



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

**COMMISSIONERS**

**Diamond R. Litty, Chair**  
*Public Defender, 19<sup>th</sup> Circuit*  
**Kathleen A. Smith**  
*Public Defender, 20<sup>th</sup> Circuit*  
**Brian Haas**  
*State Attorney, 10<sup>th</sup> Circuit*  
**Jack Campbell**  
*State Attorney, 2<sup>nd</sup> Circuit*

**MEMORANDUM HR25-2021**

To: Agency Administrators  
From: Carolyn Horwich, Esq., Director of Human Resources  
Subject: Department of Management Services Calendar Year-End Guidance  
Date: December 3, 2021

---

Attached please find guidance from the Department of Management Services regarding important deadlines and other information pertinent to year end activities. Information relevant to Justice Administration is highlighted for your convenience.

Thank you.



Type: General Correspondence	ID Number: GC 316
Date: Nov. 29, 2021	Subject: 2021 End-of-Calendar-Year Guidance and Notices

**Suggested Audience:**  
Agency human resource staff

**Details:**

The following information relates to the 2021 calendar year end.

- I. **People First Service Center Hours**
  - a. Service center will be closed on Christmas Eve (Dec. 24) and New Year’s Eve (Dec. 31).
  
- II. **Chard Snyder Service Center Hours**
  - a. Service center will be closed on Christmas Eve (Dec. 24).
  
- III. **Career Service Annual Leave Rollover**
  - a. The career service annual leave rollover will occur on Dec. 31, 2021. If 2021 timesheets are approved after the rollover occurs, the employee’s rollover will be re-calculated based on the approved timesheet.
    - All career service employees’ annual leave balances are rolled over based on 360 hours.
  
- IV. **Timesheet Reminder IMPORTANT!**
  - a. **Leave Without Pay for Calendar Year 2021 – Resulting in Salary Overpayments:** It is critical to ensure that in December, **all** leave without pay (LWOP) is captured before payroll processing. If the LWOP is not captured prior to payroll processing, the agency should work with the employee to process a salary refund **in December** to keep the employee from experiencing any undue tax implication. Refer to the [Bureau of State Payrolls Payroll Preparation Manual](#), Volume V, Section 6, for guidelines and instructions on processing salary overpayments.
    - Agencies should run the Payroll Overpayment Report to assist in identifying potential “Regular Salary” overpayments. Refer to the [Payroll Overpayment Report](#) instructional guide for information on processing the report.
  
- V. **Address Changes for W-2s**
  - a. Address changes for Form W-2 reporting for 2021 must be made in People First before 7 p.m. ET on Jan. 5, 2022.
  - b. Employees should update their mailing address in People First (located in the Contact Information screen) if it differs from the home address recorded in the system.

**VI. Electronic W-2s**

- a. Jan. 5, 2022 is the last day for employees to consent to receive their W-2s by electronic means only. Those who opt to receive their W-2 forms electronically will have access to their W-2s early in January rather than having to wait until the agency mails them later in January. Employees can consent through the Department of Financial Services (DFS) Employees' Information Center at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>.

**VII. Exempt W-4 for 2022**

- a. Eligible employees must make this election each tax year to retain the exemption status. If the employee does not renew the election, it will expire, and the employee may suffer a hardship as a result.
- b. Employees wishing to maintain or elect the exempt withholding status for 2022 must make the election in the W-4 screen in People First no later than 7 p.m. ET on Feb. 14, 2022. If the election is processed after this time, it will become effective with the first payroll processing after the election is made.

**VIII. 2021 W-4s and 2022 W-4s**

- a. The last W-4 changes for calendar year 2021 will be sent to DFS on Dec. 28, 2021 (includes changes through 7 p.m. ET on Dec. 28). The first W-4s for calendar year 2022 will be sent to DFS on Jan. 2, 2022.

**IX. State Group Insurance Deductions**

- a. Employees should review their December pay warrants to ensure that State Group Insurance deductions for January 2022 coverage are correct. Deductions for 2022 flexible spending and health savings accounts start in January.

**X. 1095-C Form**

- a. Employees must complete the election to receive the 1095-C form electronically by 5 p.m. ET on Dec. 10, 2021. Employees can validate their election to receive the 1095-C form electronically by going to the Employee landing page > Personal Info > Contact Information > Notification Email.
- b. Electronic 1095-C forms should be available to employees by Jan. 31, 2022, and can be accessed in People First by going to the Employee landing page > Insurance Benefits > Health Insurance Tax Forms.
- c. If the employee did not elect to receive the form electronically, it will be mailed to the mailing address stored in People First. Employees can validate their mailing address in People First by going to the Employee landing page > Personal Info > Contact Information > Mailing Address. Address changes must be made in People First by 5 p.m. ET on Dec. 10, 2021. Even if the employee did not elect to receive the form electronically, they can still access the form in People First by going to the Employee landing page > Insurance Benefits > Health Insurance Tax Forms.
- d. Employees should contact the Division of State Group Insurance (DSGI) at (850) 921-4600 or toll free at 800-226-3734 regarding issues with their 1095-C form.

**XI. Early Payroll Cutoff Dates**



- a. Because of observed state holidays, some of the payrolls in December have early payroll cutoffs (see chart below). Please inform all appropriate staff of these early payroll cutoff dates.

<b>Pay Period</b>	<b>Prelim and Stop/Cancel Data Available</b>	<b>People First Agency Cut-Off 7 p.m. ET</b>	<b>PAR Deadline 7 p.m. ET</b>	<b>Benefits Changes Deadline 7 p.m. ET</b>	<b>Electronic Timesheet Approval Deadline 7 p.m. ET</b>	<b>Warrant Date</b>
<b>Supplemental Payroll</b>						
N/A	12/19/2021	12/19/2021	12/19/2021	12/19/2021	12/19/2021	12/27/2021
<b>Biweekly Payroll</b>						
12/10/2021 – 12/23/2021	12/22/2021	12/22/2021	12/22/2021	12/22/2021	12/22/2021	12/30/2021

**XII. Employee Work Addresses (Position > Location Address)**

- a. In the event of an office closure, emergency in a building, or a natural disaster, it is essential employee work addresses are correct in People First. Ensuring work addresses are correct allows agencies and the People First Division to provide accurate data for employees in specific buildings, counties, etc., if data is requested during an emergency.
- b. To assist human resource offices with updating work addresses and identifying positions with an inactive facility assigned, a list of available resources (i.e., instructional guides and video) can be found in communication [GC 315 Employee Work Addresses in People First](#).
- c. There is a Location Address mass load available to agencies that can be used to update facilities assigned to positions. To process a mass load there will need to be at least 100 positions that require an update. To schedule a mass load, please contact Alissa Martz at (850) 487-1620 or [Alissa.Martz@dms.fl.gov](mailto:Alissa.Martz@dms.fl.gov).