



JUSTICE ADMINISTRATIVE
COMMISSION



Human Resources

Carolyn Horwich

Director of Human Resources

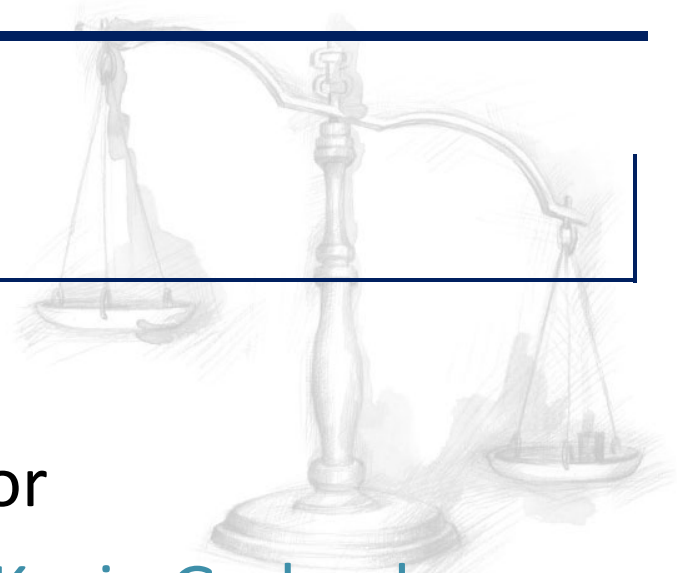
What we do . . .

- Personnel Action Requests
- Position Descriptions
- Requests to Fill
- Benefits (pre-tax)
- Benefits (post-tax through CAS)
- Retirement
- Reemployment Assistance
- Rate Reports



Who we are . . .

- Carolyn Horwich – Director
- Andy Snuggs – Deputy Director
- Mary Graves, Cynthia Capps, Kevin Garland, Loraine Cole, Jamie Johnson, Kathy Prehoda -- Payroll and more
- Jennifer Henderson, Jessica Kranert – Retirement
- Amy Maros – Benefits, Requests to Fill
- Amber Moore – Benefits, Reemployment Assistance



Upcoming Transitions

- Moving to Laserfiche
- Personnel changes
- Reemployment Assistance
- Always innovating



Contact Information

- **Payroll** Group email at payrollgroup@justiceadmin.org
- **Benefits** email at benefits@justiceadmin.org
- **Retirement** email at retirementcoordinator@justiceadmin.org
- **Post-Tax Benefits** email at posttaxbenefits@justiceadmin.org
- **Requests to Fill** (job postings) at jobpostings@justiceadmin.org



Personnel Action Request

PERSONNEL ACTION REQUEST

TO: Justice Administrative Commission

From:

Employee ID

Employee's Name:

SS#

	PRESENT STATUS	CHANGE TO
Class Code:		
Job Title:		
Position:		
Monthly Rate Of Pay:		
FTE:		

Transaction Date: _____ Note: If termination or transfer to another state agency, use last day worked at close of business. If leave without pay, use last day to be paid close of business, or explain in comments section.

I hereby certify that the records in this office reflect that the individual named above is due the lump-sum payment for annual and/or sick leave, as indicated below, and local records are in accordance with the Personnel Rules and Regulations governing this office. I further certify that said employee has not forfeited any rights to such sick leave payment for any of the reasons stated in Section 110.122, Florida Statutes.

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)
 Give total hours accrued after 10/1/73 hrs. min. ("0" if none)

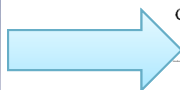
Approved By: _____ Date: *30-Dec-14*

Comments: _____

Transaction Code	(description)
** NOTE ** If transaction code is 58, 98, or 99 explain in comments section. If transaction Code is 06, refer to "Separation (termination Codes)" and enter appropriate code below:	

Performance Evaluation Codes

- _____ 1 Unsatisfactory
- _____ 2 Conditional
- _____ 3 Satisfactory
- _____ 4 Above Satisfactory
- _____ 5 Outstanding
- _____ 0 Not Rated



Position Description



STATE OF FLORIDA
DEPARTMENT OF JUDICIAL
POSITION DESCRIPTION

Senior Management Services <input type="radio"/> SMS Retirement/Benefit	
Senior Management Services <input type="radio"/> Benefits Only	
Regular Service Employee <input type="radio"/>	
Position Number:	Security Role Code:
Employee Name:	FTE:
Name of Circuit:	
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 Class Title:	New Class Title:
Present Class Code:	New Class Code:
Present reports to:	New reports to:
CJP Incentive Payment: <input type="checkbox"/>	Effective Date: Friday, November 1, 2013

Reason for submitting this form:

Classification Change: _____
 County Change: _____
 Establish New Position: _____
 Delete Position: _____
 FTE Change: _____
 Other (explain below): _____

Approved By: _____ Date: *28-Oct-15*
 Executive Director

DUTIES AND RESPONSIBILITIES: (Discretionary on part of agency; not required by JAC)

attach additional sheets if necessary to properly describe the position

Revised 12/2012



Mass Upload Template

	A	B	C	D	E	F	G
1	Begin Date (10)	Agency (4)	PERNR (8)	Old Amount	New Amount	Action Reason (2)	Pay Period (1)
2			Employee ID number			People First Reason Code	salaries or OPS
3	12/01/2015	2100					
4							
5							
6							
7							

- Numbers in red indicate the number of characters that must be in that column
- Must have 100 or more rows of data; circuits can be combined
- Instructions are on page 2 of the spreadsheet
- Memorandum #025-15HR (other than the 50 rows of data statement)



Request to Fill Form



STATE OF FLORIDA
REQUEST TO FILL VACANCY

Agency

Capital Collateral Regional Counsel
Criminal Conflict and Civil Regional Counsel
Guardian Ad Litem
Justice Administrative Commission
Public Defender's Office
State Attorney's Office

Type of Advertisement

Open competitive
Internal Agency
Re-Advertisement
Non-Advertised

Position Information

Position #:	Annual Salary:
FTE:	Circuit:
County:	City:
Class Code:	Class Title:

Contact Information

Name:	Phone#:	Fax#:
Address line 1		
Address line 2		
City, State, Zip Code		
e-mail		

Advertisement Information

Proposed Advertisement Period	From:	To:
Requested By:		
Phone #:		
Date Submitted:		

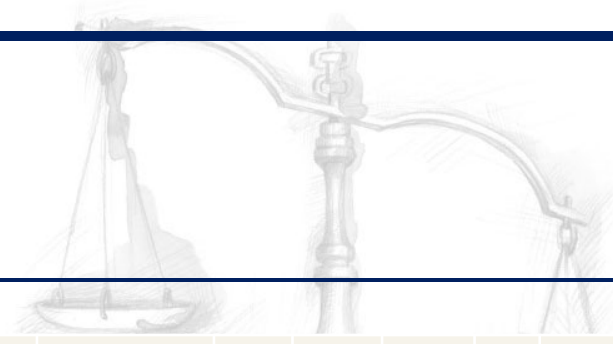


Website: www.justiceadmin.org

The screenshot shows the homepage of the Justice Administrative Commission. At the top, there is a header with the JAC logo and the text 'JUSTICE ADMINISTRATIVE COMMISSION' next to an American flag. Below the header is a search bar and navigation links for 'MY ACCESS LOGIN', 'Privacy Policy', and 'Contact Us'. A left sidebar contains a 'Site Map' with links to various sections like 'Home', 'Our Commissioners', and 'Executive Office'. The main content area includes a paragraph about the JAC's history and mission, followed by a 'JAC TOP SEARCHES' section with links to various services and documents. On the right, a 'What's New' sidebar highlights recent updates like 'Open Enrollment Presentation 2016'. The footer contains contact information: Phone: 850-488-2415 (Main Reception); 1-844-522-5463 (Help Desk); Fax: 850-488-8944; 850-922-6794; Address: 227 N. Bronough Street, Suite 2100, Tallahassee, FL 32301; U.S. Mail: P.O. Box 1654, Tallahassee, FL 32302. Copyright notice: ©2012 - 2015 Justice Administrative Commission | Disclaimer | Privacy Policy.



Rate Report



CIRCUIT	CLASS CODE	POS NUM	RET CO 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	002101	044 DE	TAYLOR, ANDY	1.00	1.00				\$154,140	\$0	\$154,140	\$12,845.00	130001	10/03/1960
PD21	5909	002102	044 HM	FIFE, BARNEY	1.00	1.00		1.00		\$98,596	\$0	\$98,596	\$8,216.33	130002	10/03/1960
PD21	5901	002103	044 HM	TAYLOR, OPIE	1.00	1.00				\$61,000	\$0	\$61,000	\$5,083.33	130003	10/03/1960
PD21	5901	002104	044 HM	TAYLOR, BEE	1.00	1.00				\$50,000	\$0	\$50,000	\$4,166.67	130004	10/03/1960
PD21	5901	002105	044 PM	PLYE, GOMER	1.00	1.00				\$61,596	\$0	\$61,596	\$5,133.00	130005	12/24/1962
PD21	5901	002106	044 HM	LAWSON, FLOYD	1.00	1.00				\$53,596	\$0	\$53,596	\$4,466.33	130006	12/23/1960
PD21	5901	002107	044 HM	LOU, THELMA	1.00	1.00				\$78,596	\$0	\$78,596	\$6,549.67	130007	03/06/1961
PD21	5901	002108	044 HM	CRUMP, HELEN	1.00	1.00		1.00		\$55,000	\$0	\$55,000	\$4,583.33	130008	03/04/1963
PD21	5901	002109	044 HM		1.00		1.00		41	\$0	\$39,084	\$39,084			
PD21	5901	002110	044 PM	CAMPBELL, OTIS	1.00	1.00				\$56,000	\$0	\$56,000	\$4,666.67	130009	10/10/1960
		1965-1966 APPROVED FTE AND RATE			10.00	9.00	1.00	2.00		\$668,524	\$39,084	\$707,608			
						10.00						\$ 800,000			
										OVER / UNDER RATE		\$92,392			

