4 themselves.

Error Rate in New Hire Packets





JUSTICE ADMINISTRATIVE
COMMISSION



Understanding the Payroll Process

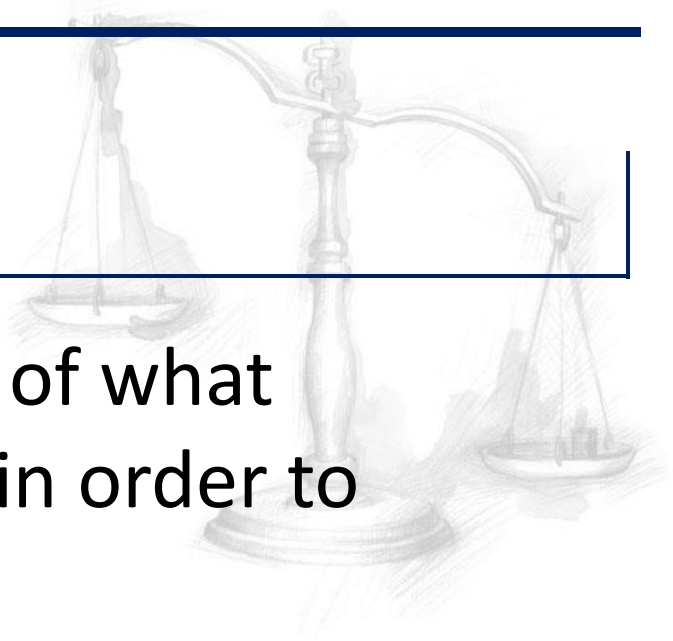
Jamie Johnson

Deputy Director of Human Resources

May 8, 2024

Objectives

- To have an understanding of what documents JAC HR needs in order to process payroll
- To know where documents can be found on our website
- To understand how to read Rate Reports, the importance of paying attention to vacant positions and the June Rate Reports



Topics of Discussion

- Personnel Action Requests (PARs)
- Monthly Payroll Deadlines
- Other Payroll Actions
 - Supplemental Payroll
 - On-Demands
 - Criminal Justice Incentive Program (CJIP)
- Rate Reports
- Separations
- W-2's
- Reemployment Assistance
- Settlements



JAC Website – Payroll



JUSTICE ADMINISTRATIVE
COMMISSION



- Home
- Services
- Court Appointed/IFC
- Due Process (CAC/IFC)
- Contacts
- Search
- MyJAC LOGIN

[JAC Home](#)

[Human Resources - Home](#)

[Americans with Disabilities Act \(ADA\)](#)

[Application for JAC Legal Internship Program](#)

[Benefits](#)

[JAC Home](#) / [Human Resources](#) / [Payroll](#)

Payroll

- [Criminal Justice Incentive Program \(CJIP\)](#) | [E-Verify](#) | [Mass Upload Template](#) | [Monthly Payroll](#) | [New Hire](#) | [Pay Changes](#) | [Payroll Due Dates](#) | [Salary Refunds](#) | [Separations](#) | [Supplemental Payroll](#)

Pay Information

Pay Information regarding employment includes: New Hire, E-Verify, Separations, Pay Changes, Salary Refunds, Monthly Payroll, Supplemental Payroll, Criminal Justice Incentive Program (CJIP), and Payroll Due Dates.



Personnel Action Requests (PARs)

- Information needed on PARs
- Reasons to complete PARs
- Significance of entering information into People First chronologically
- How far back can we enter PARs in People First?
- Mass Uploads
- Laserfiche



Monthly Payroll Deadlines

HUMAN RESOURCES DUE DATES

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Supplemental payroll due date	3	4
5	6	7	8 MASS UPLOAD TEMPLATE DUE TO JAC Supplemental RDS Reports	9 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	10	11
12	13 Supplemental Payday	14	15	16 Supplemental payroll due date	17	18
19	20 MONTHLY & CJIP PAYROLL DUE DATE	21	22 LAST DAY TO PROCESS BENEFITS FOR MNTHLY PAYROLL Supplemental RDS Reports	23 PROCESS MONTHLY PAYROLL MAIL SUPPLEMENTAL WARRANTS Supplemental EFT Cancel Deadline 10:00 A.M.	24 Monthly & CJIP RDS Reports Rate Reports	25
26	27 STATE OBSERVED HOLIDAY OFFICES CLOSED	28 Supplemental Payday MAIL MONTHLY WARRANTS	29 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP	30 Supplemental payroll due date	31 Monthly & CJIP Payday LAST DAY FOR JUNE BENEFITS EFF DATE	

Notes:

Red = Payroll Deadlines
 Blue = Statutory or other reports due to JAC
23 WORKDAYS
184 CONTRACTED HOURS



Monthly Payroll Deadlines

- **MAY 2024 Payroll Due Dates**
- Reminder – The Monthly payroll due date for May is 05/20/2024. Any payroll not received by the close of business on that date will be processed on the next available supplemental payroll, pay date 06/10/2024.
- 05/02 - Supplemental Payroll Due Date
- 05/08 - Supplemental RDS Reports
- 05/09 - 10:00 a.m. Supplemental EFT Cancellation Deadline
- 05/13 - Supplemental Pay Day
- 05/16 - Supplemental Payroll Due Date
- 05/20 - Monthly Payroll Due Date; CJIP Payroll Due Date
- 05/22 - Supplemental RDS Reports
- 05/24 - Monthly RDS Reports; CJIP RDS Reports
- 05/29 - 10:00 a.m. Monthly EFT & CJIP EFT Cancellation Deadline
- 05/30 - Supplemental Payroll Due Date
- 05/31 - Monthly Pay Day & CJIP Pay Day



Other Payroll Actions

- Supplemental Payroll
- On-Demands
- Criminal Justice Incentive Program (CJIP)
- Cancelling Pay Warrants after Payroll Runs
- Settlements



Rate Reports

- When does JAC HR send them out?
- What is the “as of” date?
- June Rate Reports



Example of a Rate Report

CIRCUIT	CLASS CODE	POS NUM	CO	RET CODE	EMPLOYEE NAME	POS FTE	EMP FTE	VAC FTE	EXC FTE	DAYS VACANT	ANNUAL RATE	VACANT RATE	TOTAL RATE	MONTHLY RATE	EMP ID	AGY HIRE DATE
PD21	9817	2101	44	DE	PICARD, JEAN-LUC	1	1				\$154,140	\$0	\$154,140	\$12,845.00	130001	1/3/1987
PD21	5909	2102	44	HM	RIKER, WILLIAM	1	1		1		\$98,596	\$0	\$98,596	\$8,216.33	130002	1/3/1987
PD21	5901	2103	44	HM	DATA	1	1				\$61,000	\$0	\$61,000	\$5,083.33	130003	1/3/1987
PD21	5901	2104	44	HM	LA FORGE, GEORDI	1	1				\$50,000	\$0	\$50,000	\$4,166.67	130004	9/3/1982
PD21	5901	2105	44	PM	TROI, DEANNA	1	1				\$61,596	\$0	\$61,596	\$5,133.00	130005	8/5/1987
PD21	5901	2106	44	HM	WORF	1	1				\$53,596	\$0	\$53,596	\$4,466.33	130006	7/6/1984
PD21	5901	2107	44	HM	CRUSHER, DR. BEVERLY	1	1				\$78,596	\$0	\$78,596	\$6,549.67	130007	5/3/1979
PD21	5901	2108	44	HM	GUINAN	1	1		1		\$55,000	\$0	\$55,000	\$4,583.33	130008	3/4/1990
PD21	5901	2109	44	HM		1		1		41	\$0	\$39,084	\$39,084			
PD21	5901	2110	44	PM	CRUSHER, WESLEY	1	1				\$56,000	\$0	\$56,000	\$4,666.67	130009	2/9/1992
						10	9	1	2		\$668,524	\$39,084	\$707,608			
							10.00						\$800,000			
														OVER / UNDER RATE		\$92,392



1990-1991
APPROVED
FTE AND
RATE



10.00



\$800,000



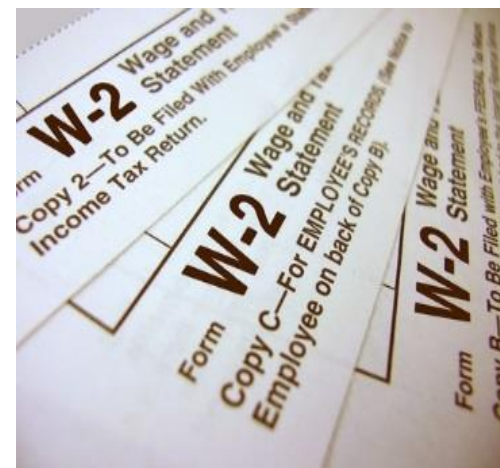
Separations

- Submitting a PAR
- What information needs to be on the PAR?
- Terminal Leave Payouts
- OPS Separations



Employee Wage and Information Statements

- The Employees' Information Center (EIC)
 - <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>
- Master Personnel Login
 - <https://apps.fldfs.com/EIC/EmployeeInfoCenter/MasterAccountLogin.aspx>
- Form W-2 and Tax Statement
- Electronic W-2 Forms



Reemployment Assistance RECONNECT with Department of Commerce (formally DEO)

- To ensure that you receive your claims in a timely manner:
 - Log into RECONNECT and change your Correspondence Preference to electronic
 - We are required to respond to correspondence electronically in RECONNECT
 - By using this method you will be able to respond to your claims promptly

Reemployment Assistance (Florida Commerce) Contacts for Login and Inquiries

- For establishing login and resetting passwords for RECONNECT contact: Keita Bryant at Keita.Bryant@commerce.fl.gov
- For assistance with RECONNECT and questions about the process or determinations, please contact Monica Thomas at Monica.Thomas@justiceadmin.org or Jamie Johnson at Jamie.Johnson@justiceadmin.org



Contact Information and Payroll Staff

- For all Payroll Transactions, please use the Payroll email group: payrollgroup@justiceadmin.org
- Payroll Staff and Responsibilities
 - Jennifer Bond (SA OPS Payroll, Leave Payouts, Salary Refunds, Settlements, etc.)
 - Kevin Garland (18 Offices of State Attorney)
 - Loraine Cole (20 Offices of Public Defender)
 - Kale Stafford (3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, the Statewide Guardian ad Litem, and PD OPS payroll)
 - Bryce Burnett (New Hire Paperwork, 2 Offices of State Attorney)

Settlements

- Let us know early in the process
- Must be manually prepared
- Required language and documentation
- Request to BOSP for processing
- Payments are paid on-demand



Questions?

