



# Payroll Process from New Hires to Separation

**Andy Snuggs**

Deputy Director of Human Resources


May 16, 2017

## Objectives

- To have an understanding of what documents JAC HR needs in order to process new hires, PARS, and Separations
- 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 of the June Rate Reports





**JUSTICE ADMINISTRATIVE COMMISSION**




## Topics of Discussion

- New Hires
- 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





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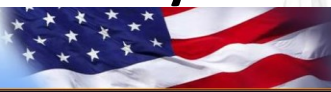
**COMMISSION**



## JAC Website - Payroll



**JUSTICE ADMINISTRATIVE COMMISSION**



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JAC Home / Human Resources / Payroll

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Disabilities Act (ADA)

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### Payroll

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

**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. Detailed information and documentation on each subject are available by selecting an item on the menu.

\*\* PDF files may be viewed with the latest free Adobe Acrobat Reader® plug-in. [PDF](#)

\*\* [PDF](#) denotes a link that opens in a new browser window.

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## New Hires

- What documentation is needed by JAC to enter a new employee into People First?
  - FTE Position
  - OPS Position
- Reasons why we would not be able to enter a new employee into People First
  - Social Security Card
  - February 1, 2017 – Provided additional guidance from DMS on what **could** be accepted
- OPS employee moving into a FTE position

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## Personnel Action Requests (PARs)

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



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# Monthly Payroll Deadlines

## ■ Payroll Calendar

### MAY 2017 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Supplemental RDS Reports	4 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	5	6
7	8 Supplemental Payday	9 CJIP CUT-OFF	10	11 Supplemental payroll due date	12 CJIP RDS Reports	13
14	15 CJIP EFT Cancellation Deadline 10:00 A.M.	16	17 CJIP Payday Supplemental RDS Reports	18 Supplemental EFT Cancellation Deadline 10:00 A.M. MONTHLY PAYROLL DUE DATE MAIL SUPPLEMENTAL WARRANTS	19	20
21	22 Supplemental Payday LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 PROCESS MONTHLY PAYROLL	24 Supplemental payroll due date Monthly RDS Reports Rate Reports	25 MAIL MONTHLY WARRANTS	26 10:00 A.M. EFT CANCEL DEADLINE - MONTHLY	27
28	29 STATE OBSERVED HOLIDAY OFFICES CLOSED	30	31 LAST DAY FOR JUNE BENEFITS EFFECTIVE DATE Supplemental RDS Reports Monthly Payday	<b>Notes:</b> Red = Payroll Deadlines Blue = Statutory or other reports due to JAC <b>23 WORKDAYS</b> <b>184 CONTRACTED HOURS</b>		

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# Monthly Payroll Deadlines

- Current month Payroll Due Dates can be found on our website:

– <https://www.justiceadmin.com/HR/pay.aspx>

### May 2017 Payroll Due Dates

Reminder - The Monthly payroll due date for May is 05/18/ 2017. Any payroll not received by the close of business on that date will be processed on the next available supplemental payroll, pay date 06/05/2017.

- 04/27 – Supplemental Payroll Due Date
- 05/03 – Supplemental RDS Reports
- 05/04 – 10:00 a.m. Supplemental EFT Cancellation Deadline
- 05/08 – Supplemental Pay Day
- 05/09 – CJIP Payroll Due Date
- 05/11 – Supplemental Payroll Due Date
- 05/12 – CJIP RDS Reports
- 05/15 – 10:00 a.m. CJIP EFT Cancellation Deadline
- 05/17 – CJIP Pay Day; Supplemental RDS Reports
- 05/18 – Monthly Payroll Due Date; 10:00 a.m. Supplemental EFT Cancellation D
- 05/22 – Supplemental Pay Day
- 05/24 – Monthly RDS Reports; Supplemental Payroll Due Date
- 05/26 – 10:00 a.m. Monthly EFT Cancellation Deadline
- 05/31 – Monthly Pay Day; Supplemental RDS Reports

**PREPARE YOURSELVES**



**PAYROLL DEADLINES ARE COMING**

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## Other Payroll Actions

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



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
## Rate Reports

- When does JAC HR send them out?
- What is their “as of” date?
- Positions vacant for 180 days or more
  - *If you have positions that have been vacant for longer than 180 days or very close to that number, you may want to consider reclassifying them to start the clock over from the time that they have been vacant. \*\*Please note the clock will officially start over only once you place someone in the vacant position.*
- June Rate Reports

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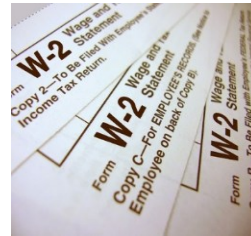
## Example of a Rate Report

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	WOLF	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										



## 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



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## Contact Information

- For all Payroll Transactions, please use the Payroll email group: [payrollgroup@justiceadmin.org](mailto:payrollgroup@justiceadmin.org)
- Payroll Staff and Responsibilities
  - Jamie Johnson (OPS Payroll, Leave Payouts, Salary Refunds, Settlements, etc.)
  - Kevin Garland (20 Offices of State Attorney)
  - Loraine Cole (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)
  - Monica Thomas (New Hire Paperwork and E-Verify)

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							10	9	1	2		\$668,524	\$39,084	\$707,608			
		1990-1991 APPROVED FTE AND RATE						10.00						\$800,000			
												OVER / UNDER RATE		\$92,392			