



Type: Alerts	ID Number: A 128
Date: December 6, 2006	Subject: End of Calendar Year Guidance and Notices

Suggested Audience:
Agency Personnel Offices

Information: Please note the following information relevant to the December and January end of calendar year time frame.

I. Early Payroll Cutoff Dates

- a. Refer to General Correspondence – 70, Early Payroll Cutoffs Due to Observed State Holidays, dated October 27, 2006, which contains the **People First** payroll cutoff dates for each payroll processing during the holiday season. This correspondence can be found at http://dms.myflorida.com/human_resource_support/people_first/for_hr_professionals/correspondence/general_correspondence.

II. Career Service Annual Leave Roll-Over

- a. Several options are being discussed between DMS and Convergys at this time regarding the Career Service Annual Leave Roll-Over. Once more information is available, it will be sent to you in a separate communication.

III. Address Changes for W-2s

- a. Address changes for the Form W-2 reporting for 2006 should be made in People First no later than 7:00 PM EST on Tuesday, January 9, 2007.
- b. As a reminder, when entering address data in People First, please be sure to:
 - i. Enter the address information in the Home Address Screen.
 - ii. To only enter 30 characters of Address Line 1.
 1. Please note that only the first 30 characters of Line 1 are sent to BOSP for processing. Any characters over 30 characters on Line 1 are not sent to BOSP for processing. In addition, Address Line 2 is not sent for processing.

IV. W-5 Processing for 2006

- a. **Processing for Biweekly Payroll Processing on 12/29/2006, for 01/05/2007 Pay Date:** Biweekly employees wishing to participate in the Earned Income Credit election on this first 2007 payroll must make their election between 7:00 AM EST on December 15, 2006, and 7:00 PM EST on December 27, 2006.
- b. **W-5 elections must be made 2 business days prior to the payroll processing.** For example, for the Monthly payroll processing on Wednesday,

January 24, 2007, the election must be made no later than 7:00 PM EST on Monday January 22, 2007.

V. Exempt W-4 for 2007

- a. The 2006 elections for Exempt W-4 status are valid through February 15, 2007.
- b. Employees who currently have an Exempt W-4 status must file a new Exempt W-4 request prior to the biweekly payroll processing on February 12, 2007. Changes can be entered starting January 1, 2007, for the 2007 tax year. Changes entered prior to January will be treated as 2006 exemptions.

VI. FSECC 2006 Deductions – Reminders

- a. Biweekly mass load files for both salaried and OPS employees are due to your agency's change management lead no later than **noon on Thursday, December 7, 2006.**
- b. Mass load files for Monthly Agency OPS employees who are ***paid biweekly*** are due to your agency's change management lead no later than **noon on Thursday, December 7, 2006.**
- c. Monthly mass load files for salaried employees are due to your agency's change management lead no later than **noon on Thursday, January 4, 2007.**
- d. For biweekly agencies entering FSECC deductions for their employees, unless the employee has agreed to a shorter time period, the end date for the FSECC deduction should be the pay period ending on December 13, 2007.
- e. For monthly agencies entering FSECC deductions for their employees, unless the employee has agreed to a shorter time period, the end date for the FSECC deductions should be the pay period ending on December 31, 2007.

VII. 24-Hour December Annual Leave Payouts – Career Service Employees

- a. Refer to General Correspondence – 67, dated for October 9, 2006, for additional information. This correspondence can be found at http://dms.myflorida.com/human_resource_support/people_first/for_hr_professionals/correspondence/general_correspondence.

VIII. Timesheet Reminders

- a. **Leave Without Pay for Calendar Year 2006 – Resulting in Salary Overpayments:** Agencies are reminded that it is critical in December to ensure that ALL leave without pay (LWOP) is captured prior to payroll processing. If the LWOP is not captured prior to the payroll processing, the agency should work with the employee to process a salary refund in December to keep the employee from experiencing an undue tax implication. Agencies are reminded to refer to the Bureau of State Payrolls Payroll Preparation Manual, Volume V, Section 6, for guidelines and instructions on process salary overpayments. The Payroll Preparation Manual is available at the following website: <http://www.fldfs.com/aadir/bsp/bsp.htm>

- b. To ensure accurate annual leave balances are rolled for career service employees, all time for calendar year 2006 should be approved before 7:00 PM EST on January 6, 2007.

IX. Final Supplemental Payroll of 2006

- a. The date within the People First Supplemental payroll screen for the Supplemental payroll processing at BOSP on December 21, 2006, will be changed to reflect December 23, 2006. Once the change is made, December 21, 2006, will not be a selection in this dropdown menu.
- b. Agency entries that are made prior to this change will be corrected by Convergys to reflect December 23, 2006.
- c. Agencies deadlines are NOT impacted by this change. In addition, the payroll dates, including Warrant Date, are unchanged (payroll will still pay on December 28, 2006).