People First!

New Employee Orientation

Last Updated 09-19-08

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Click on the topic to jump to that section.

***Not all agencies participate in these online programs.**

People First Service Center

The People First Service Center is available to answer your questions and assist you with the People First system Monday through Friday, from 8:30 A.M. to 5:30 P.M. EST.

Have your People First employee ID number ready.

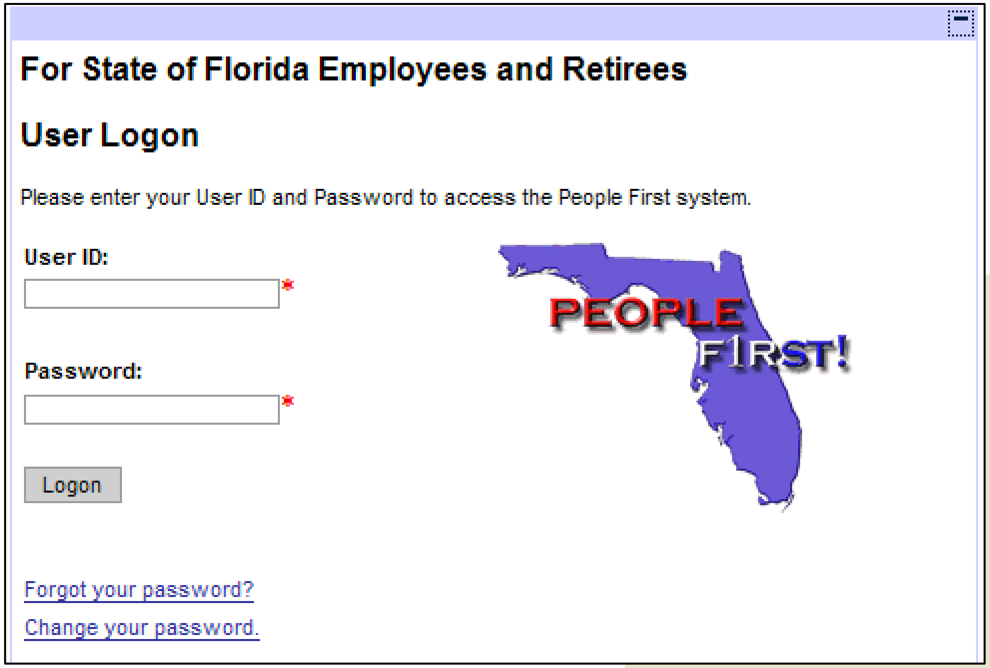
Phone	**1-866-663-4735**
TTY	**1-866-221-0269**

Log in to People First

To log in to the People First system, use your 6-digit People First employee user ID number and your 8-digit temporary password, which is pf followed by your birth date; for example, March 12, 1962 is pf031262.

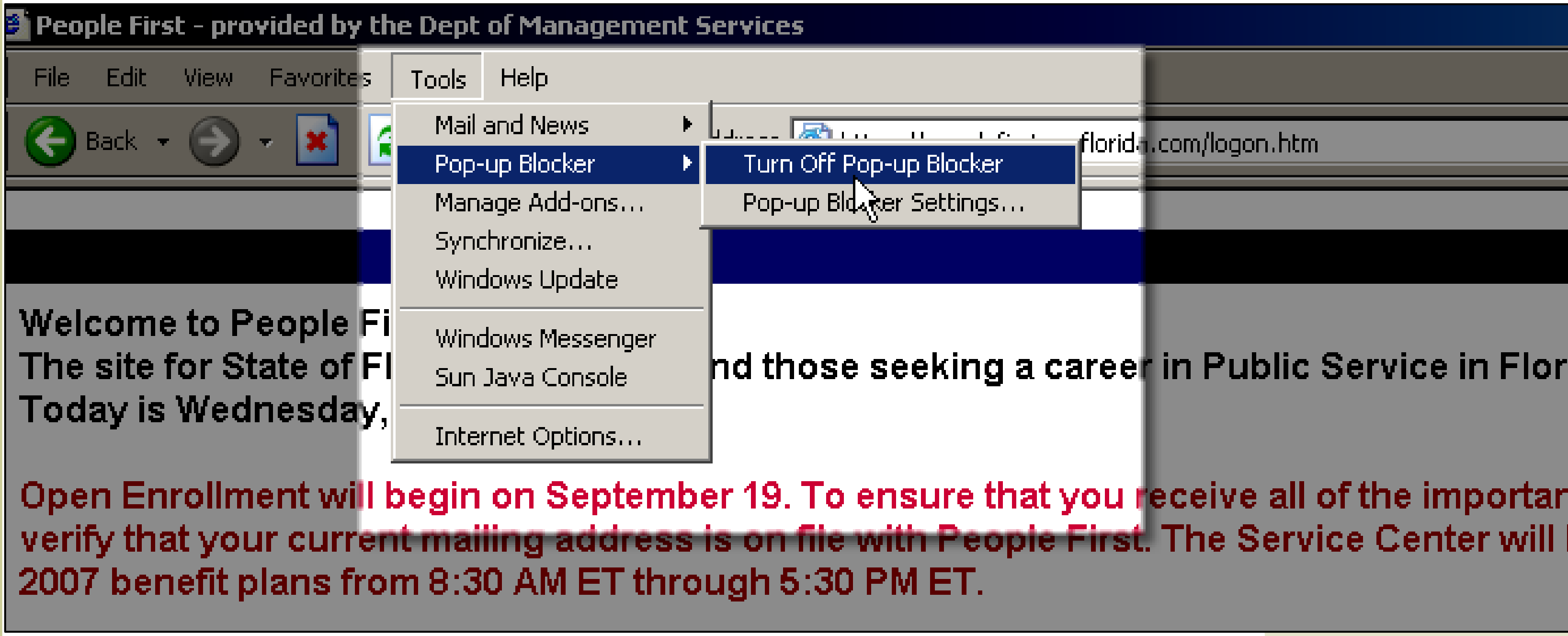
Go to
https://peoplefirst.myflorida.com/logon.htm

- **Enter your ID and temporary password.**
- **Click LOGON.**



If You Can’t Log In

If you can’t log in, check the status of your pop-up blocker; it must be turned **off** for you to log in: in your browser window, go to Tools > Pop-up Blocker > Turn Off Pop-up Blocker.



If You Can't Log In

If you do not want to turn your pop-up blocker completely off or if you have multiple pop-up blockers:

1. Type in your user ID and password.
2. Hold down the control key on your keyboard **while** you click the logon button.

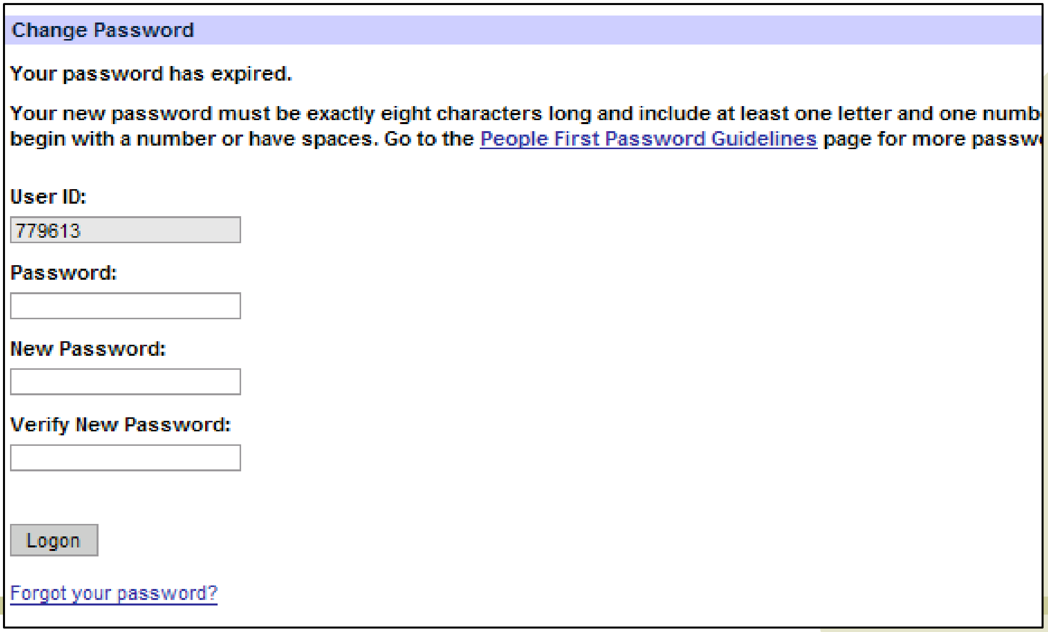
(If you have multiple layers of pop-up blockers, and if you choose not to use the override listed above, then you must turn off all pop-up blockers.)

Password Security

- The first time you log in you will be required to change your temporary password. You must use an eight-digit, alpha-numeric password. See our password guidelines for more information.
- Remember: the People First system houses your personal information, as well as your work information. Choose your password carefully and do not share it with anyone.
- You will be required to change your password every 90 days. The system will remind you.
- You will also be prompted to set up three security questions and answers the first time you log in. These will be used to verify your identify if you forget your password and need to set a new one.

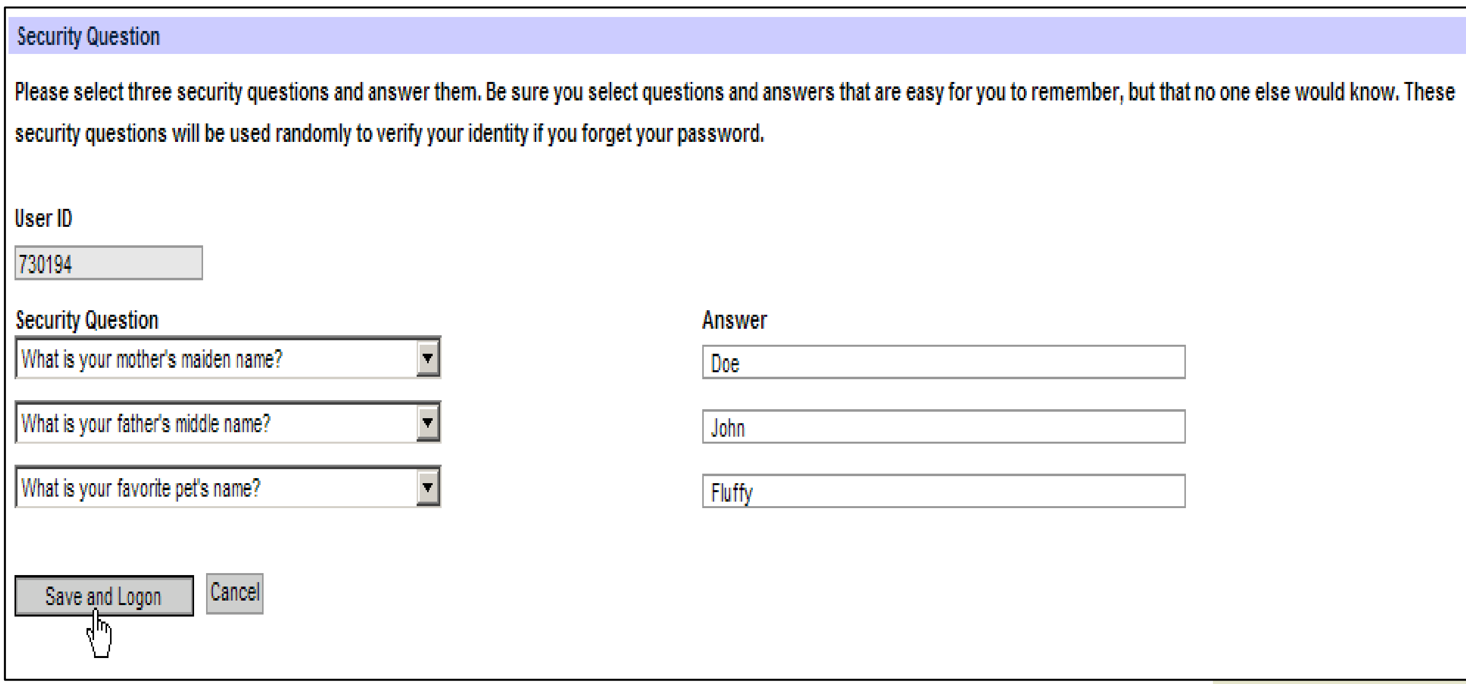
Change Your Password

1. Type your user ID in the first field.
2. Type your current password in the password field.
3. Type in your new password.
4. Verify your new password by typing it in again and click LOGON.



Security Questions

Select your security questions from the drop down menu and answer them. Answers are not case sensitive, but later on, you must enter the exact same answer. Click SAVE and LOGON.



Security Question

Please select three security questions and answer them. Be sure you select questions and answers that are easy for you to remember, but that no one else would know. These security questions will be used randomly to verify your identity if you forget your password.

User ID

730194

Security Question	Answer
What is your mother's maiden name?	Doe
What is your father's middle name?	John
What is your favorite pet's name?	Fluffy

Save and Logon   Cancel

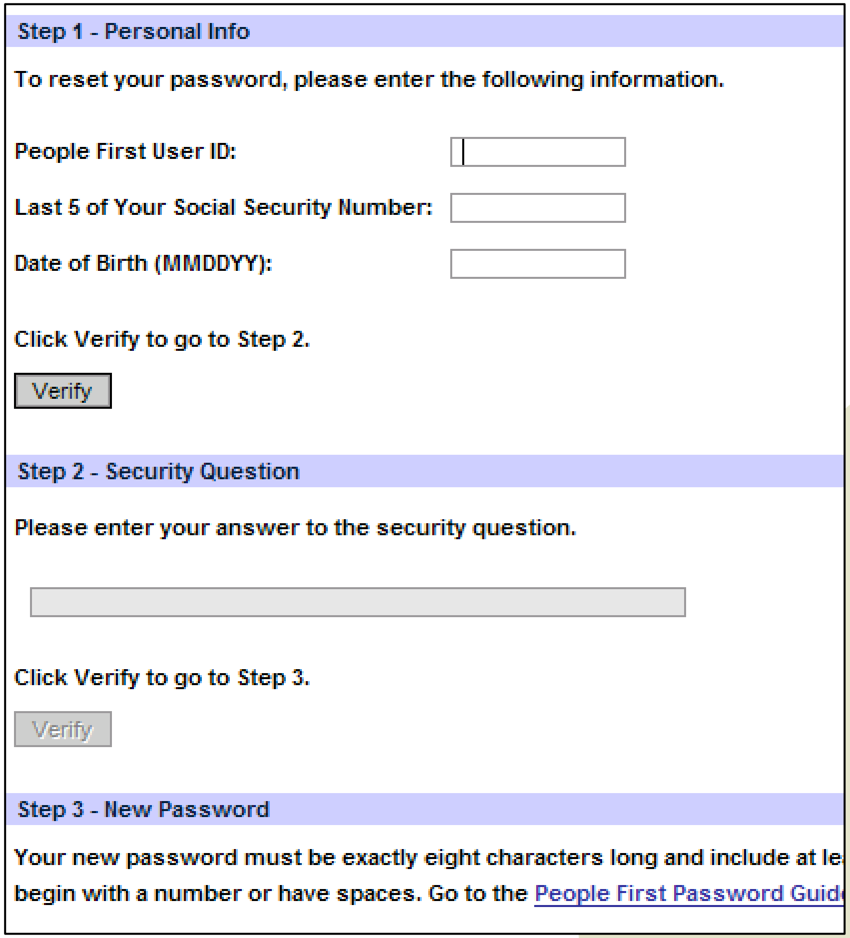
Forgot Your Password?

Click the “Forgot your password?” link.

Forgot Your Password?

Enter the requested information in all three steps to set up a new password.

If you can’t remember the security answers that you established, you’ll have to call the Service Center to have your questions and answers reset.

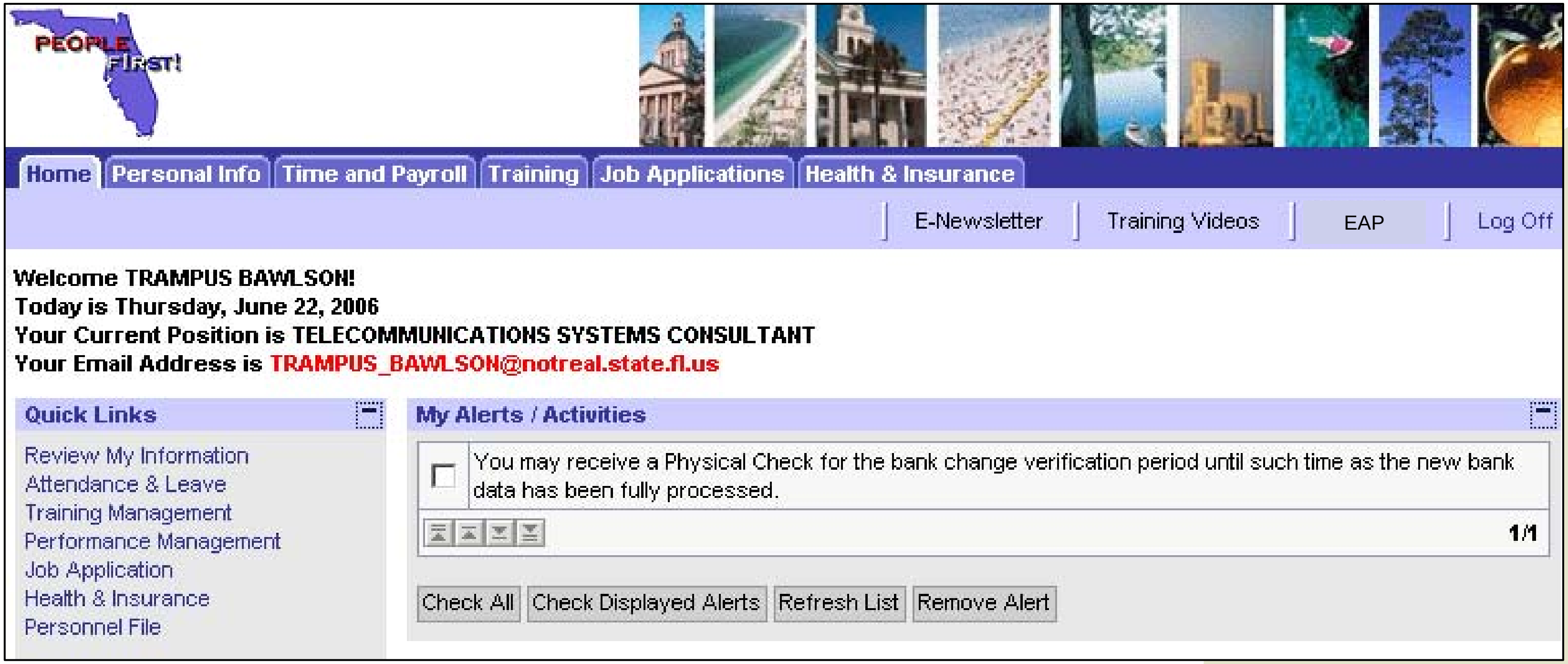


Tips for Navigating the System

- Use the MENU button or the CANCEL button within People First to return to a previous screen.
- Red **warning** messages are the system's way of prompting you to verify that the information you entered is correct.
- Red **error** messages require you to correct your data entry before you can continue.
- Hovering your mouse cursor over a field will often give you additional information or tell you what the field is for.
- With your timesheet submission, the outlines of the boxes change colors to show the status: yellow means your timesheet has been submitted, but approval is pending; green means your timesheet has been approved; red means your timesheet was rejected and must be corrected and resubmitted.

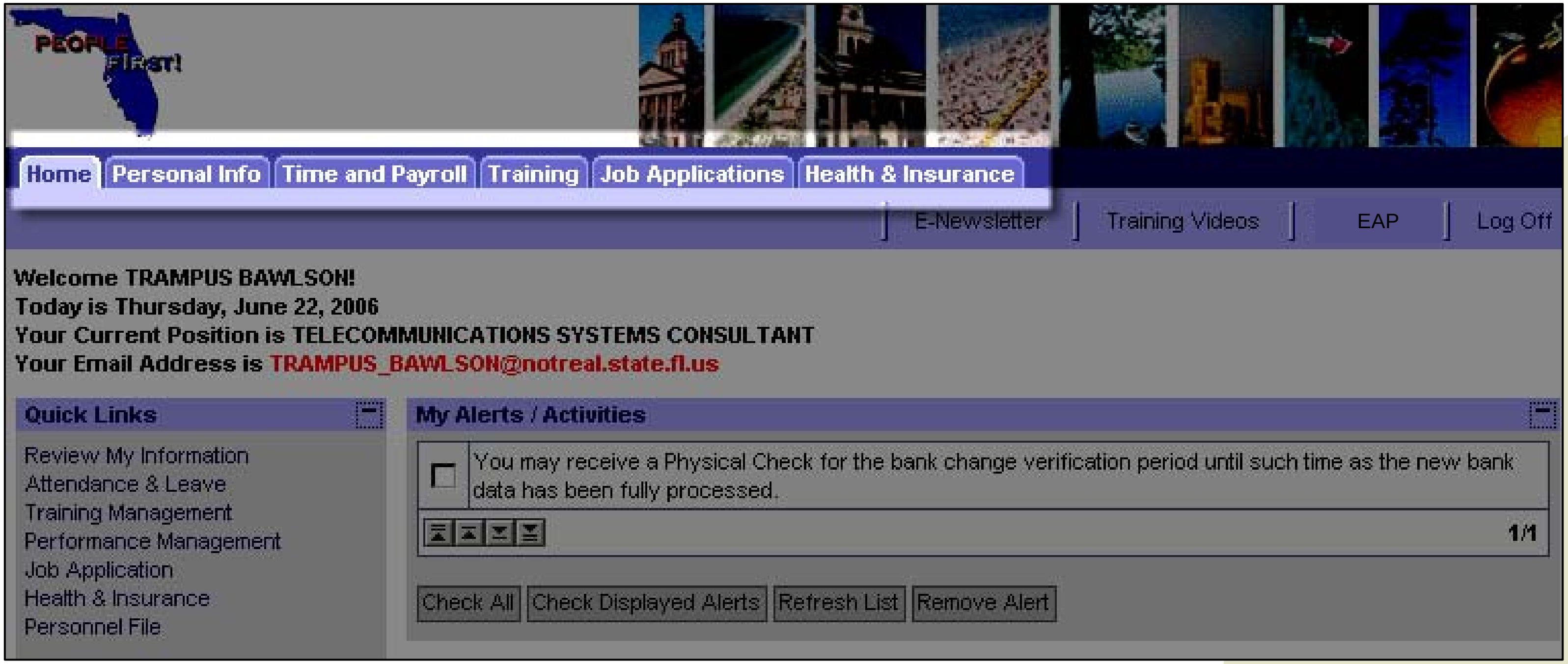
Your People First Homepage

Once you have logged in, you will see your personal People First homepage. Let's look at features of this page.



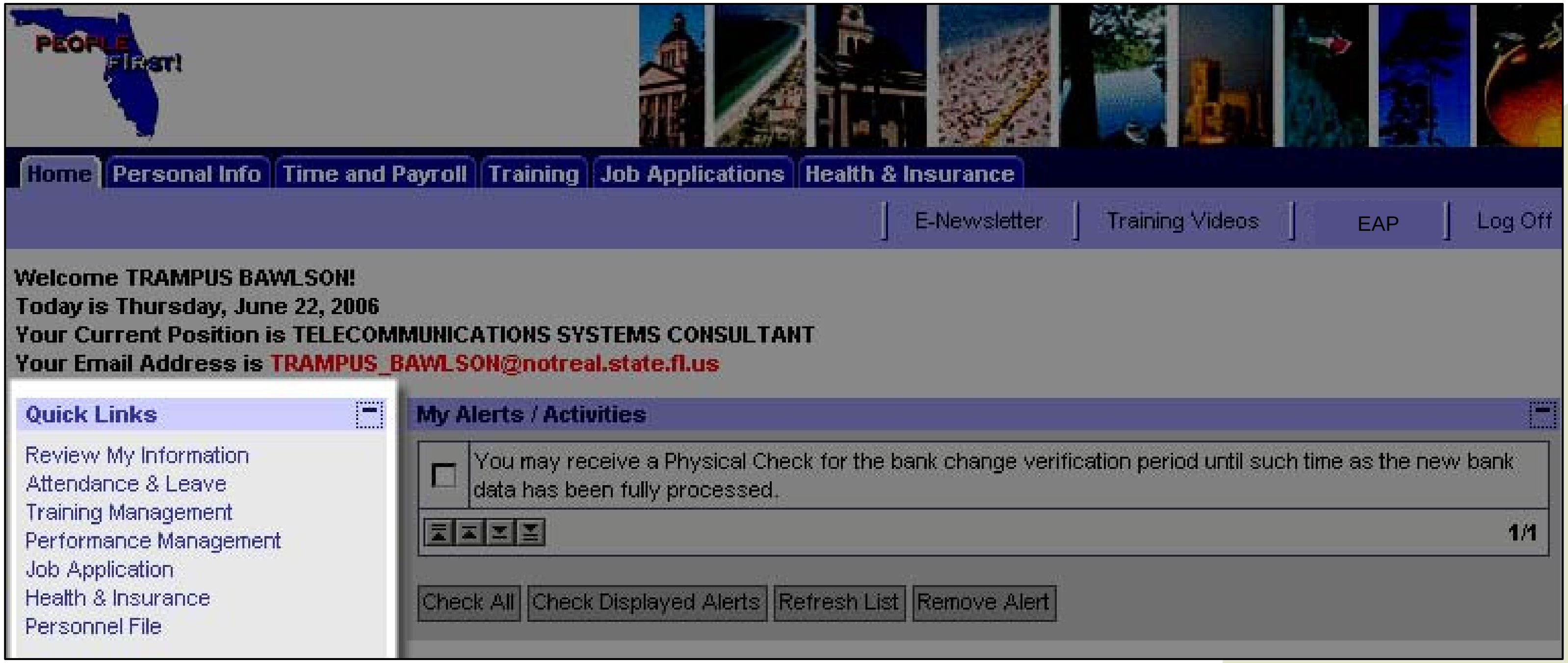
Navigation Tabs

Across the top are navigation tabs that you may click to take you to other areas within the system.



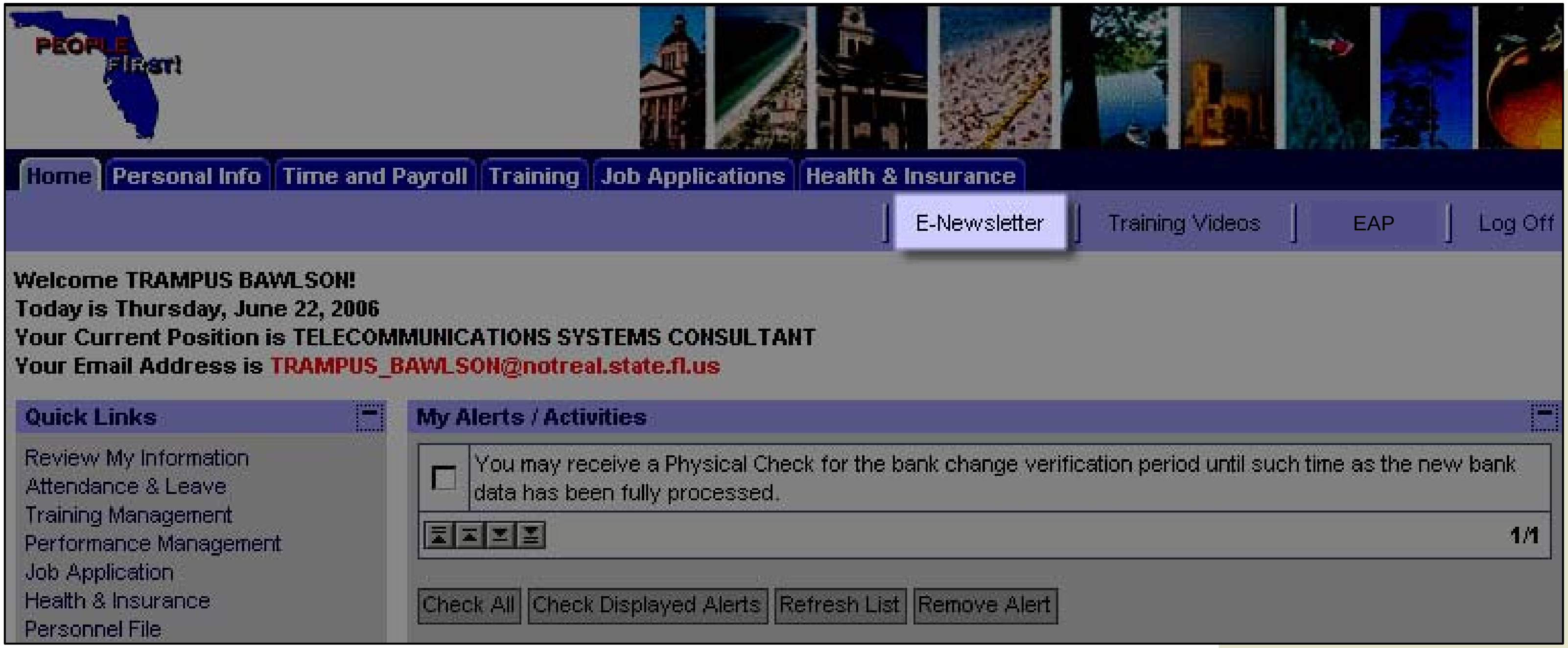
Quick Links Section

You may also click the links to the left in the quick links section to move to various areas within the system. These links take you directly to that section.



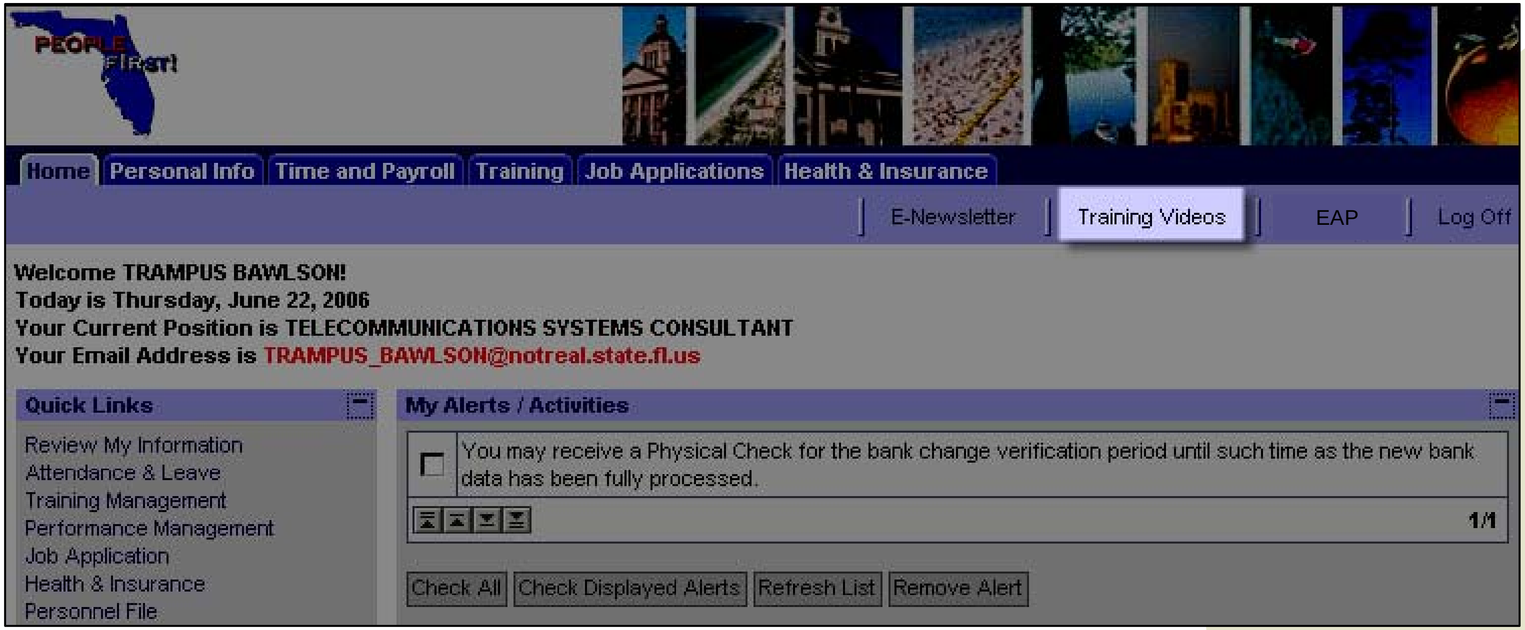
E-Newsletter Link

To read the latest in People First information, click the link to our e-newsletters. You will find articles related to using the system, benefits, and much more.



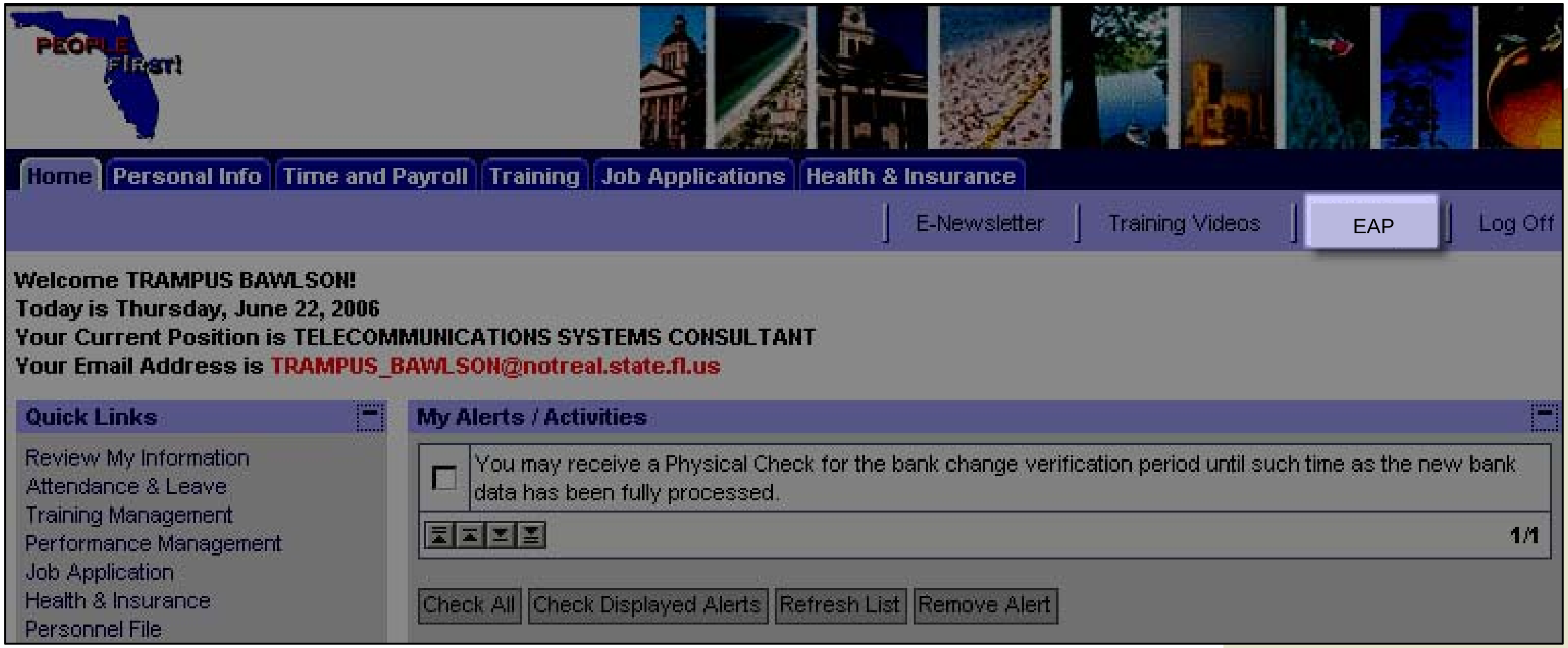
Training Videos Link

For demonstrations on how to perform tasks in the People First system, click the link for training videos. This will direct you to the DMS website; then you may select the video that you need to view.



EAP Link

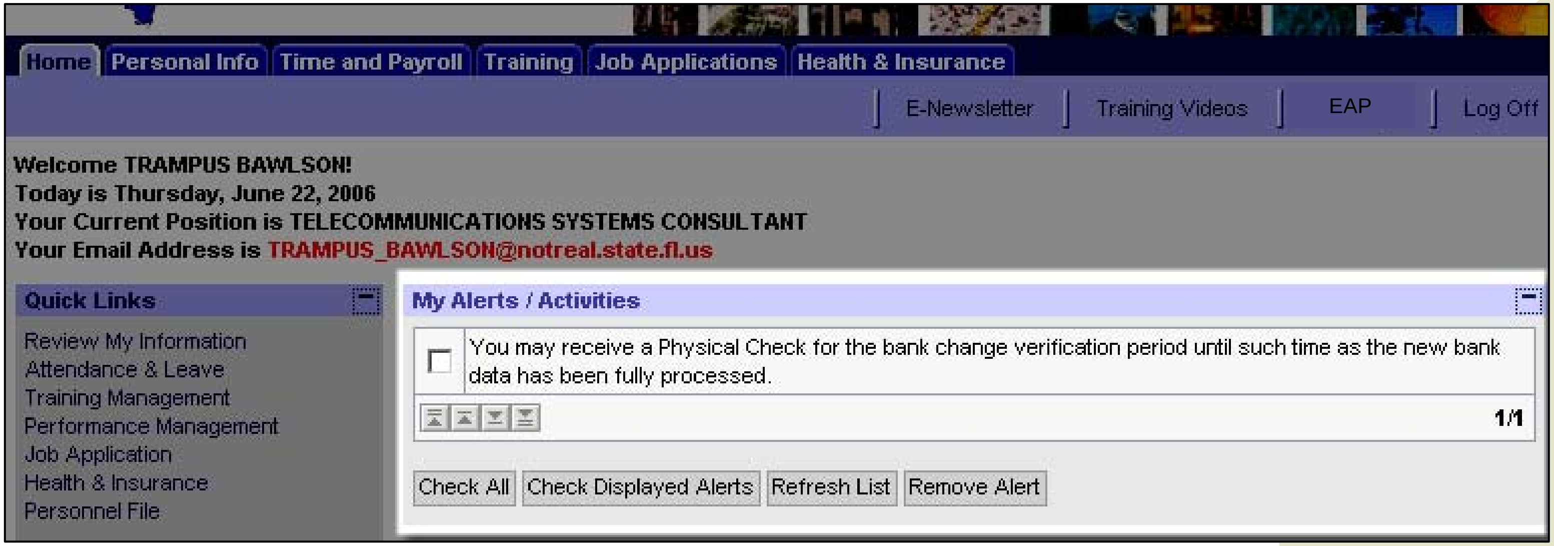
Click the EAP link to go to the Horizon Health Employee Assistance Program website.



My Alerts

The My Alerts section of your homepage posts notices for you; for example, if you request a flex schedule, you will receive an alert telling you whether or not your manager approved your request.

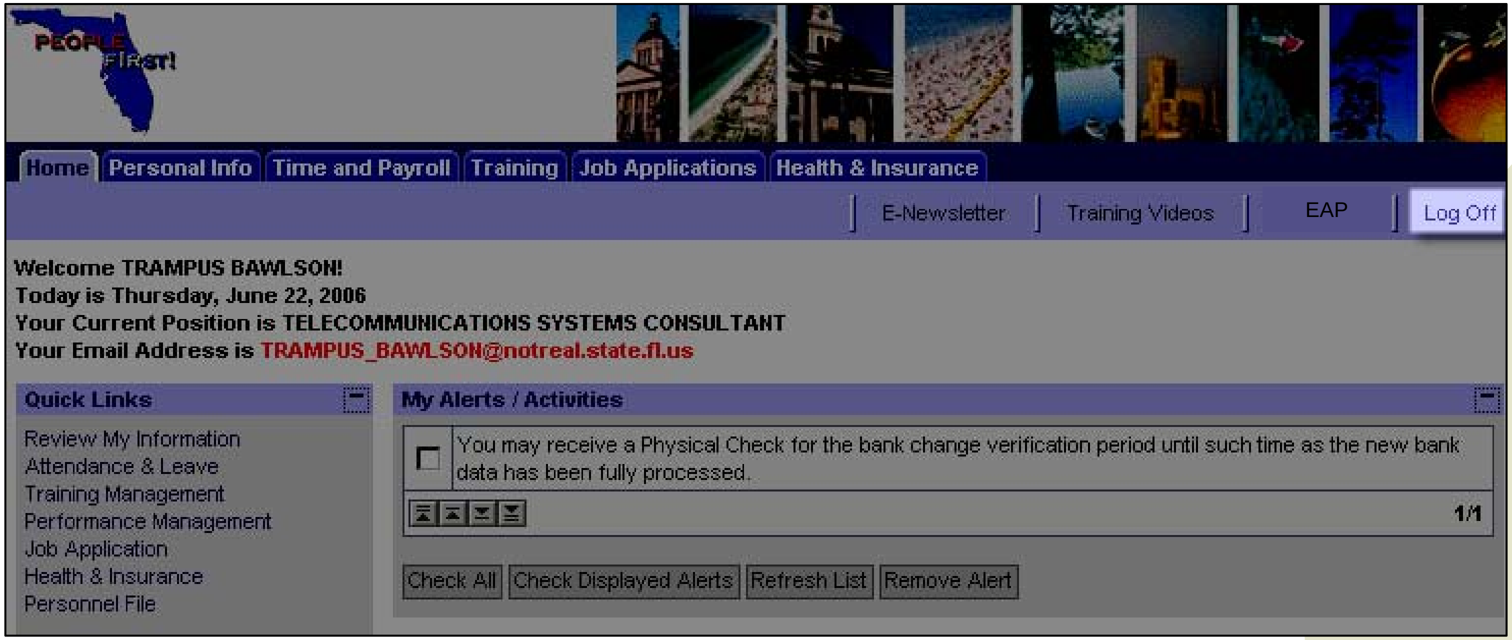
You may leave alerts on the page as long as you want, or you may delete them by checking the box or clicking the CHECK ALL button, then clicking REMOVE ALERT.



Log Off

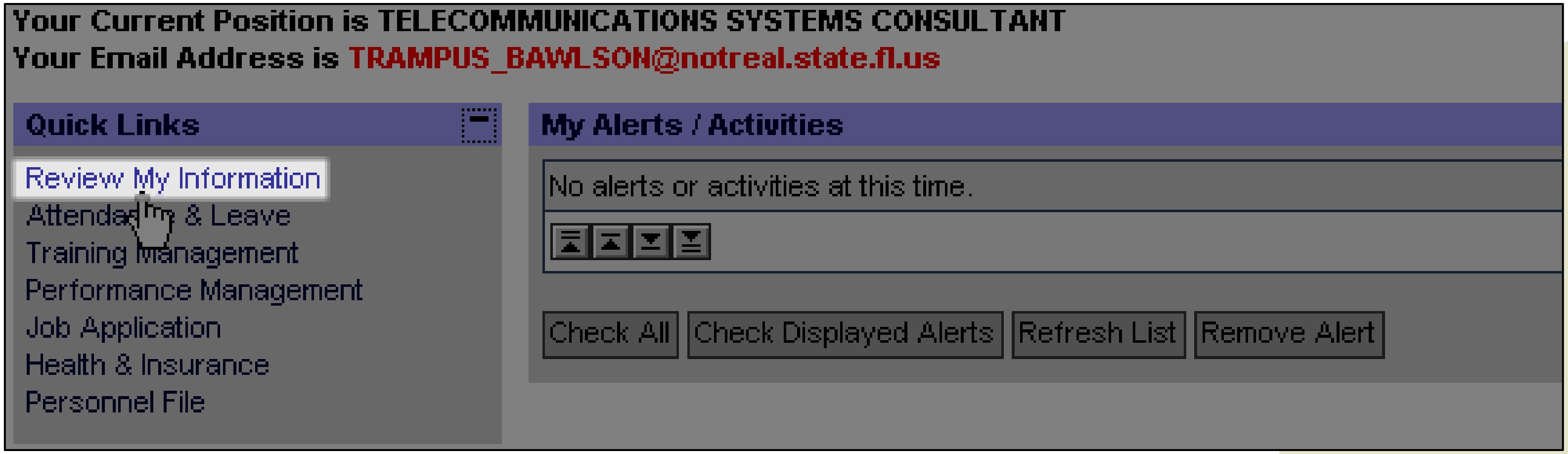
Finally, you should click LOG OFF to leave the system.

The system will automatically log you off after 60 minutes of inactivity.



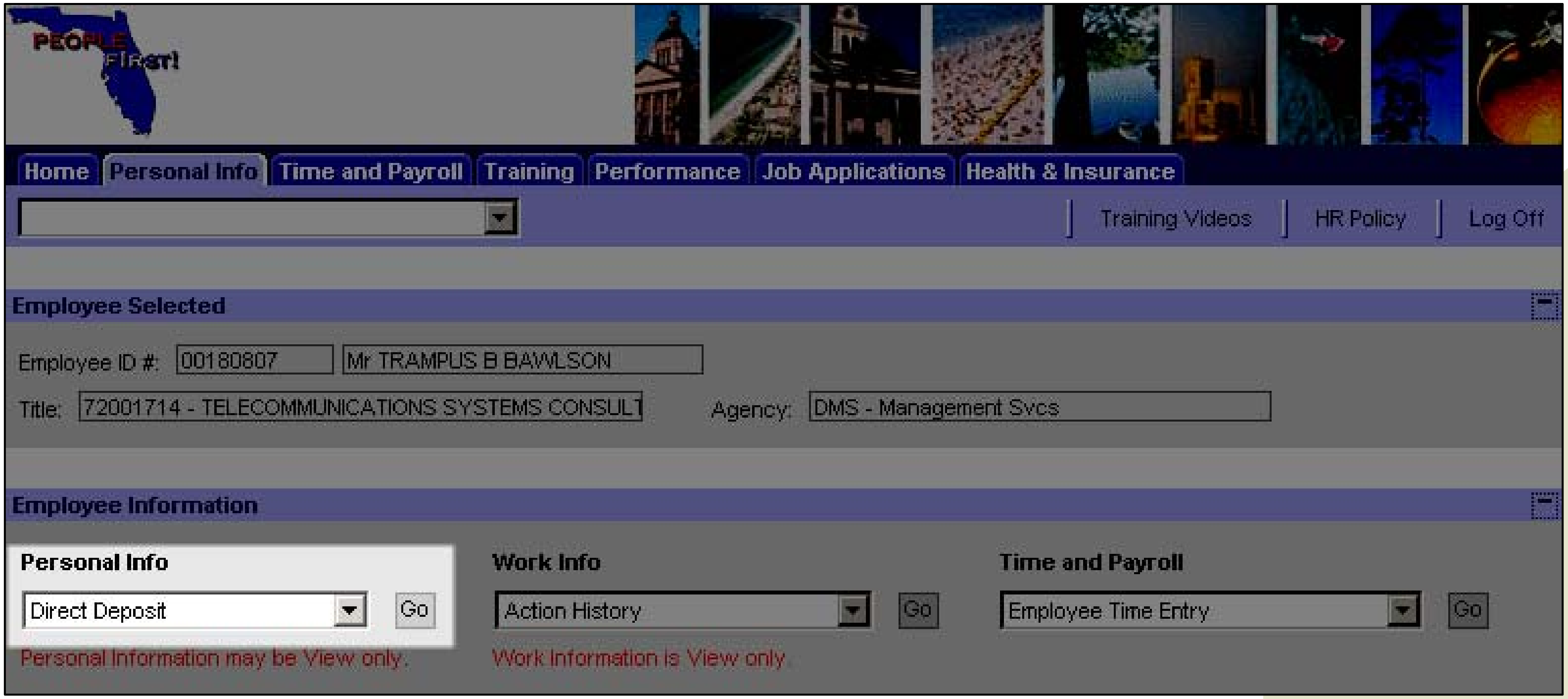
How to Edit Your Personal Info

To keep your information current, you must complete or verify certain fields upon your employment and maintain them as your information changes. Click review my information to get to the personal info section of People First.



How to Edit Your Personal Info

You will be working from the personal info drop down menu to complete the next items.



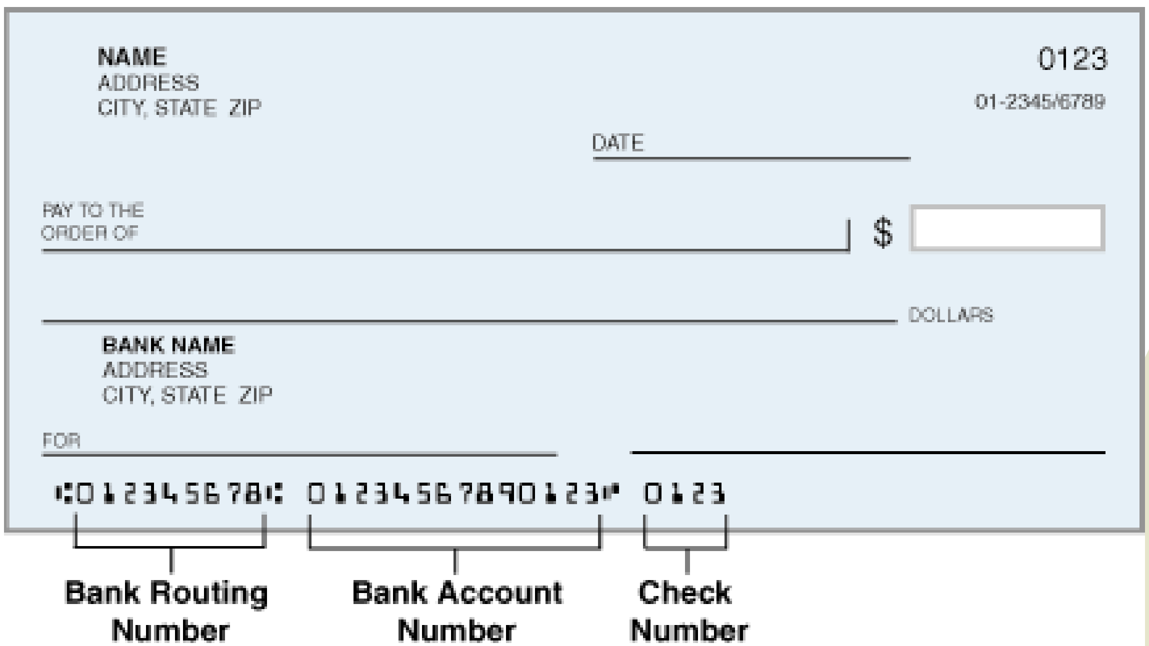
Direct Deposit

The State requires employees to utilize the direct deposit system, which automatically deposits your paycheck on your pay date or dates each month.

You will receive paper paychecks until your direct deposit transaction has been processed.

Direct Deposit

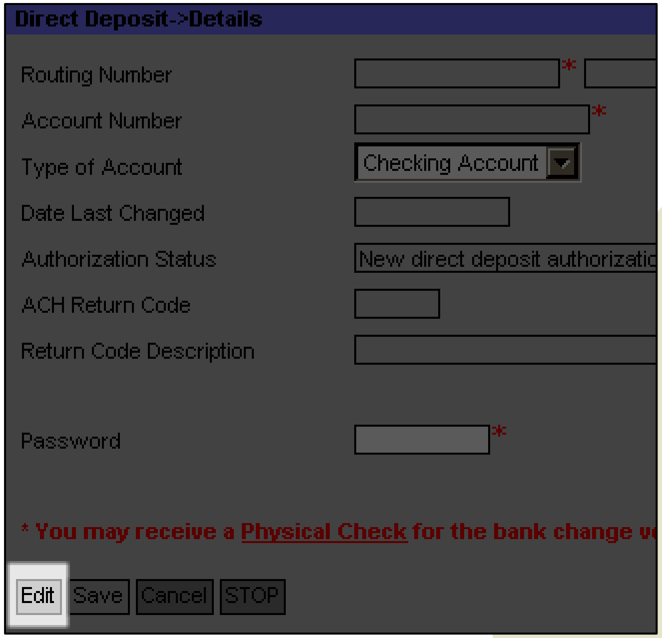
Before enrolling in the direct deposit program, you will need the following information: the routing number for your financial institution, your personal account number, and the type of account—checking or savings.



Direct Deposit

To enroll in the direct deposit program, select direct deposit in the personal info drop down menu and click GO.

Click EDIT in the lower left hand corner.



Direct Deposit

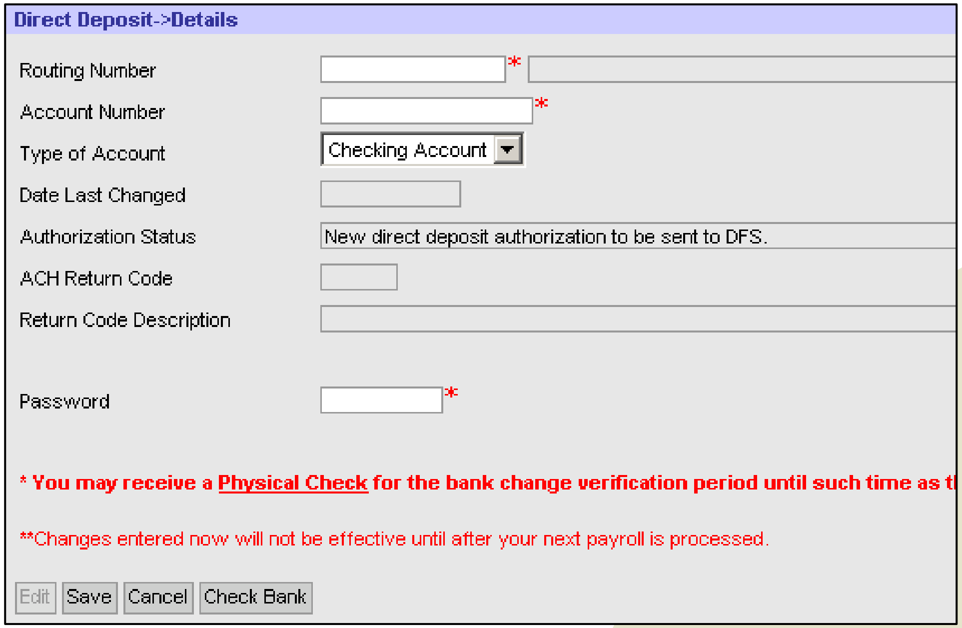
Accurately type in the required information.

Click the CHECK BANK button to be sure you've entered the correct numbers.

Select checking or savings from the drop down menu.

Verify that all information is complete and accurate.

Enter your People First password and click SAVE.



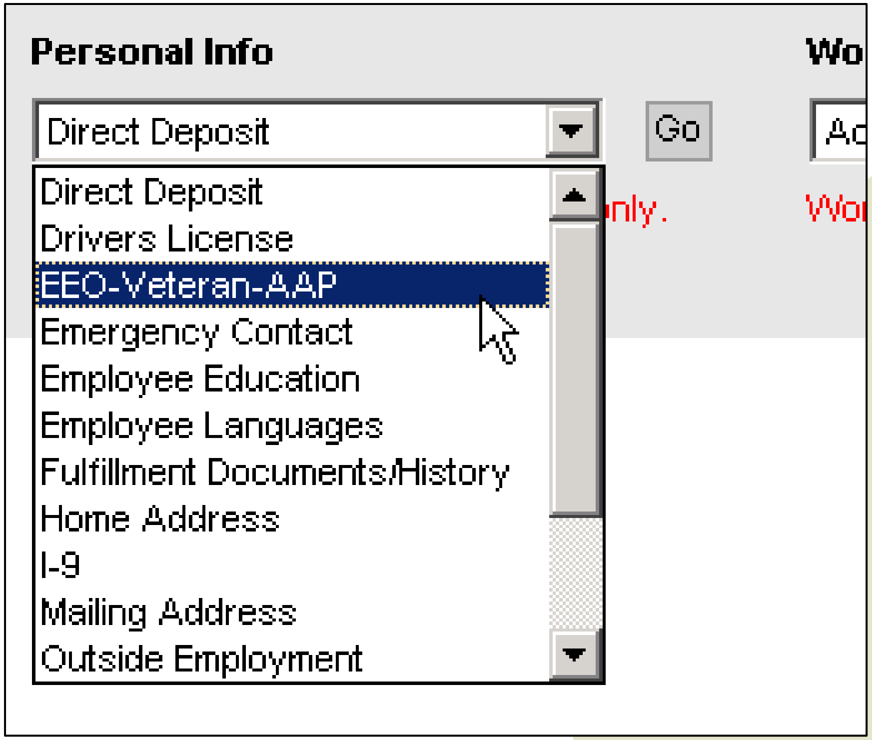
Click MENU to return to the personal info homepage.

EEO-Veteran-AAP

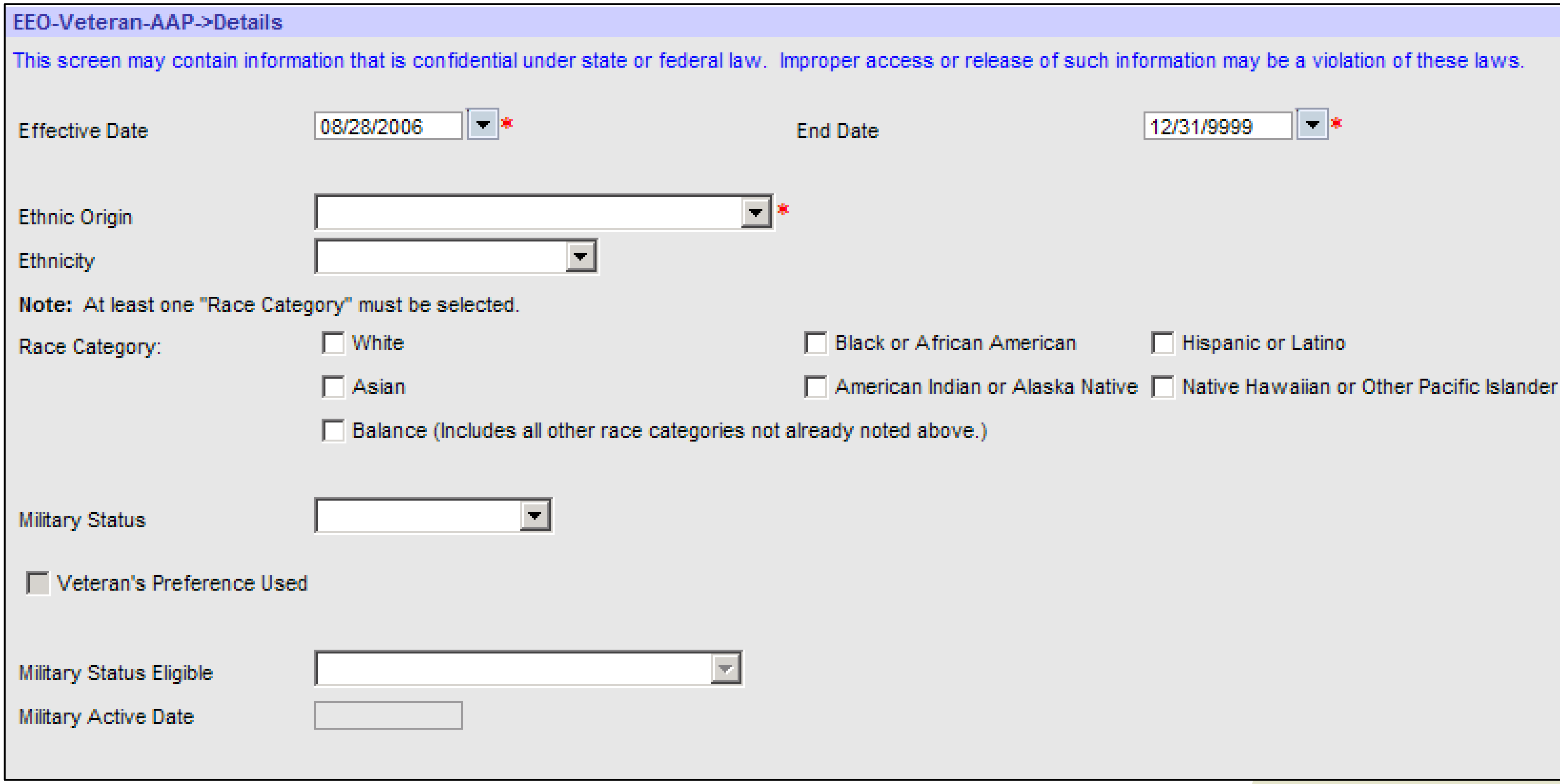
Completing the Equal Employment Opportunity-Veteran-Affirmative Action Plan section is optional, but recommended.

Select EEO-Veteran-AAP from the personal info drop down menu and click GO.

Enter the information in each of the boxes marked by a red asterisk (see next slide).



EEO-Veteran-AAP

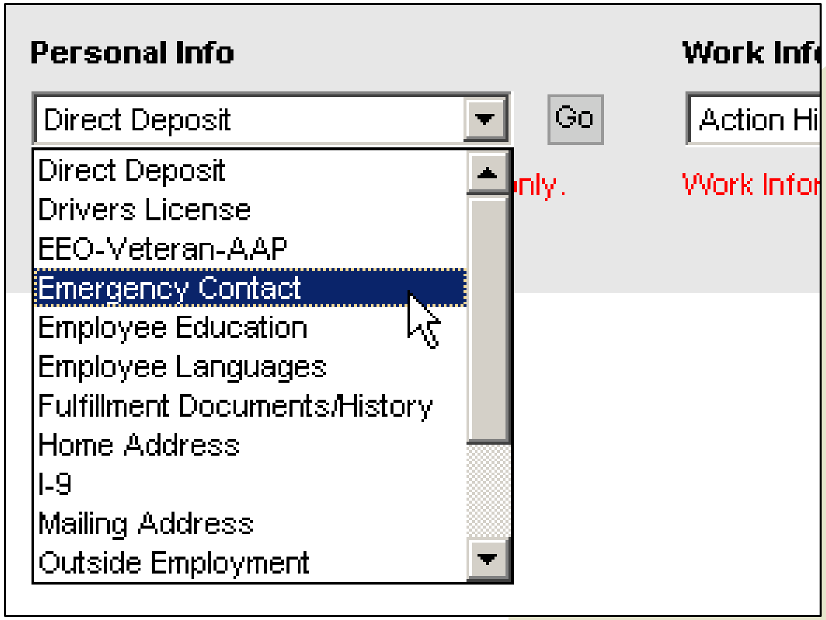


Click SAVE at the bottom of the screen when you are finished.

Emergency Contact

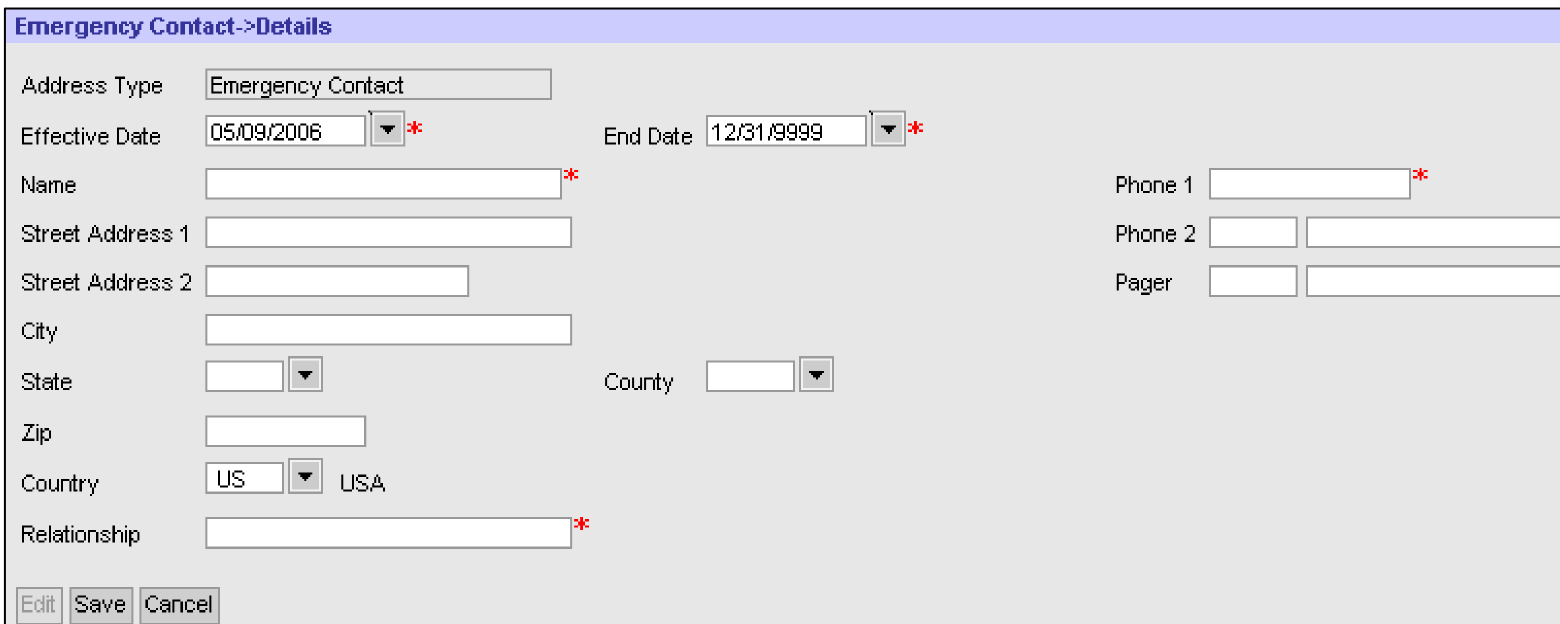
Current emergency contacts with correctly entered information are extremely important. Please be sure to keep this field accurately updated so that your agency can contact someone for you in the event of an emergency.

To enter emergency contact information, select emergency contact from the personal info drop down menu and click GO.



Emergency Contact

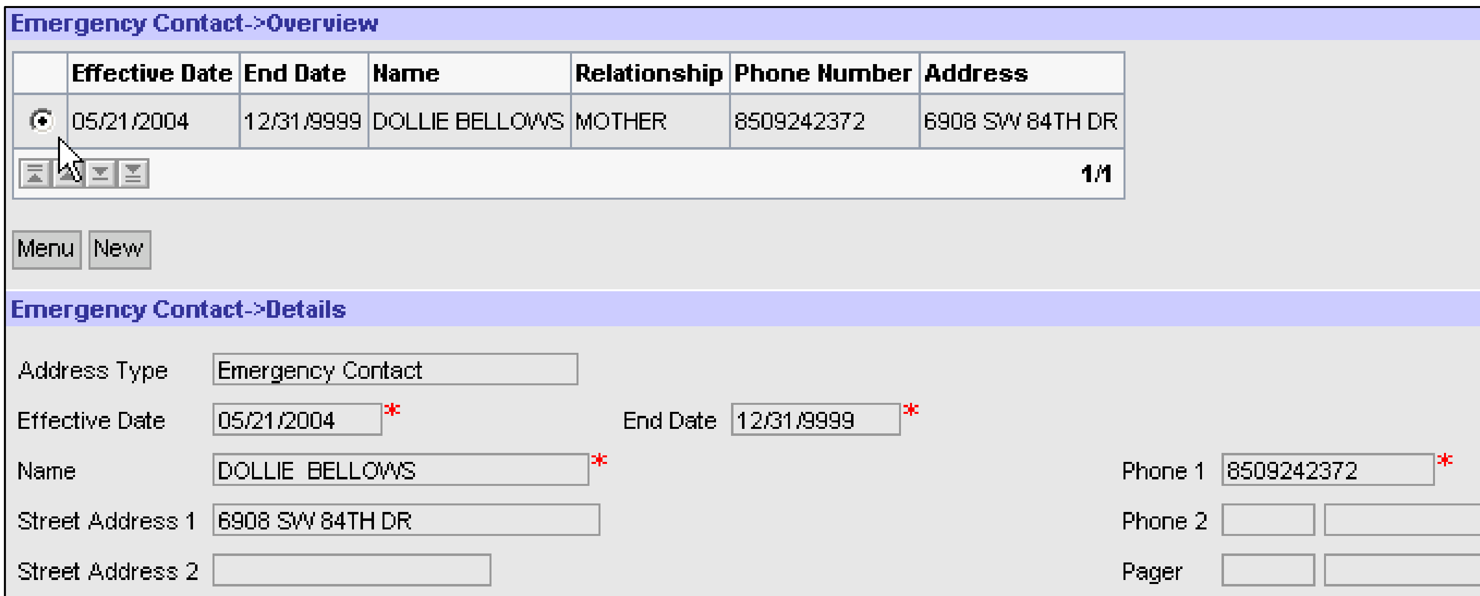
Click EDIT in the lower left hand corner of your screen. Enter the information required in the fields with red asterisks beside them: name, relationship, and phone number. Click SAVE when you are finished.



Emergency Contact

To add another emergency contact, click NEW and follow the same steps.

To edit the information for an emergency contact, click the radio button to the left of the contact, then click EDIT in the lower left hand corner. After making changes, remember to click SAVE.

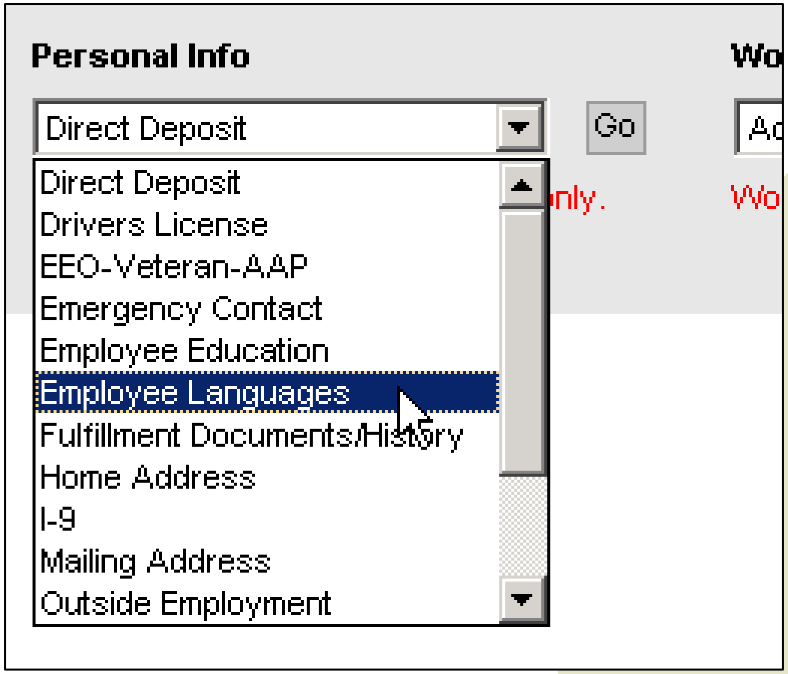


Click MENU to return to the drop down menu.

Employee Languages

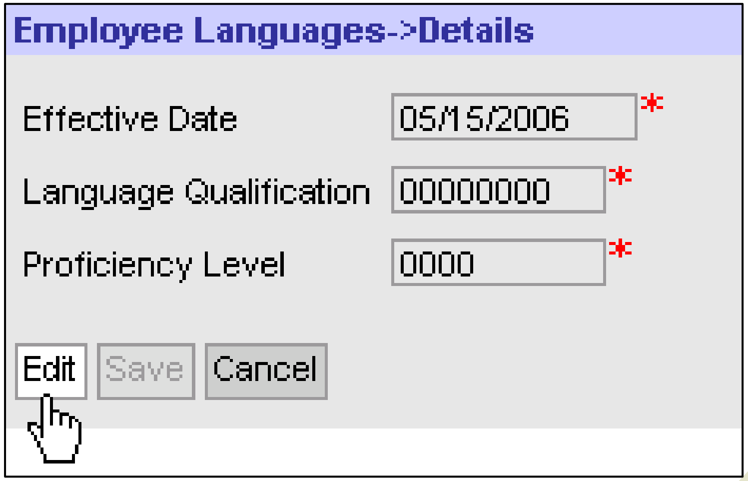
This screen is to record languages other than English that you speak, read, and/or write. Although not required, it is highly recommended that you complete this screen if you know another language.

From the personal info drop down menu, select employee languages and click GO.

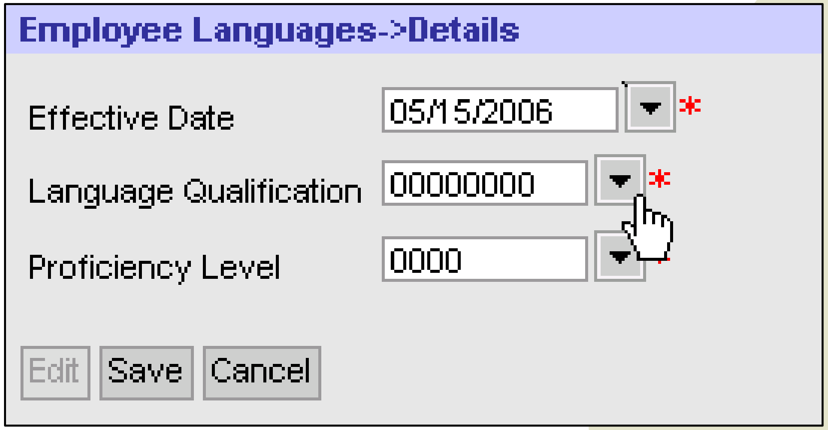


Employee Languages

Click EDIT. The effective date will automatically pre-populate for you.



Click the arrow to select your language from the help list (see next slide).



Employee Languages

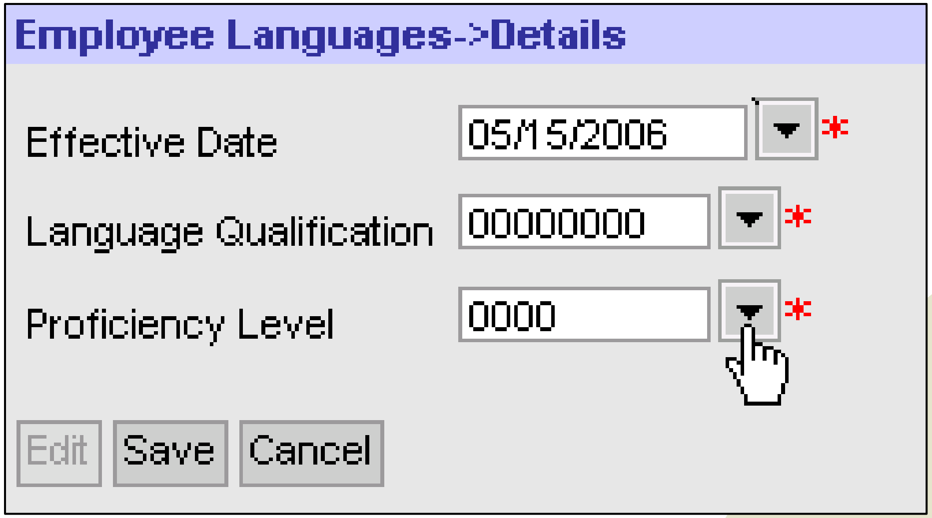
If you wish to view the list in alphabetical order, click the header. One click will put it in descending order (z-a); two clicks will sort it a-z.

Click the language other than English that you speak, read, and/or write from the list.

Qualification key	Qualification text
00000001	Spanish
00000002	French
00000003	German
00000004	Turkish
00000005	Vietnamese
00000006	Haitian
00000007	Swedish
00000008	Finnish
00000009	Norwegian
00000010	Hungarian
00000011	Czechoslovakian
00000012	Polish
00000013	Russian
00000014	Serbo-Croatian
00000015	Sign Language
00000016	Hindi
00000017	Farsi
00000018	Arabic
00000019	African
00000020	Japanese
00000021	Chinese

Employee Languages

Click the arrow to open the proficiency level help menu.



Employee Languages

Select the proficiency level that best describes your abilities.

Click SAVE.

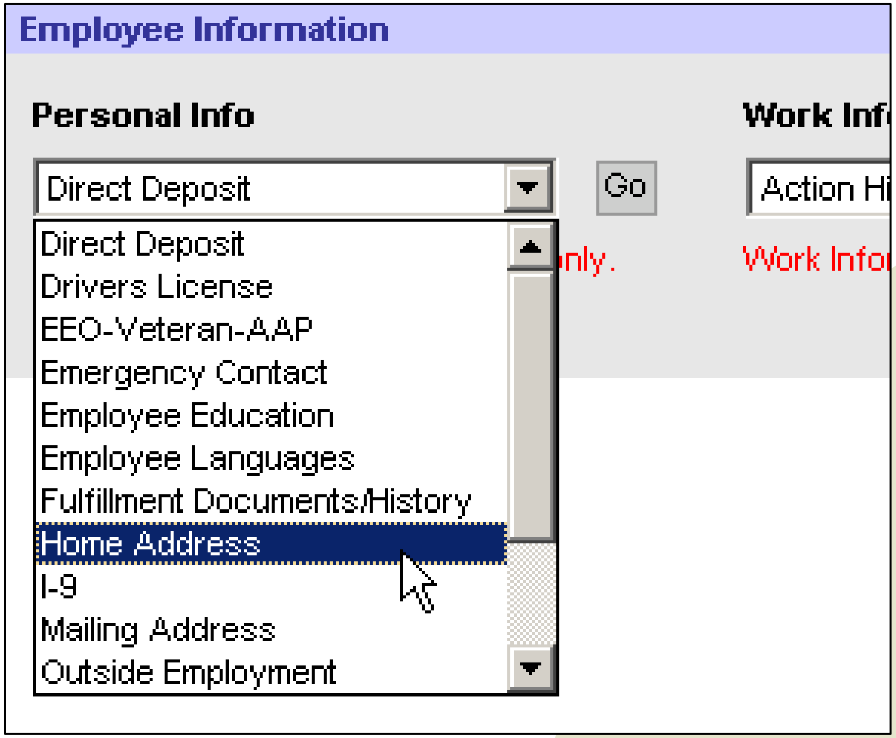
Click MENU to return to the drop down menu.

Proficiency of a Qualification/Requirement	Proficiency text
0001	Speak
0002	Read
0003	Write
0004	Speak/Read
0005	Speak/Write
0006	Speak/Read/Write
0007	Read/Write
0008	Sign Lang-Intermediate
0009	Sign Lang-Advanced
0010	Sign Lang-Adv/Superior +

Home Address

Your HR office most likely entered your home address and phone number when you were hired; however, you should check it for accuracy and change it if you move or change phone numbers.

From the personal info drop down menu, select home address and click GO.



Home Address

To see the details of your address information, click the radio button to the left. To make changes, click NEW and update. Clicking NEW automatically puts the new effective date in for you.

Home Address->Overview

	Effective Date	End Date	Address	City	State	ZIP Code
◉	05/21/2004	12/31/9999	1510 ARIANA ST LOT 359	TALLAHASSEE	FL	32308

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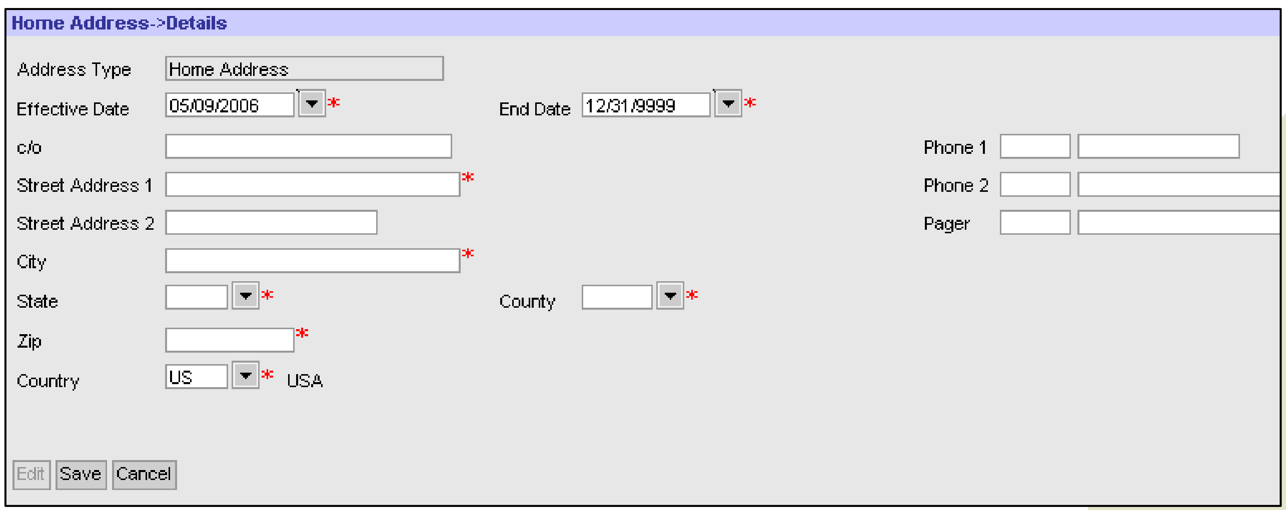
Menu New

Home Address

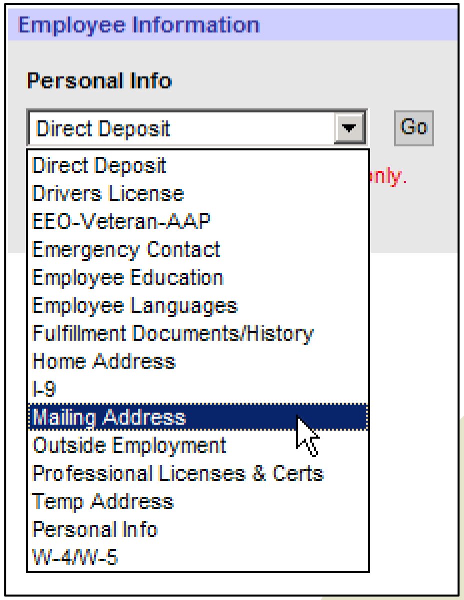
You must complete all fields with an asterisk. Telephone numbers are optional, but highly recommended. Remember to click SAVE when you are finished. The accuracy of your home address is extremely important so that benefits materials and State correspondence reach you in a timely manner.



Click MENU to return to the personal info drop down menu.

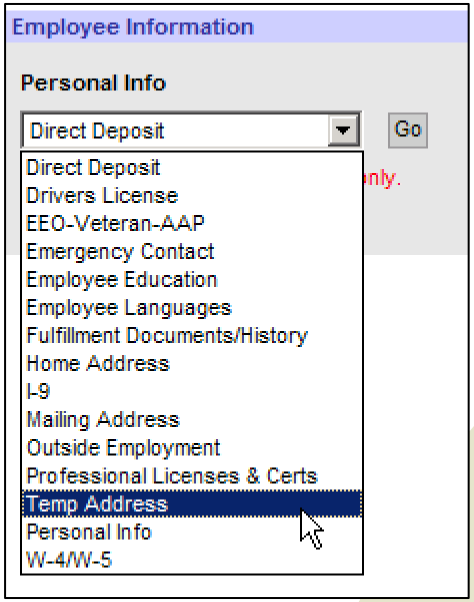
Mailing Address

Mailing address: If you use an address other than your home address to receive mail, such as a post office box, complete this section. You will receive your state mail at this address, instead of your home address.



Temporary Address

Temporary Address: If you move to a temporary address, be sure to complete this section of your employee information so that state correspondences reach you in a timely manner. If you complete the temporary address screen, you will receive your state mail at this address, instead of your mailing address or your home address.



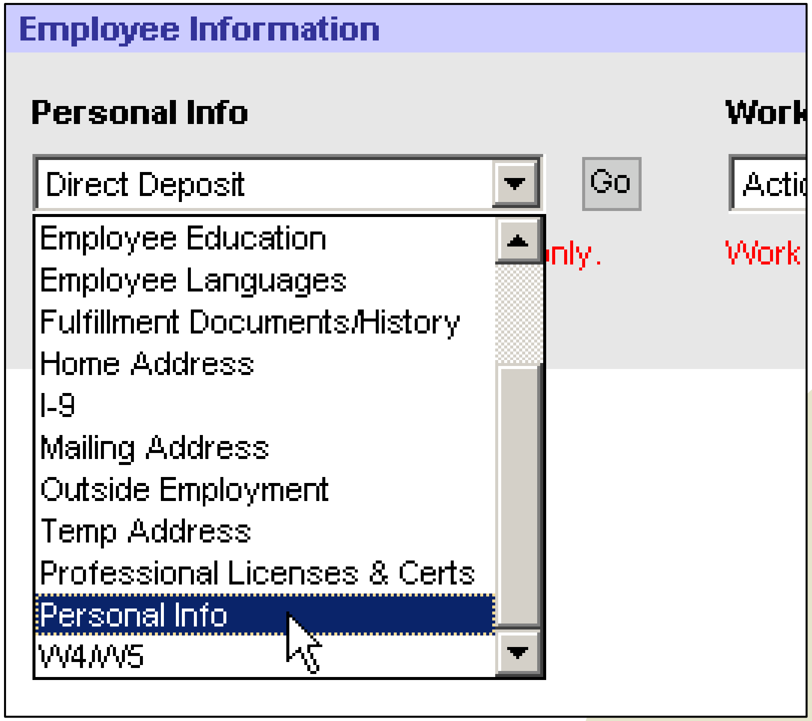
Personal Info (Nickname)

If you go by a nickname that you wish to have published in the 411 online employee directory, you may enter it via the *personal info screen*.

Additionally, you should verify that your name is spelled correctly and that your Social Security Number and birth date are correct. If a correction needs to be made, contact your human resources office.

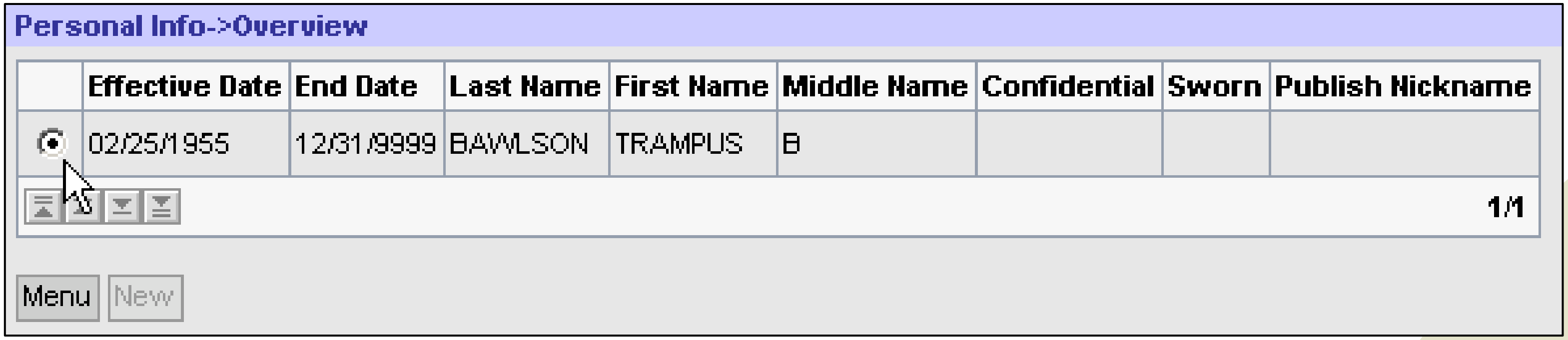
Personal Info (Nickname)

From the drop down menu, select personal info and click GO.



Personal Info (Nickname)

Click the radio button to the left to bring up the *details screen*.



Personal Info->Overview

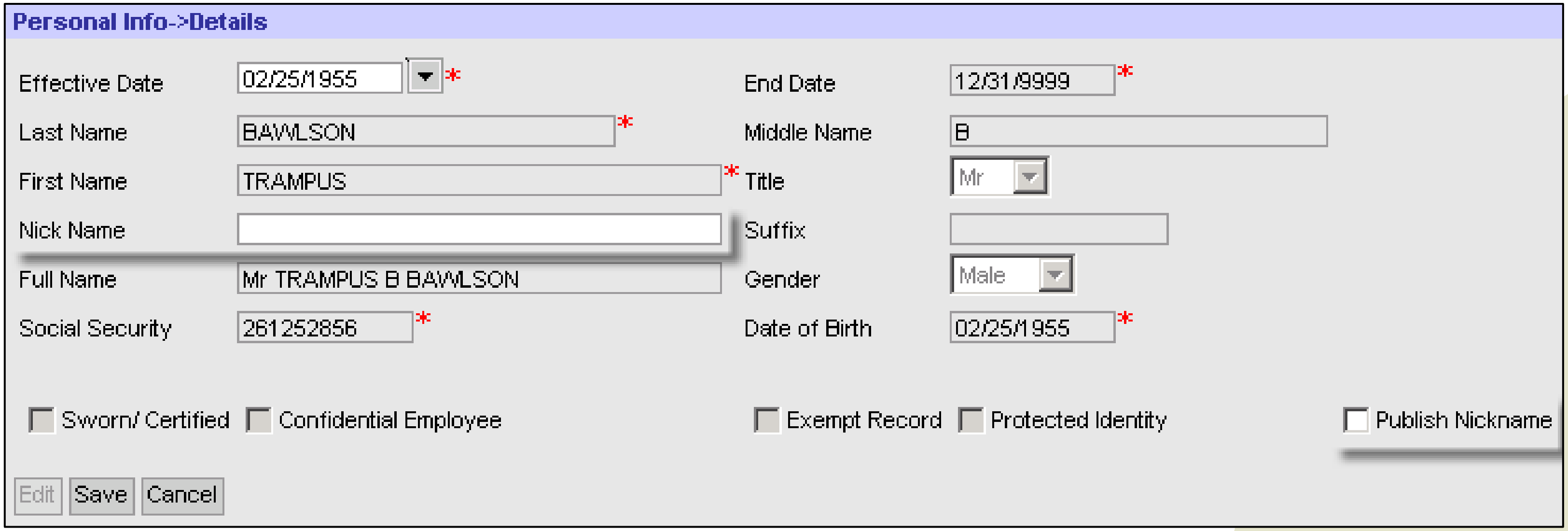
	Effective Date	End Date	Last Name	First Name	Middle Name	Confidential	Sworn	Publish Nickname
◉	02/25/1955	12/31/9999	BAWLSON	TRAMPUS	B			

1/1

Menu New

Personal Info (Nickname)

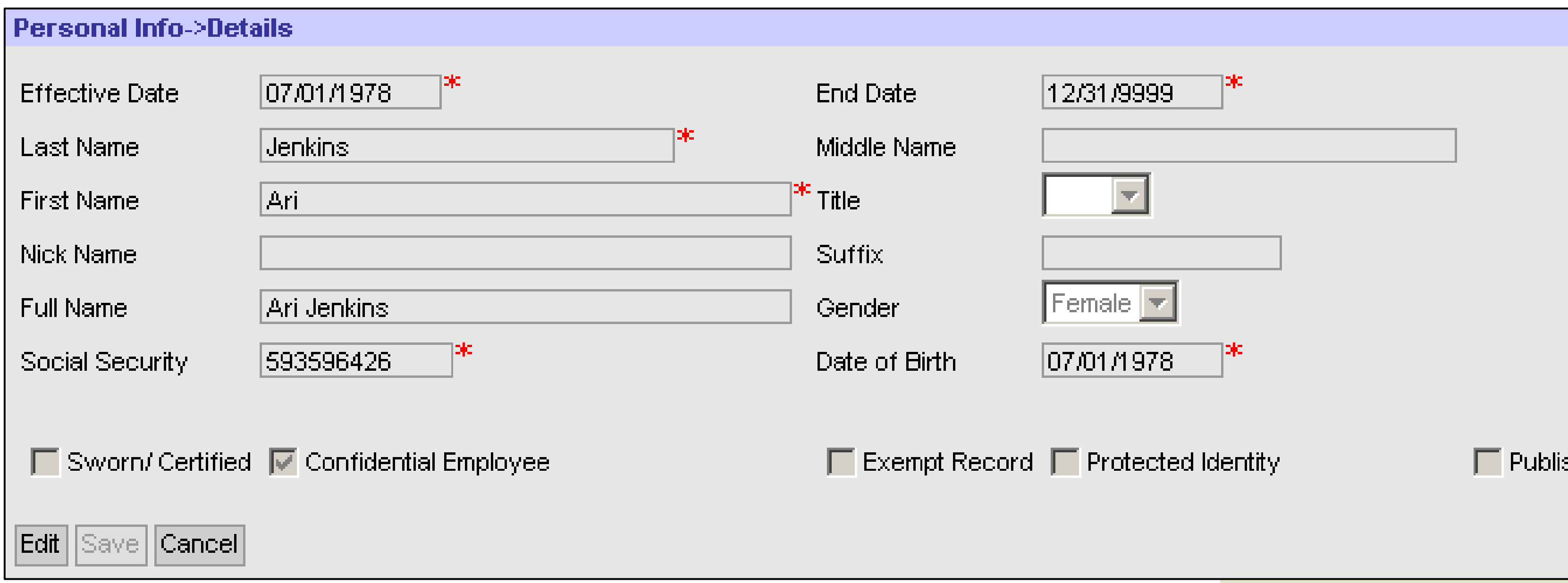
Click EDIT in the lower left hand corner. Type your nickname in the appropriate field, then click the publish nickname checkbox. Click SAVE.



Click MENU to return to the personal info drop down menu.

Personal Info (Nickname)

Additionally, you should verify that your name is spelled correctly and that your Social Security Number and birth date are correct. If a correction needs to be made, contact your human resources office.



Personal Info->Details

Effective Date 07/01/1978 *
End Date 12/31/9999 *
Last Name Jenkins *
Middle Name
First Name Ari *
Title
Nick Name
Suffix
Full Name Ari Jenkins
Gender Female
Social Security 593596426 *
Date of Birth 07/01/1978 *

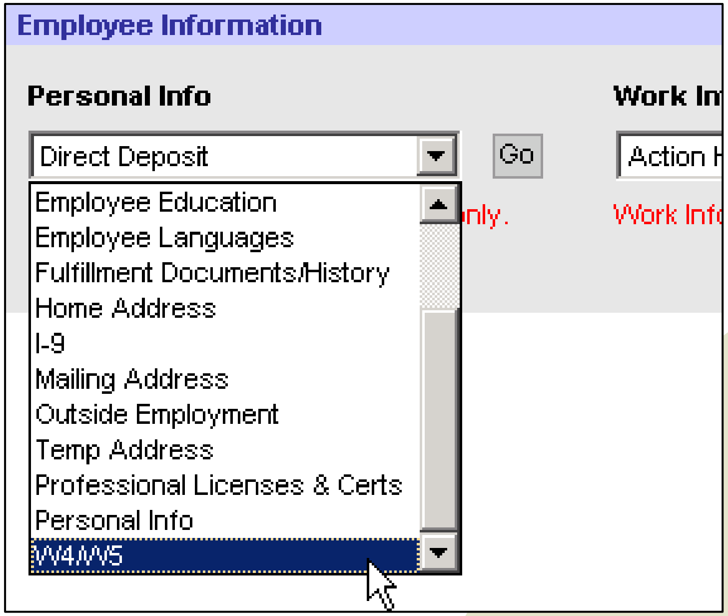
Sworn/ Certified
Confidential Employee
Exempt Record
Protected Identity
Publish

Edit Save Cancel

W4/W5

Your W4/W5 must be completed correctly so that your agency knows how much of your earnings to withhold for federal taxes.

To access the *W4/W5 screen*, go to the personal info drop down menu and select W4/W5 at the bottom. Click GO.



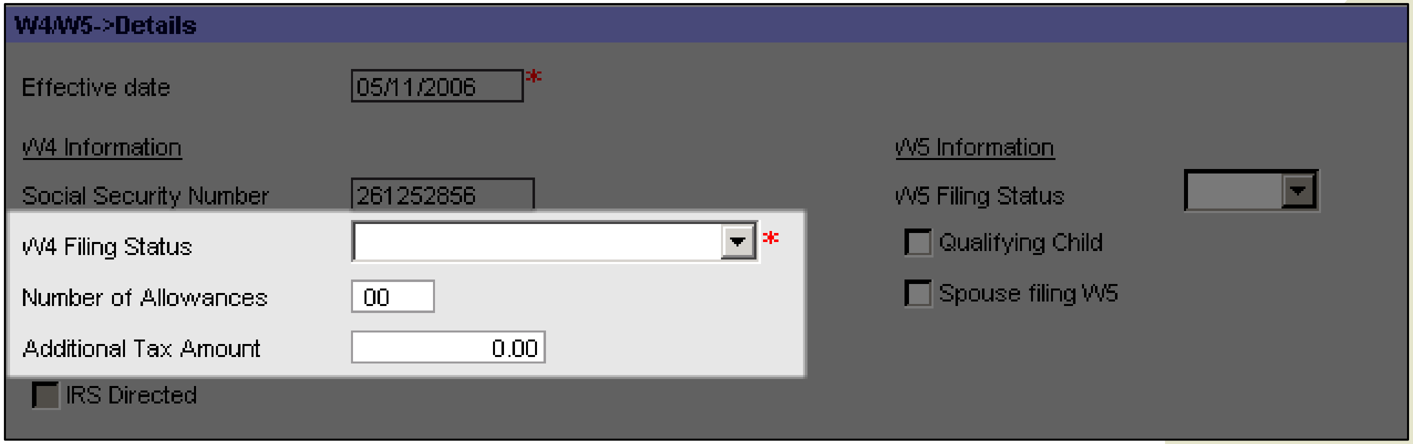
If you're not certain how to determine your withholdings, contact your human resources office or go to www.IRS.gov for more information.

W4/W5

The *W4/W5 details screen* will open in edit mode for you the first time you access it. The effective date will pre-populate, as will your Social Security number.

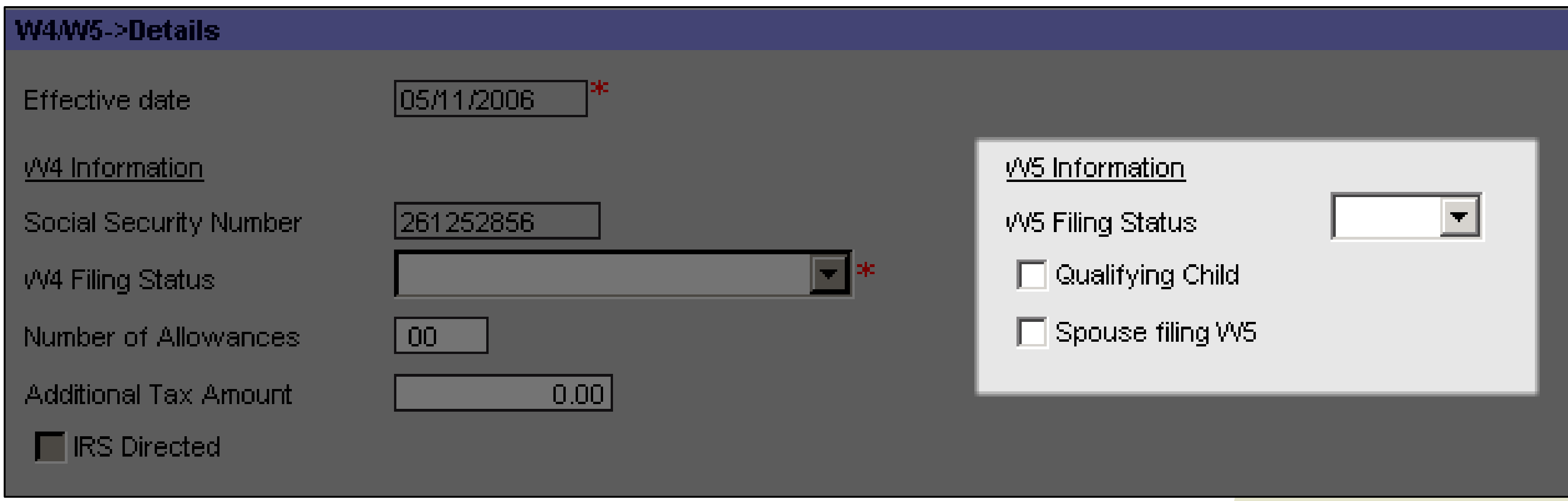
Select your W4 filing status by using the drop down menu. You may select single, married, or married filing at higher single rate.

Type in the number of allowances you wish to file. Type in the additional tax amount, if any, you wish to have withdrawn.



W4/W5

If you qualify, complete the W5 filing status by using the drop down menu. You may select either married or single. Then check the appropriate boxes.

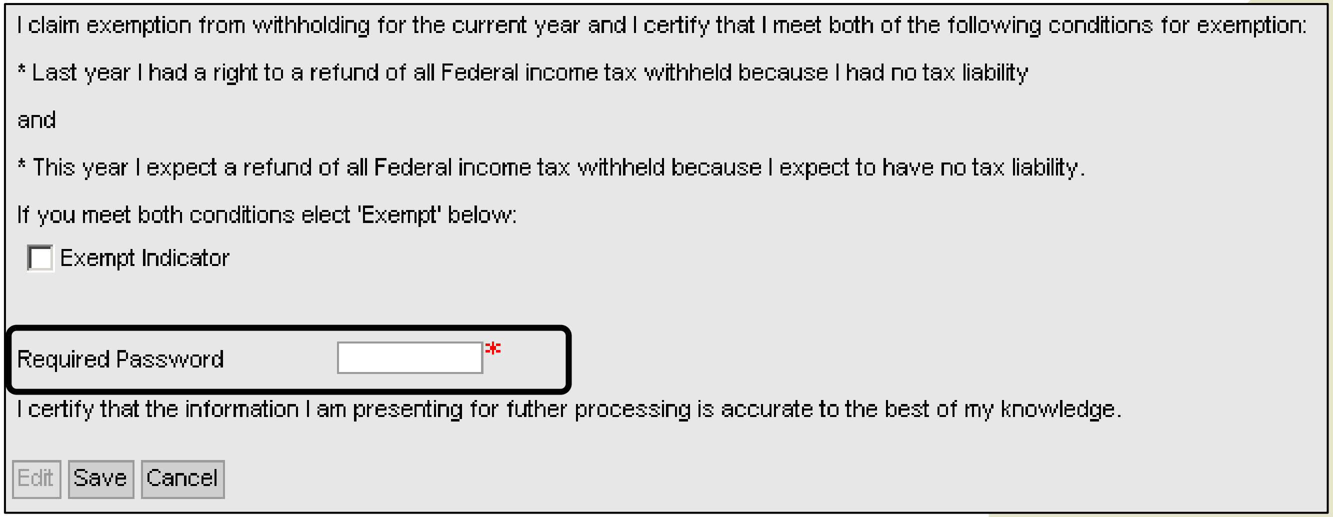


W4/W5

If you meet the criteria to qualify for tax exemption, check the exempt indicator box.

You must type in your People First password to electronically sign the W4/W5 page.

Once you are certain that all information is complete and accurate, click SAVE.


I claim exemption from withholding for the current year and I certify that I meet both of the following conditions for exemption:

* Last year I had a right to a refund of all Federal income tax withheld because I had no tax liability

and

* This year I expect a refund of all Federal income tax withheld because I expect to have no tax liability.

If you meet both conditions elect 'Exempt' below:

Exempt Indicator

Required Password *

I certify that the information I am presenting for futher processing is accurate to the best of my knowledge.

Edit Save Cancel

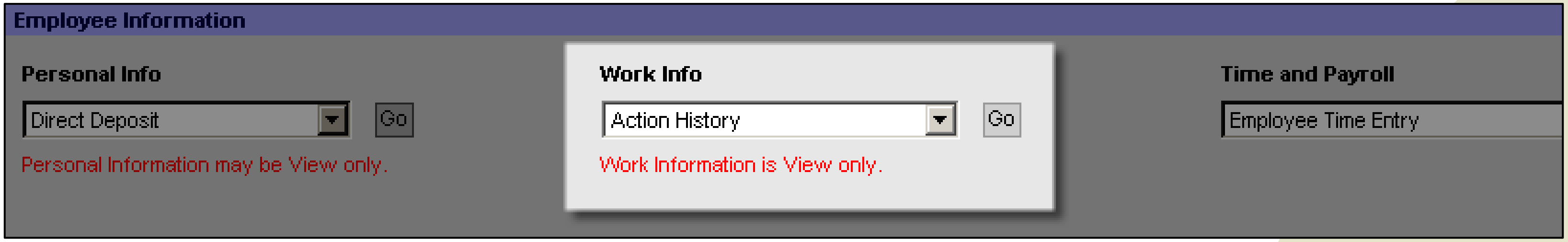
How to Verify Your Personal Info

The following from the personal info drop down menu are read only screens: you can read them, but not make changes. To make a change, contact your human resources office.

- Driver's License: needed if required for your position
- Employee Education: for informational purposes only
- Fulfillment Documents/History: documents mailed by the Service Center
- Outside Employment: you may be required to notify your personnel office if you work a second job outside of state government; be sure to ask before taking on another job.
- Professional License and Certification: needed if required for your position

Work Info (Read Only)

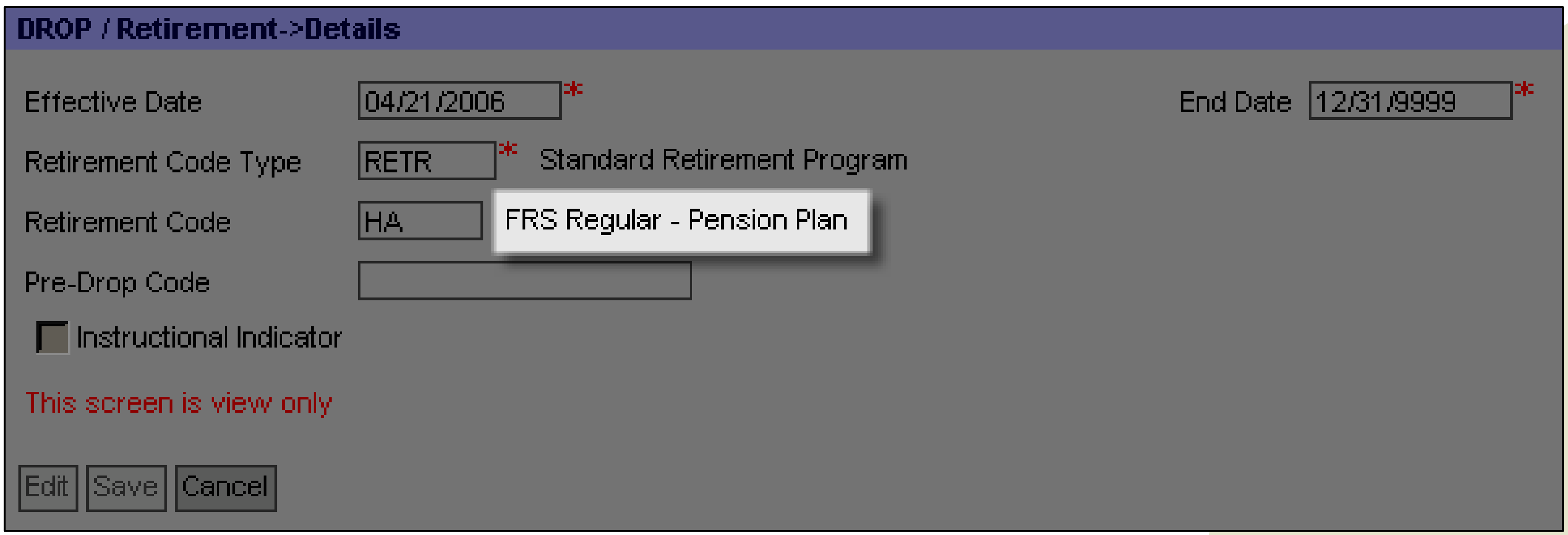
The work info section is read only, and your agency may not utilize each screen; however, you should verify that the information in the following screens is correct. Direct questions to your human resources office.



Select the following screens from the work info drop down menu.

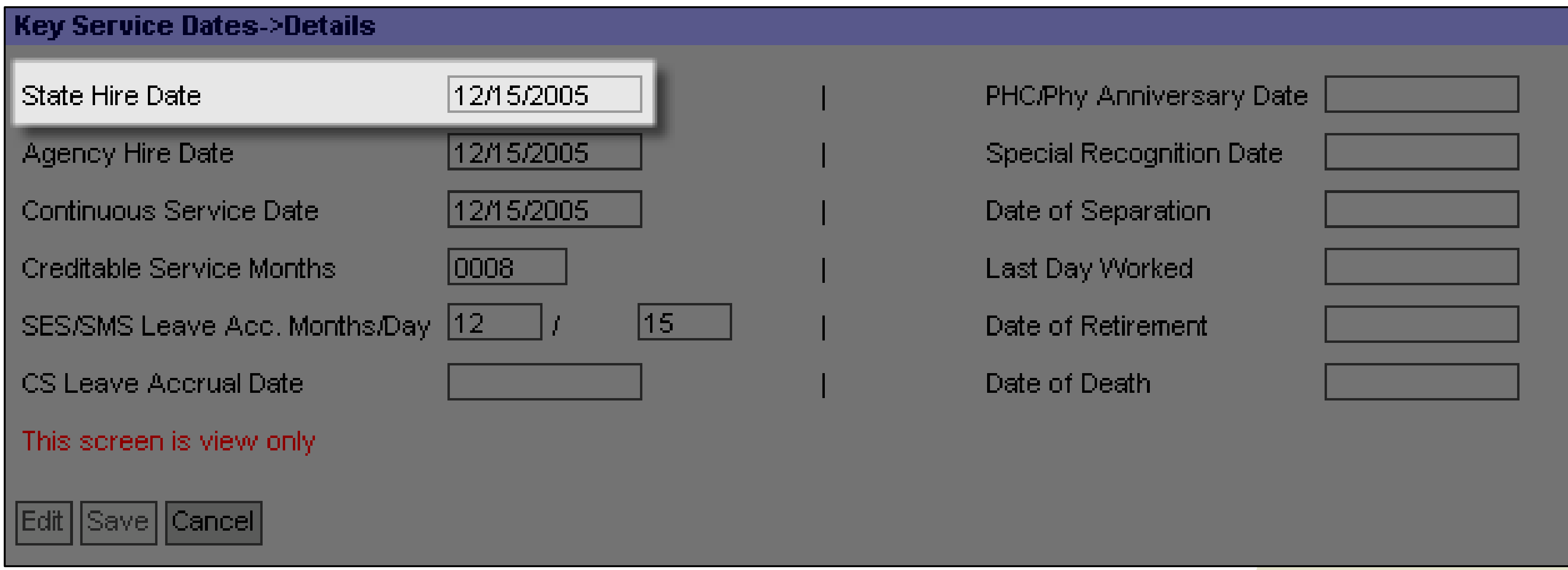
Work Info (Read Only)

Drop/Retirement: Ensure that you are signed up for the correct retirement plan—either pension or investment.



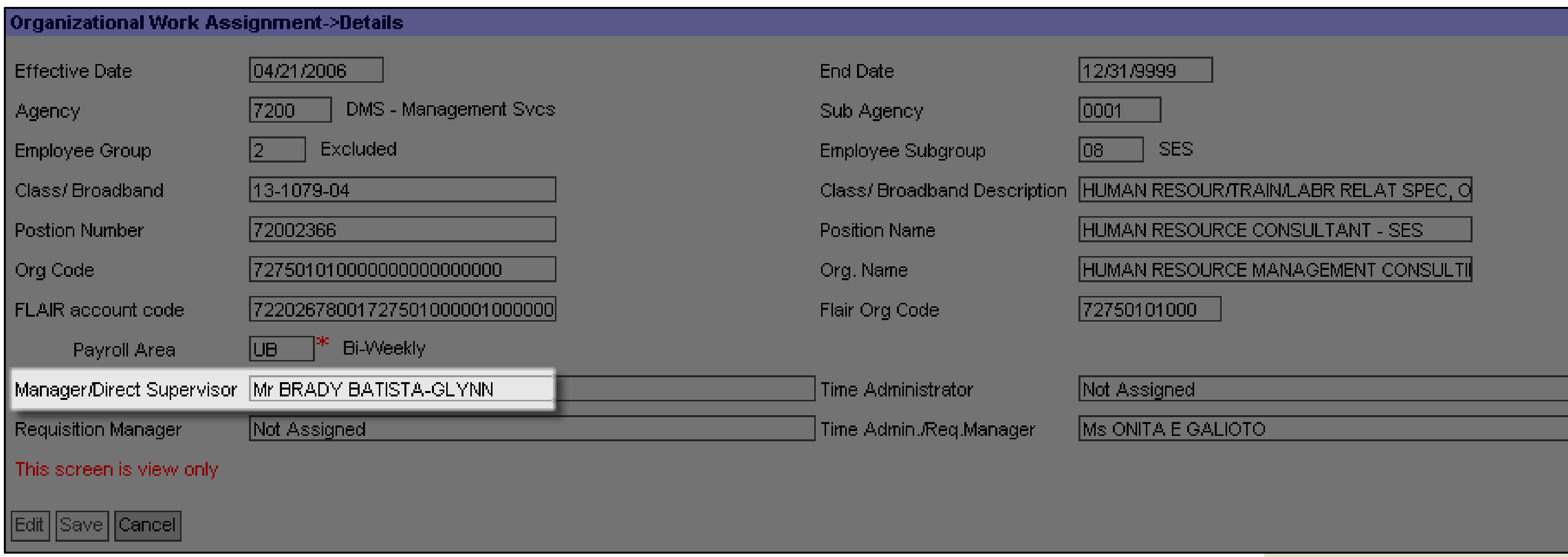
Work Info (Read Only)

Key service dates: ensure all dates listed are correct.



Work Info (Read Only)

Organizational work assignment: verify that the supervisor listed in People First is your assigned supervisor.



Work Info (Read Only)

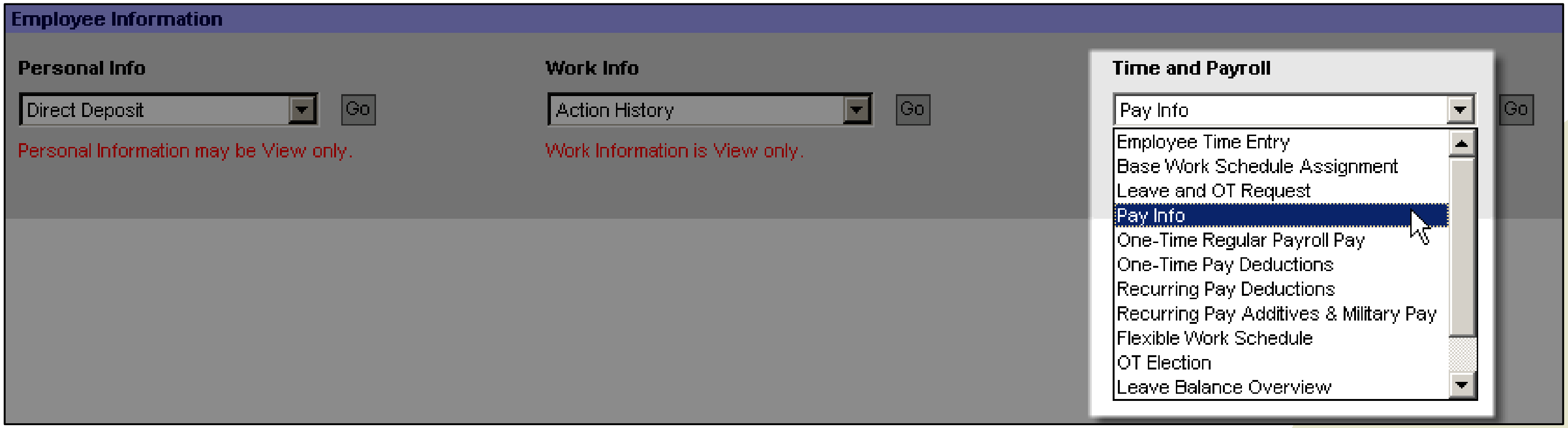
Email address: check your email address for accuracy. If it needs to be updated or corrected, your supervisor can do this for you.

Work location address: check your work location address for accuracy. If it needs to be updated or corrected, you must notify your human resources office.

Work mailing address: check your work mailing address for accuracy. If it needs to be updated or corrected, you must notify your human resources office.

Pay Info (Read Only)

To see your pay information, go to the time and payroll drop down menu, select pay info, and click GO.



Pay Info (Read Only)

Your base pay information, which does **not** include additives, is viewable in the overview screen. To see your hourly rate, click the radio button.

Pay Info->Overview

	Effective Date	End Date	Pay Scale Type	Pay Scale Area	Pay Scale Group	Base Period Salary
○	04/21/2006	12/31/9999	BB	BB	010	2,115.39
○	12/15/2005	04/20/2006	BB	BB	010	2,115.39

1/1

Menu New

Pay Info->Details

Effective Date 12/15/2005 *   End Date 04/20/2006 *

Pay Scale Type BB Broadband   FTE 1.00

Pay Scale Area BB Broadband Pay Area

Pay Scale Group 010   00

Valid Range: 35,668.10 to 91,793.26

Hourly Rate   Period Amount   **Note:** Either "Annual Salary" or "BASE PERIOD SALARY" must be populated.

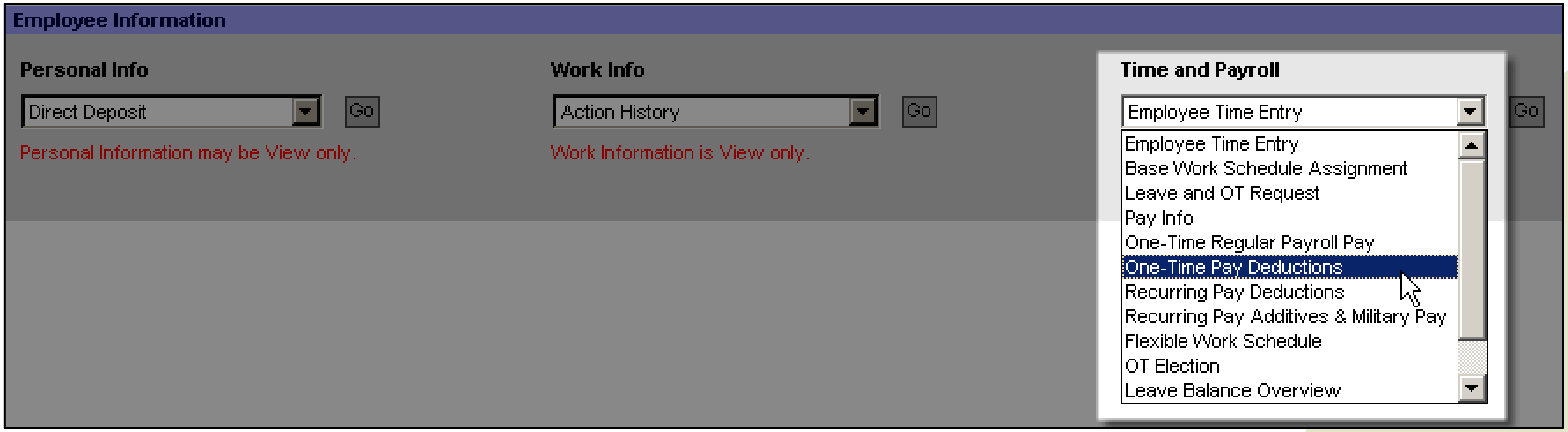
BASE PERIOD SALARY 26.44   2,115.39

Screen is View Only

Edit Save Cancel

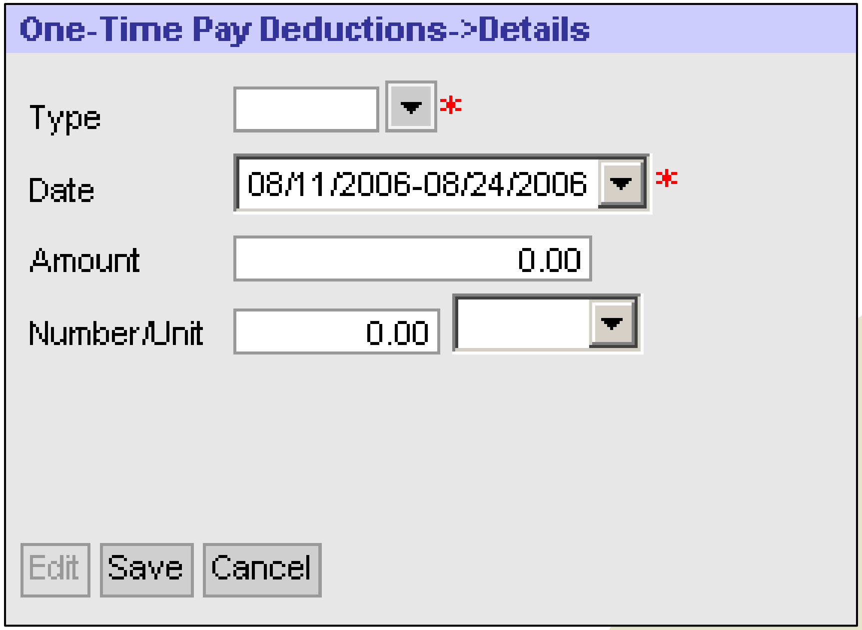
One-Time Payroll Deduction

To set up a one-time pay deduction, go to the time and payroll drop down menu, select one-time pay deductions, and click GO.



One-Time Payroll Deduction

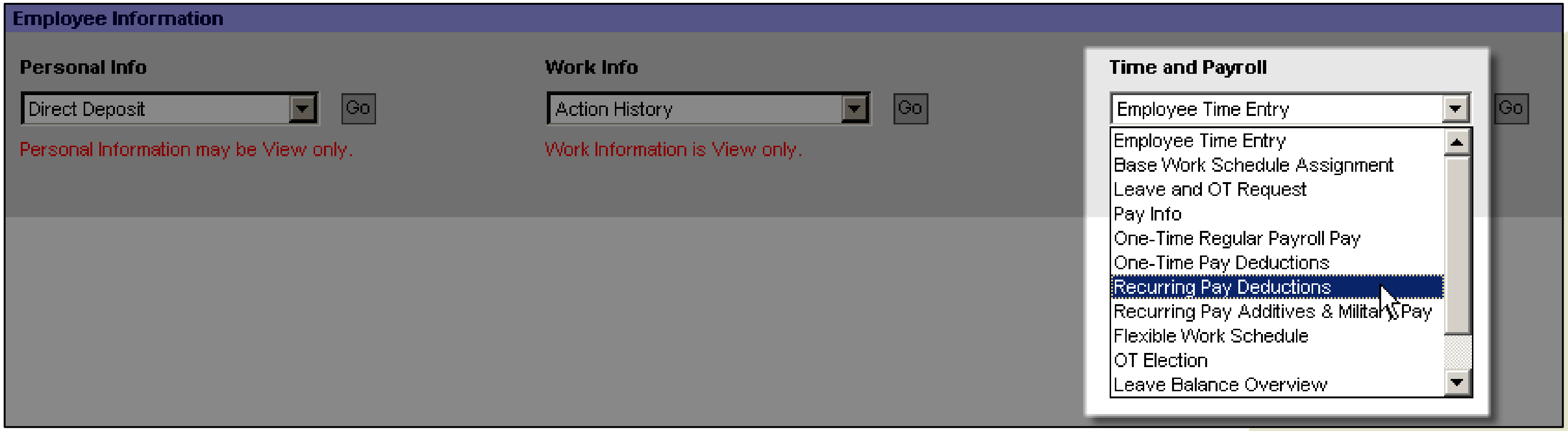
1. Click EDIT.
2. Use the help menu to select the type of deduction.
3. Select the date you want your pay deducted.
4. Type in the amount you want deducted.



Number/Unit are for human resources office use only.

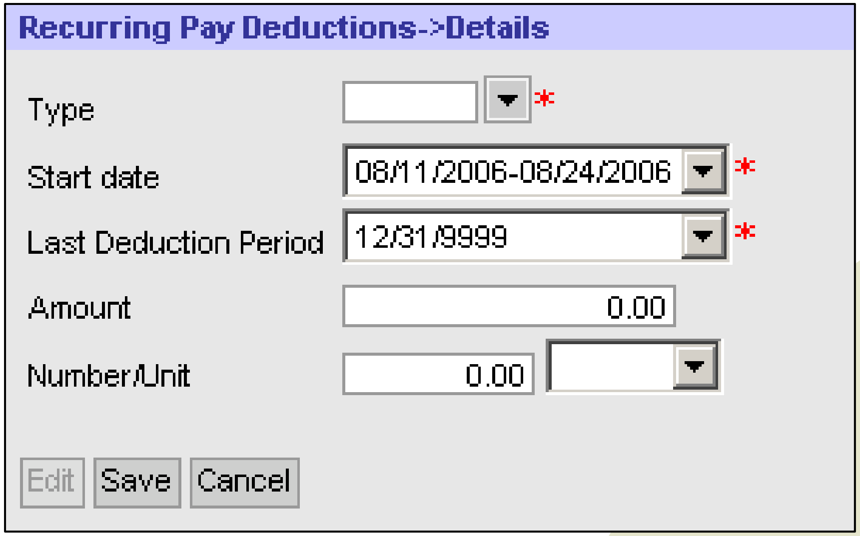
Recurring Payroll Deductions

To set up recurring deductions, go to the time and payroll drop down menu, select recurring pay deductions, and click GO.



Recurring Payroll Deductions

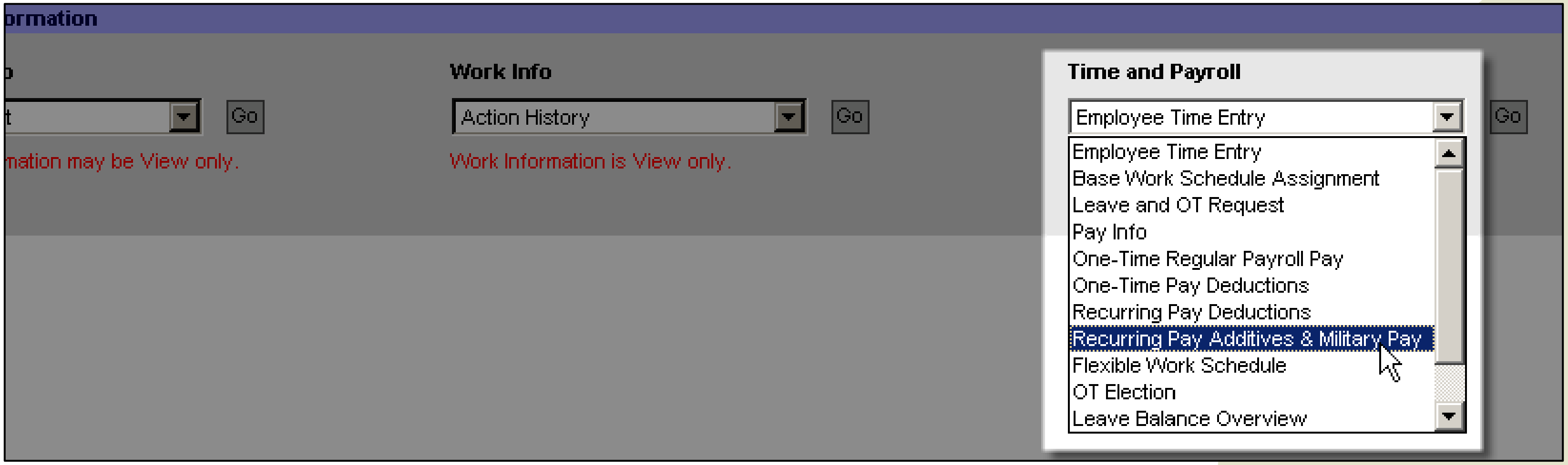
1. Click EDIT.
2. Use the help menu to select the type of deduction.
3. Select the dates you want the pay deduction to begin and end.
4. Type in the amount you want deducted.



Recurring Pay Additives (Read Only)

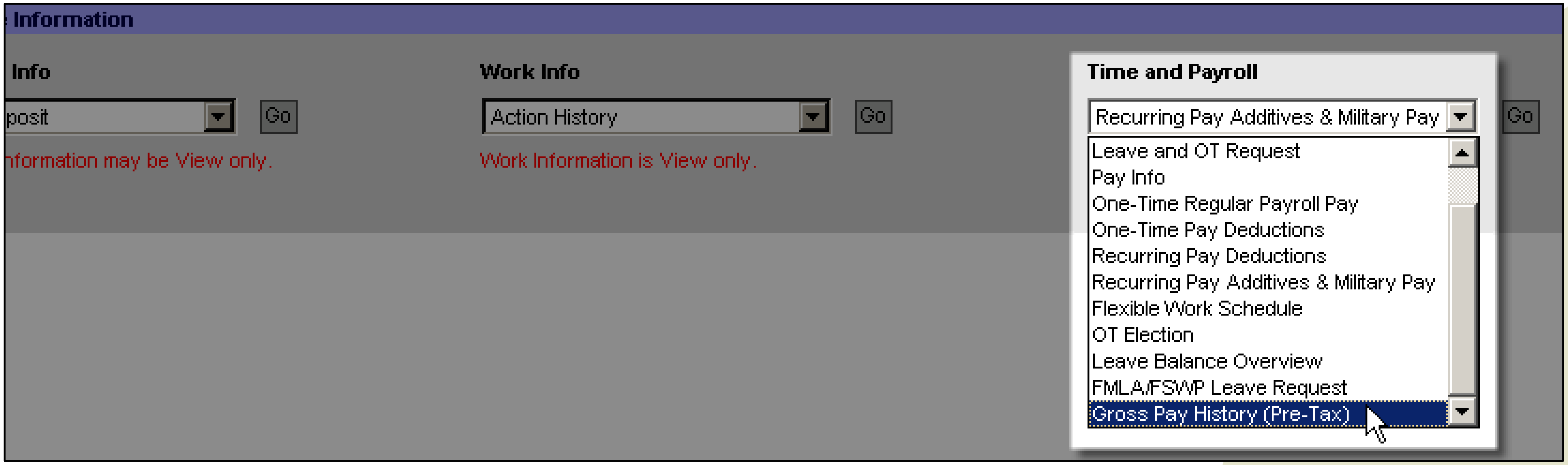
Recurring pay additives only apply to certain positions. Your human resources office will inform you if you are eligible.

The recurring pay additive screen is read only. To access it, go to the time and payroll drop down menu, select recurring pay additives and military pay, and click GO.



Gross Pay History Pre-tax (Read Only)

To see your gross pre-tax salary, go to the time and payroll drop down menu, select gross pay history (pre-tax), and click GO.



Gross Pay History (Pre-tax)

To see your gross pay history by pay period, click the radio button.

Gross Pay History (Pre-Tax)->Overview

	Run Date	Run Type	Period Begin	Period End
	08/28/06	B	08/11/06	08/24/06
	08/14/06	B	07/28/06	08/10/06
	07/31/06	B	07/14/06	07/27/06

1/7

Menu New

Gross Pay History (Pre-Tax)->Details

Wage Type	Description	Begin Rate	Begin Hours	End Rate	End Hours	Total Gross	FTE	Period Begin	Period End
9170	REGULAR SALARY	$2,115.39	80.00			**$ 2,115.39**	100%	08/11/06	08/24/06

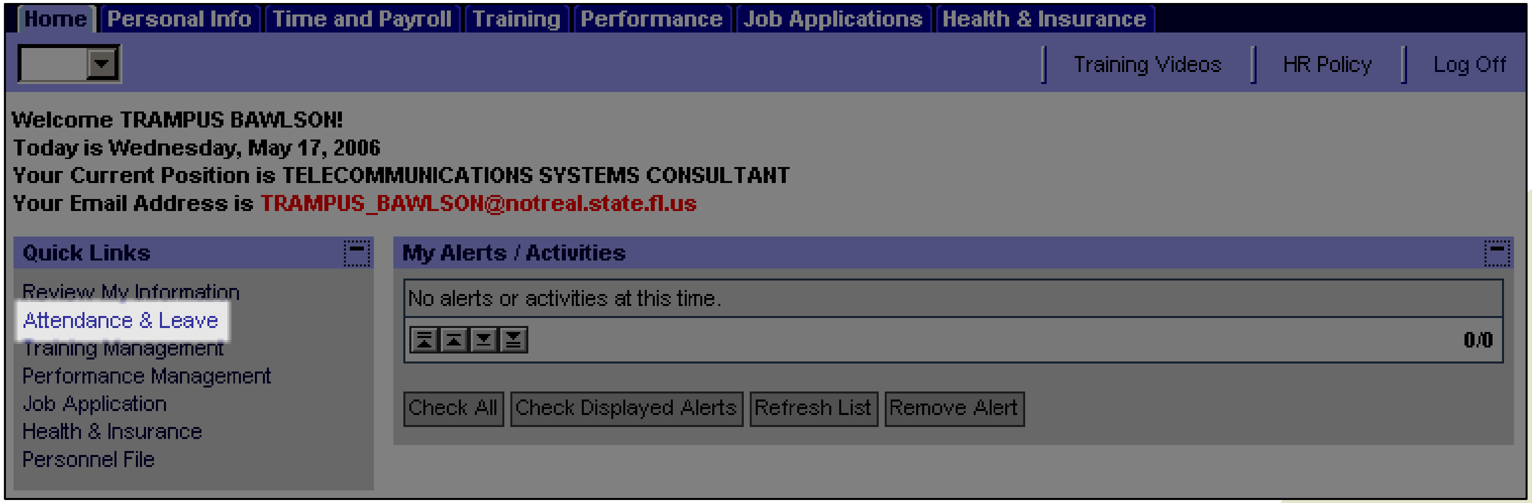
Edit Save Cancel

How to Create and Submit a Flex Schedule Request

- If you have a work schedule other than 8 hours a day, Monday through Friday, complete a flex schedule request.
- Once the request is saved, it will be routed to your supervisor for approval. You should continue to work your current schedule until your flex schedule request is approved.
- Before you can submit your timesheet, you must meet your contracted hours for the period.

How to Create and Submit a Flex Schedule Request

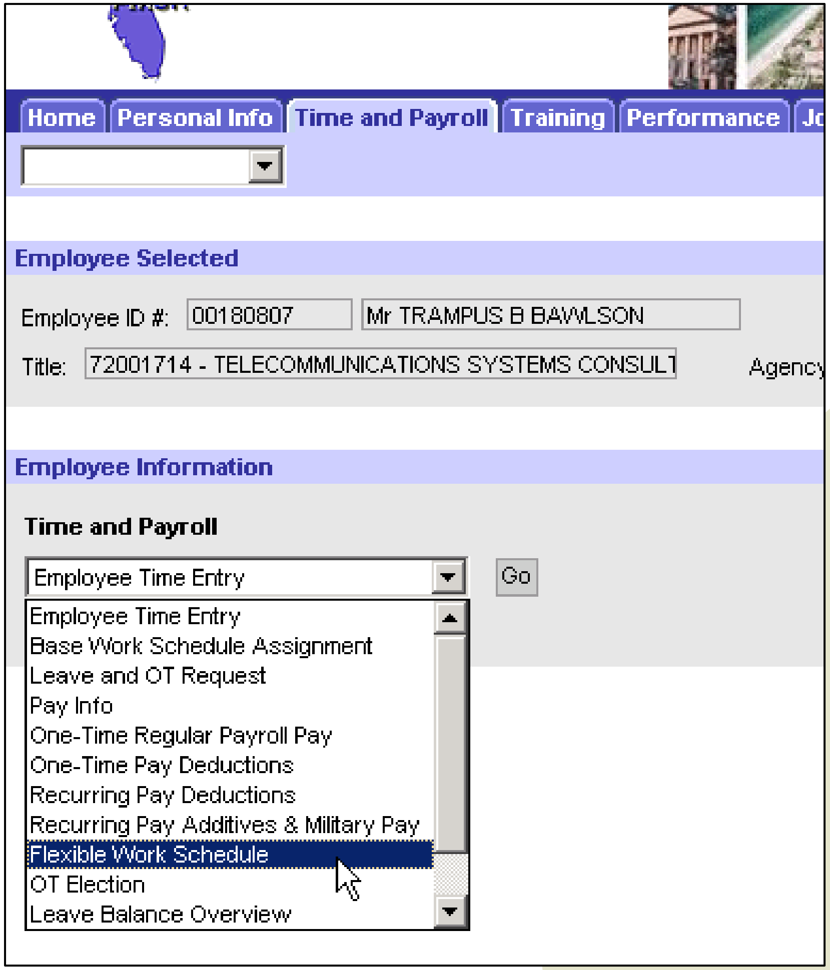
To access the flex schedule, go to the quick links section on the left of your homepage and click attendance and leave.



How to Create and Submit a Flex Schedule Request

The flexible work schedule can **only** be accessed by going to the time and payroll drop down menu.

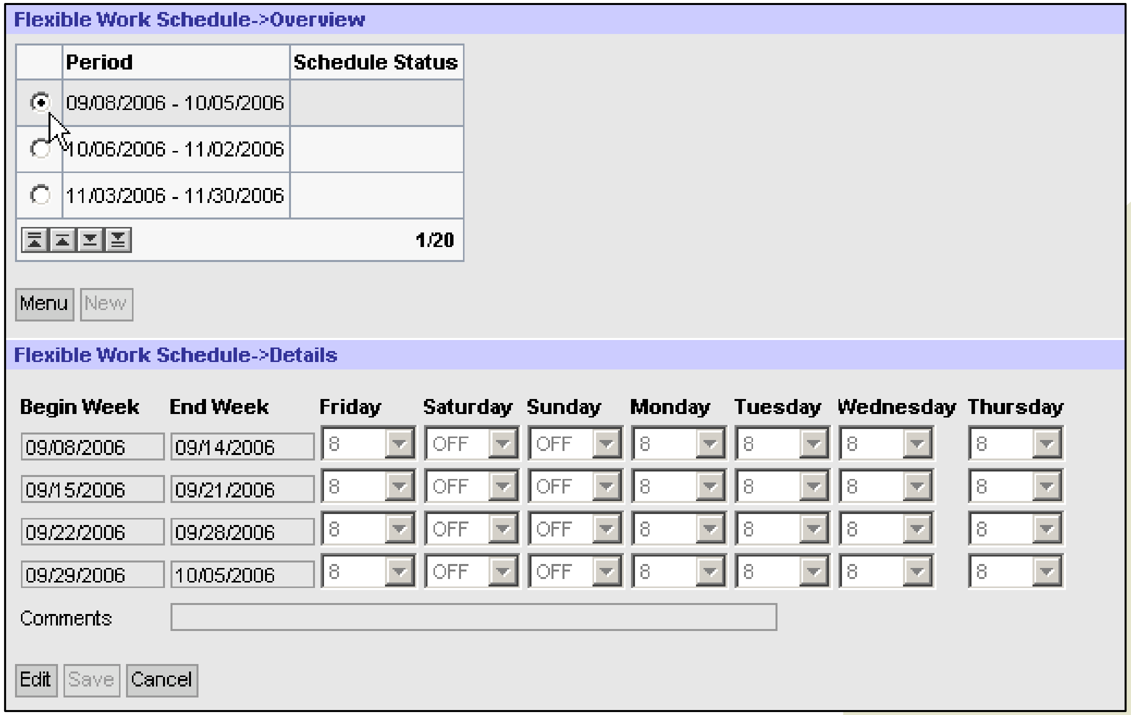
Select flexible work schedule and click GO.



How to Create and Submit a Flex Schedule Request

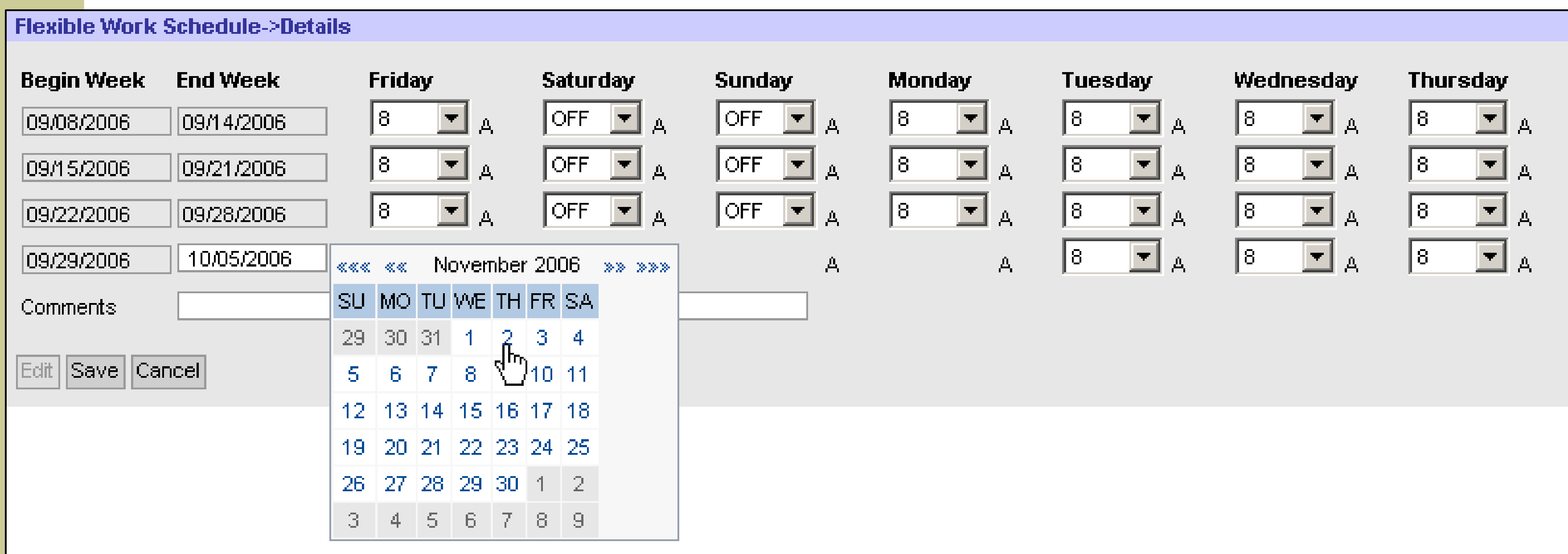
Select the appropriate period for when you would like your flex schedule to begin. You must select a period that you haven't saved time on.

Scroll to the bottom of the screen and click EDIT in the lower left hand corner.



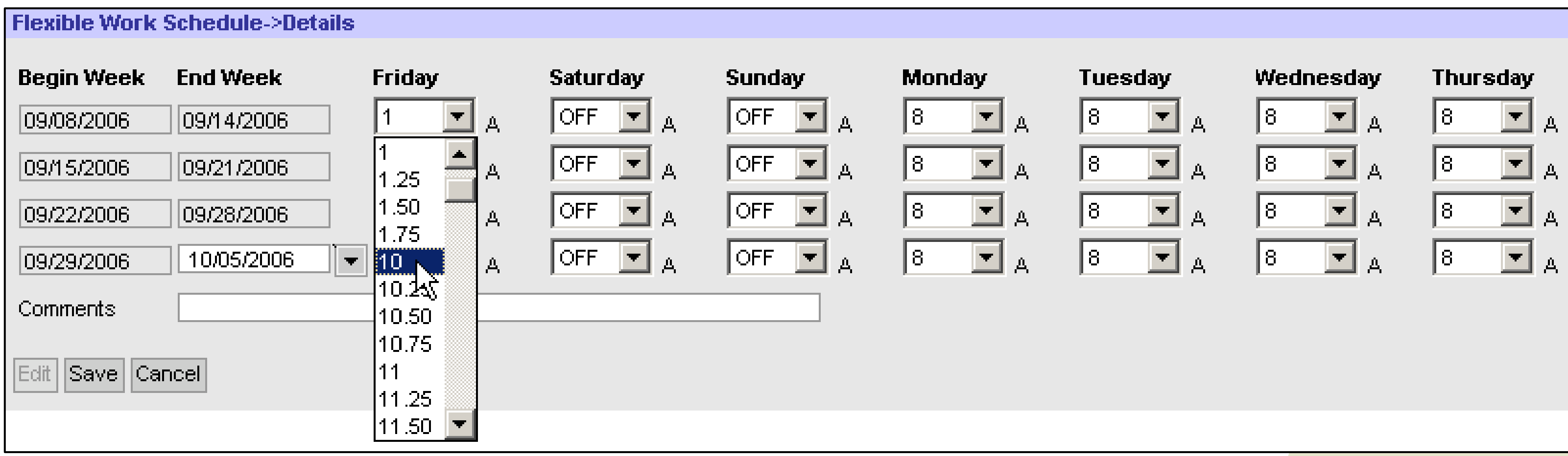
How to Create and Submit a Flex Schedule Request

To apply the schedule for multiple pay periods, change the end date. You may apply the schedule for up to 52 weeks. Remember to end the workweek on a Thursday.



How to Create and Submit a Flex Schedule Request

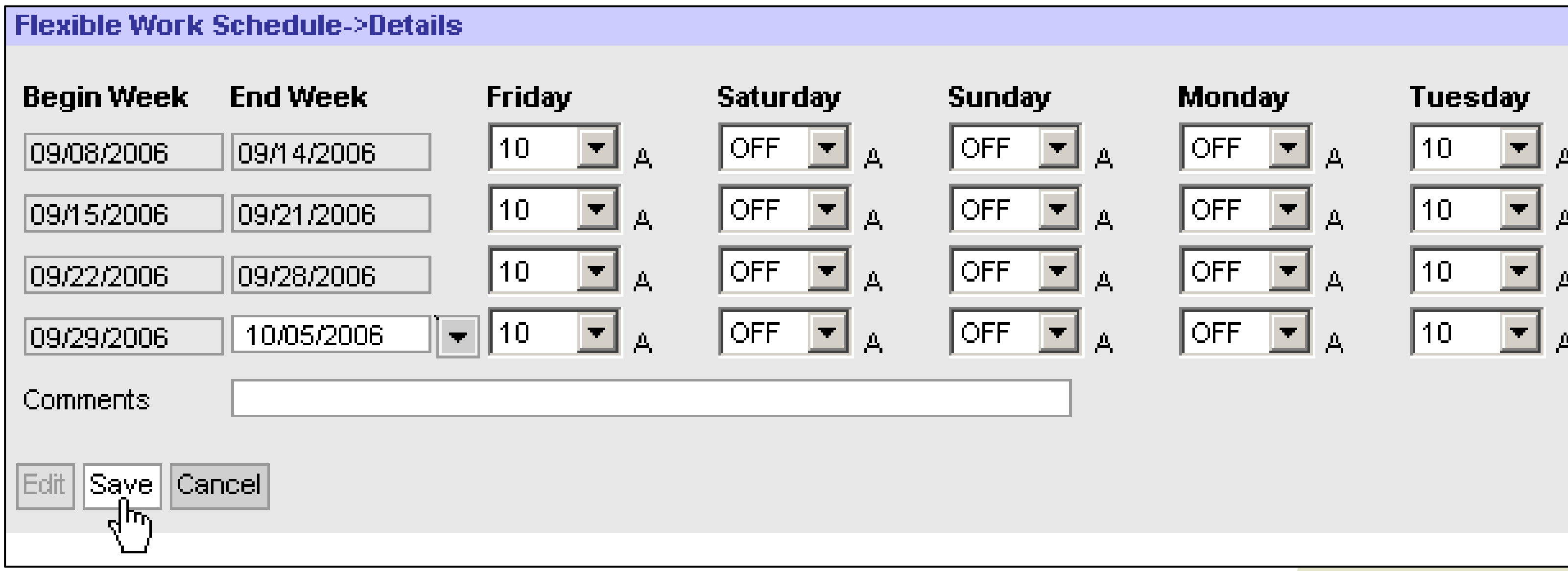
You may now edit your schedule to reflect the days and number of hours that you will be working. Select OFF for any days that you will not work. Select the appropriate number of hours for any other days of the week.



A quick tip for navigating through the number drop down menu is to use the number pad on the keyboard. This will take you immediately to the correct number sequence; for example, hitting 1 will take you to all hours beginning with 1, such as 10.

How to Create and Submit a Flex Schedule Request

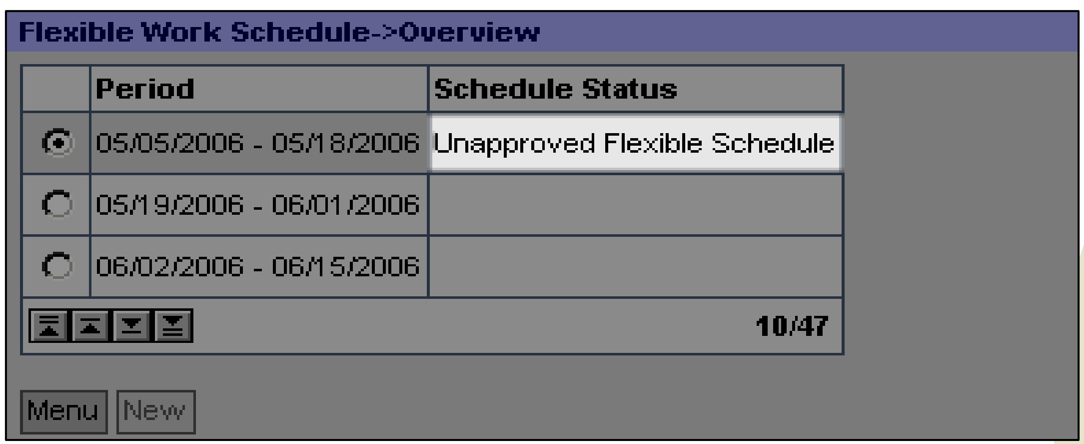
To save this work schedule and route it to your manager, click SAVE in the lower left hand corner.



How to Create and Submit a Flex Schedule Request

Notice the schedule status says, “Unapproved Flexible Schedule.” Once your manager approves the schedule, the schedule status will change to say, “Approved Flexible Schedule.” You will also receive an alert on your homepage saying that your manager has approved the schedule.

Until that time, continue working your currently scheduled hours.


Flexible Work Schedule->Overview

	Period	Schedule Status
◉	05/05/2006 - 05/18/2006	Unapproved Flexible Schedule
○	05/19/2006 - 06/01/2006	
○	06/02/2006 - 06/15/2006	

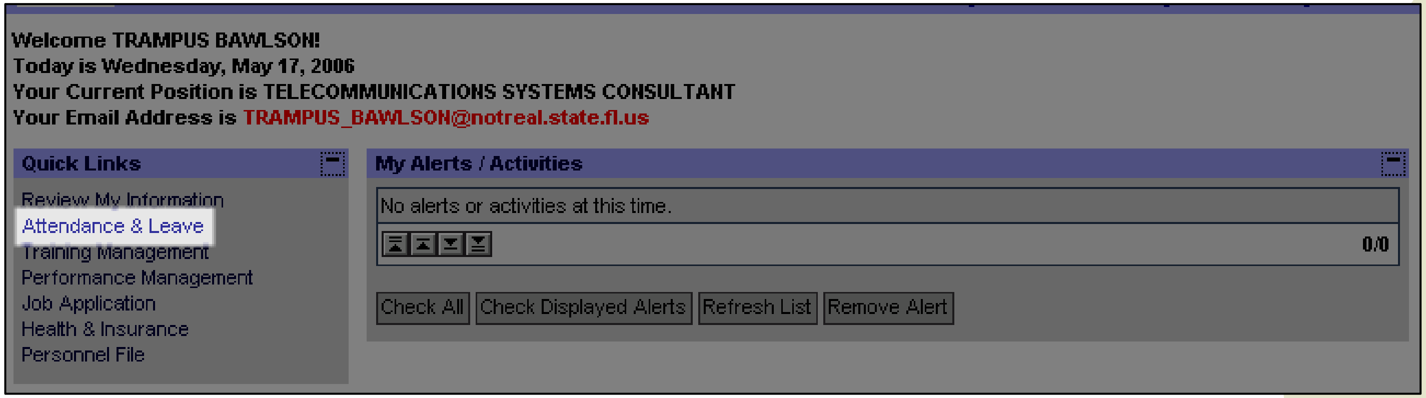
10/47

Menu New

How to Complete Your Timesheet

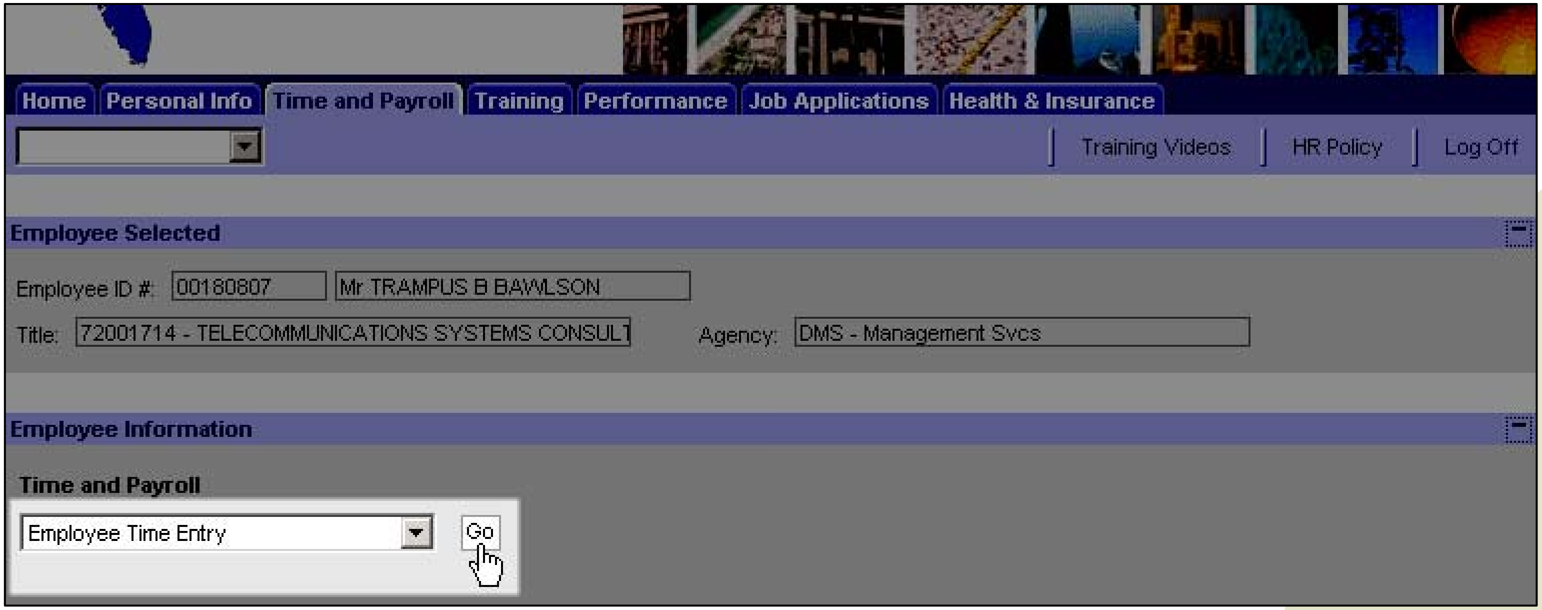
All employees are required to keep an accurate record of their time and attendance. You must meet your contract hours for each week, so be certain to enter your hours worked and leave types correctly, and **submit your timesheet by the last day of your pay period each pay cycle**.

To access your timesheet, click the attendance and leave link in the quick links section on your homepage.



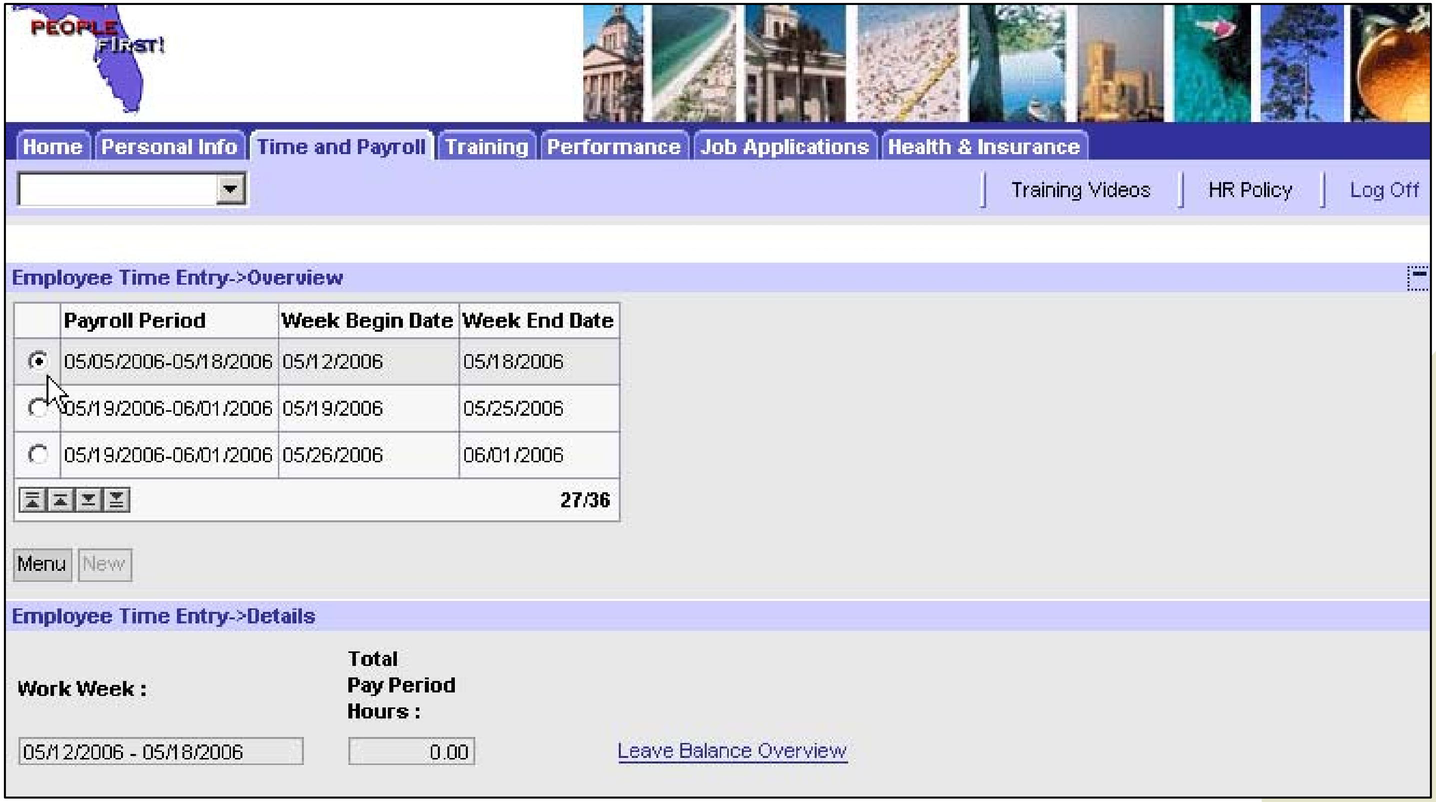
How to Complete Your Timesheet

From the time and payroll drop down menu, select employee time entry—which should be the default—and click GO.



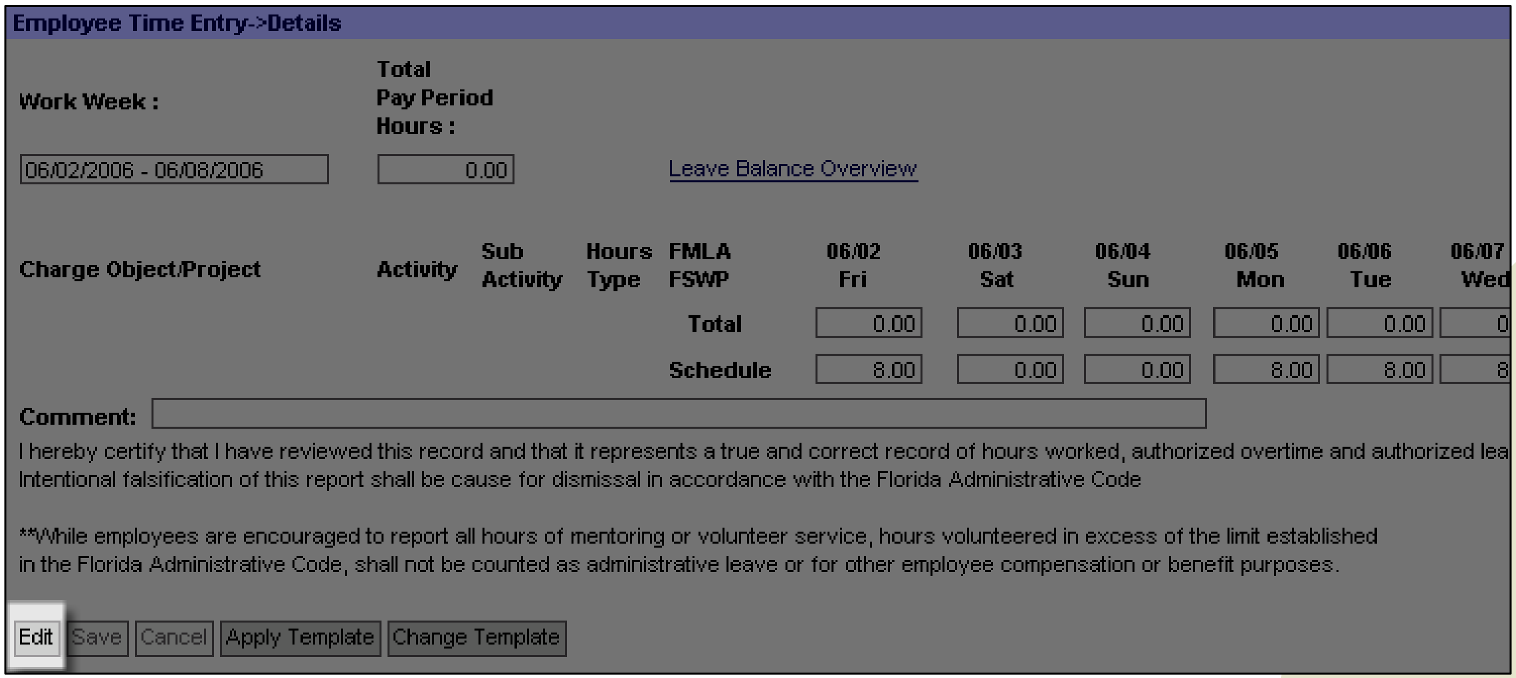
How to Complete Your Timesheet

Select the correct pay period and workweek by clicking the radio button to the left.



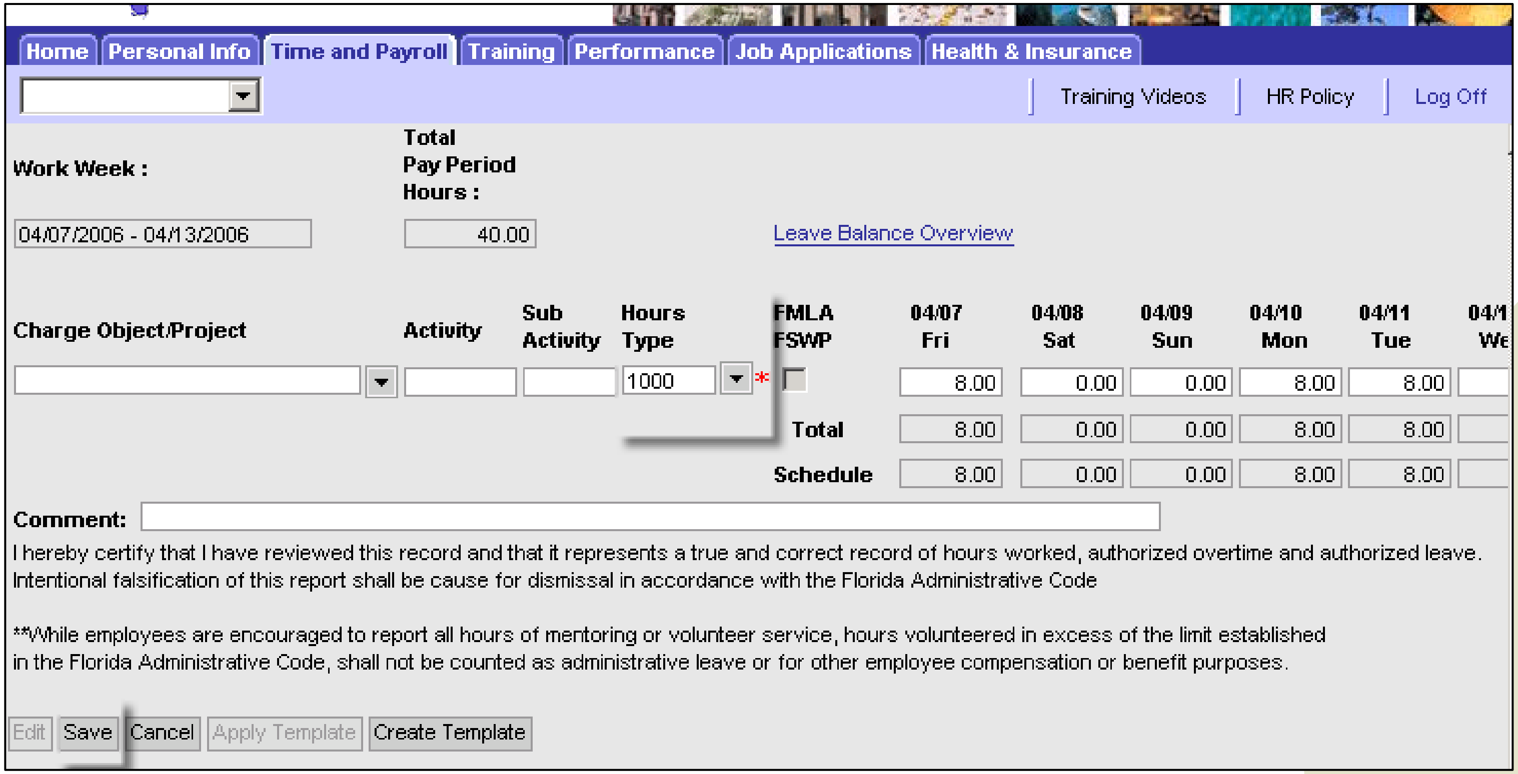
How to Complete Your Timesheet

Click the EDIT button in the lower left hand corner of your screen.



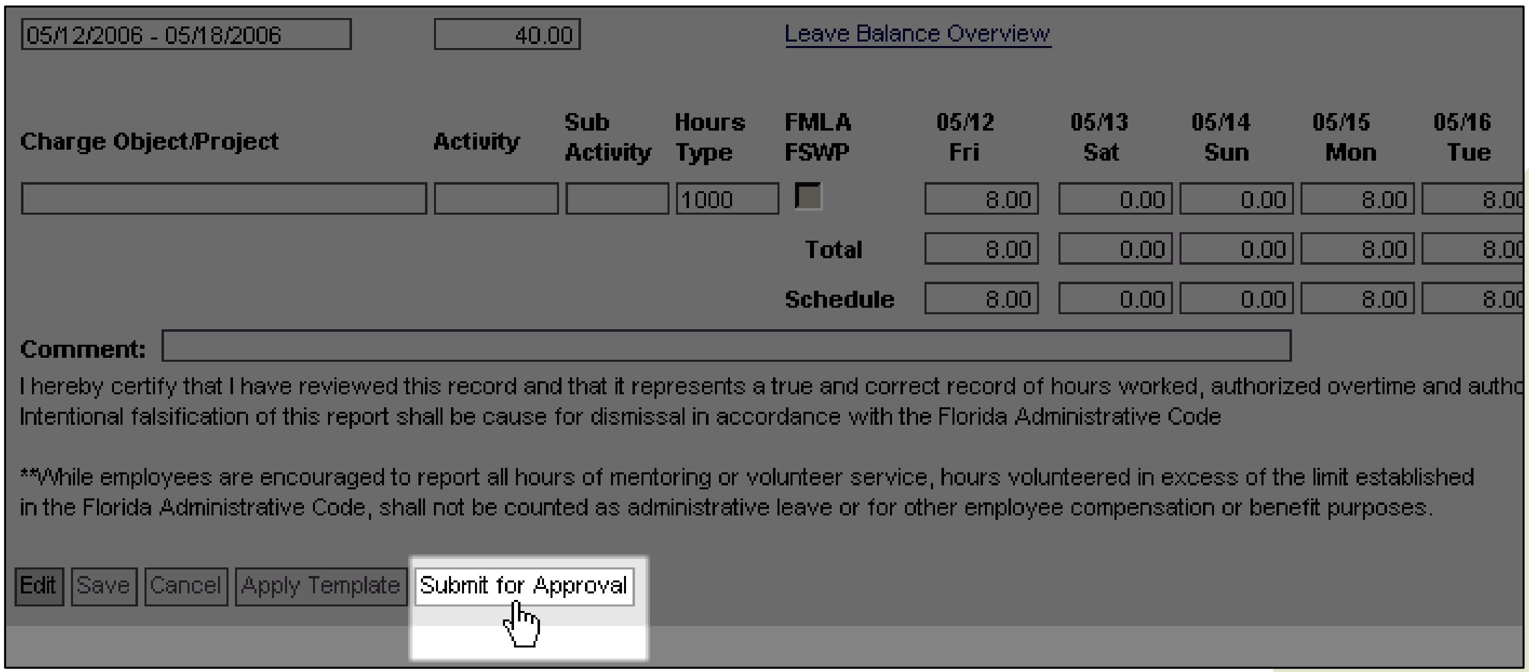
How to Complete Your Timesheet

Notice that hours type 1000 for regular hours worked pre-populates in the hours type field. Click SAVE.



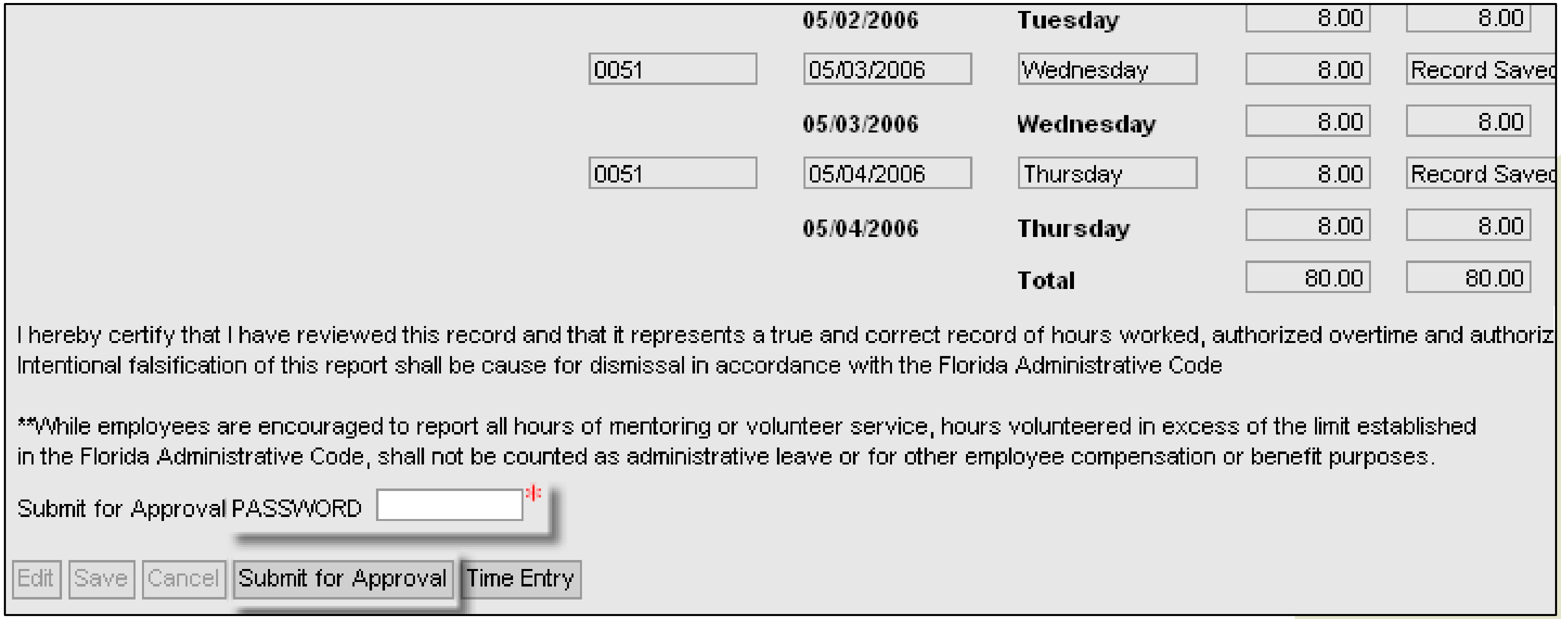
How to Complete Your Timesheet

If you did not take any leave or use any other hours types for this workweek, click SUBMIT FOR APPROVAL to record the timesheet for your manager.



How to Complete Your Timesheet

At the end of your pay period, you will need to type in your People First password and click SUBMIT FOR APPROVAL to route your timesheet to your manager for approval.



	05/02/2006	**Tuesday**	8.00	8.00
0051	05/03/2006	Wednesday	8.00	Record Saved
	05/03/2006	**Wednesday**	8.00	8.00
0051	05/04/2006	Thursday	8.00	Record Saved
	05/04/2006	**Thursday**	8.00	8.00
		Total	80.00	80.00

I hereby certify that I have reviewed this record and that it represents a true and correct record of hours worked, authorized overtime and authoriz
Intentional falsification of this report shall be cause for dismissal in accordance with the Florida Administrative Code

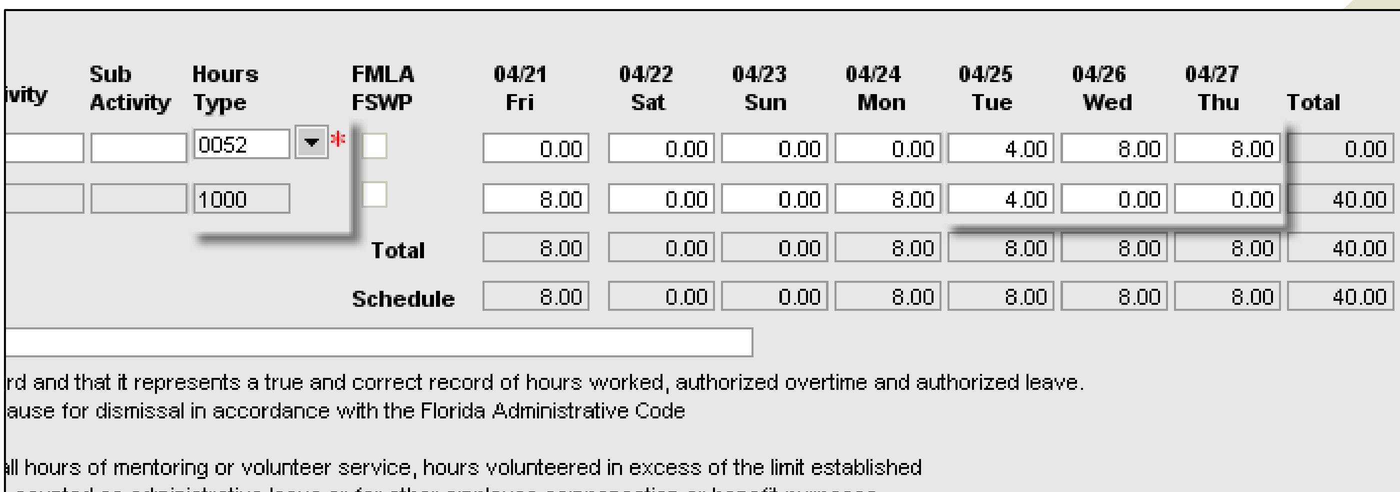
**While employees are encouraged to report all hours of mentoring or volunteer service, hours volunteered in excess of the limit established in the Florida Administrative Code, shall not be counted as administrative leave or for other employee compensation or benefit purposes.

Submit for Approval PASSWORD *

Edit | Save | Cancel | Submit for Approval | Time Entry

How to Complete Your Timesheet

- If you took leave during your workweek, click EDIT again.
- Type the leave code or select it from the hours type help menu. (See next two slides.)
- Enter your hours worked, then enter your hours of leave. Click SAVE. Repeat these steps as needed to correctly code your leave types.



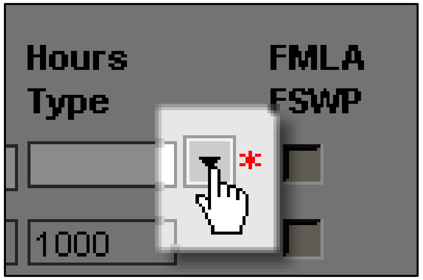
ivity	Sub Activity	Hours Type	FMLA FSWP	04/21 Fri	04/22 Sat	04/23 Sun	04/24 Mon	04/25 Tue	04/26 Wed	04/27 Thu	Total
		0052		0.00	0.00	0.00	0.00	4.00	8.00	8.00	0.00
		1000		8.00	0.00	0.00	8.00	4.00	0.00	0.00	40.00
			Total	8.00	0.00	0.00	8.00	8.00	8.00	8.00	40.00
			Schedule	8.00	0.00	0.00	8.00	8.00	8.00	8.00	40.00

rd and that it represents a true and correct record of hours worked, authorized overtime and authorized leave.
ause for dismissal in accordance with the Florida Administrative Code

ll hours of mentoring or volunteer service, hours volunteered in excess of the limit established
counted as administrative leave or for other employee compensation or benefit purposes.

How to Complete Your Timesheet

After opening a help menu, click the header to resort the list. One click will put the list in descending order (z-a); two clicks will sort it a-z.



Attendance or Absence Type	Text for Attendance/Absence Type	Start Date	End Date
0031	ADMIN - JURY DUTY	01/01/1900	12/31/9999
0032	ADMIN - WITNESS	01/01/1900	12/31/9999
0033	ADMIN - MILITARY EXAM	01/01/1900	12/31/9999
0034	ADMIN - DEATH IN FAMILY	01/01/1900	12/31/9999
0035	ADMIN - VOTING	01/01/1900	12/31/9999
0036	ADMIN - EXAM/INTERVIEW	01/01/1900	12/31/9999
0037	ADMIN - ATHL COMPETE	01/01/1900	12/31/9999
0038	ADMIN - DISASTER SVC VOL	01/01/1900	12/31/9999
0044	ADMIN - MENTORING	01/01/1900	12/31/9999
0045	ADMIN - OFFICE CLOSURES	01/01/1900	12/31/9999
0046	ADMIN- FRML INVESTGN	01/01/1900	12/31/9999

How to Complete Your Timesheet

Alphabetical listing of attendance or leave types.

(You may want to print this page for reference. Go to File > Print. Under Print Range, select Current Slide. Click OK.)

Attendance or Absence Type	Text for Attendance/Absence Type
0082	ACTIVE MIL W/ PAY SUPPL
0083	ACTIVE MIL W/O PAY SUPPL
0069	ACTIVE MILITARY LEAVE
0037	ADMIN - ATHL COMPETE
0034	ADMIN - DEATH IN FAMILY
0038	ADMIN - DISASTER SVC VOL
0036	ADMIN - EXAM/INTERVIEW
0080	ADMIN - FAMILY
0089	ADMIN - IUPA
0031	ADMIN - JURY DUTY
0044	ADMIN - MENTORING
0033	ADMIN - MILITARY EXAM
0045	ADMIN - OFFICE CLOSURES
0035	ADMIN - VOTING
0032	ADMIN - WITNESS
0046	ADMIN- FRML INVESTGN
0051	ANNUAL LEAVE
0058	AUTHORIZED LWOP
1004	CALL BACK
0065	DISABILITY PAY
0062	EDUCATIONAL LEAVE W PAY
0063	EDUCATIONAL LV W/O PAY
0053	FAMILY SICK LEAVE
0085	FLSA COMP LEAVE
0049	FMLA LWOP
1015	FNA DISASTER PAY
1018	FNA HOURS
0048	FSWP LWOP
1005	HOLIDAY HOURS
1008	MENTORING - UNPAID
0057	MILITARY TRAINING LEAVE
0061	NATIONAL GUARD LEAVE
0067	NO PAY STATUS (D&B ONLY)
1002	ON CALL
0056	OTHER ADMIN LEAVE
0068	PARENTAL LEAVE LWOP
0066	PERSONAL HOLIDAY
0076	PERSONAL LV (D&B ONLY)
0054	REGULAR COMP LEAVE
1016	REGULAR COMP PAYABLE
1000	REGULAR WORK
1017	SES EXTRAORDINARY PAY
0052	SICK LEAVE
0047	SICK LEAVE TRANSFER HRS
0055	SPECIAL COMP LEAVE
0059	UNAUTHORIZED LWOP
0075	VETERANS' DISABILITY LV
0060	WORKER'S COMP LWOP

How to Complete Your Timesheet

Be sure your total hours equal your scheduled hours and are correctly entered for each day.

Click SAVE, then click SUBMIT FOR APPROVAL.

Charge Object/Project	Activity	Sub Activity	Hours Type	FMLA FSWP	04/28 Fri	04/29 Sat	04/30 Sun	05/01 Mon	05/02 Tue	05/03 Wed
			1000		8.00	0.00	0.00	8.00	4.00	0.00
			0051		0.00	0.00	0.00	0.00	4.00	8.00
				Total	8.00	0.00	0.00	8.00	8.00	8.00
				Schedule	8.00	0.00	0.00	8.00	8.00	8.00

Comment:

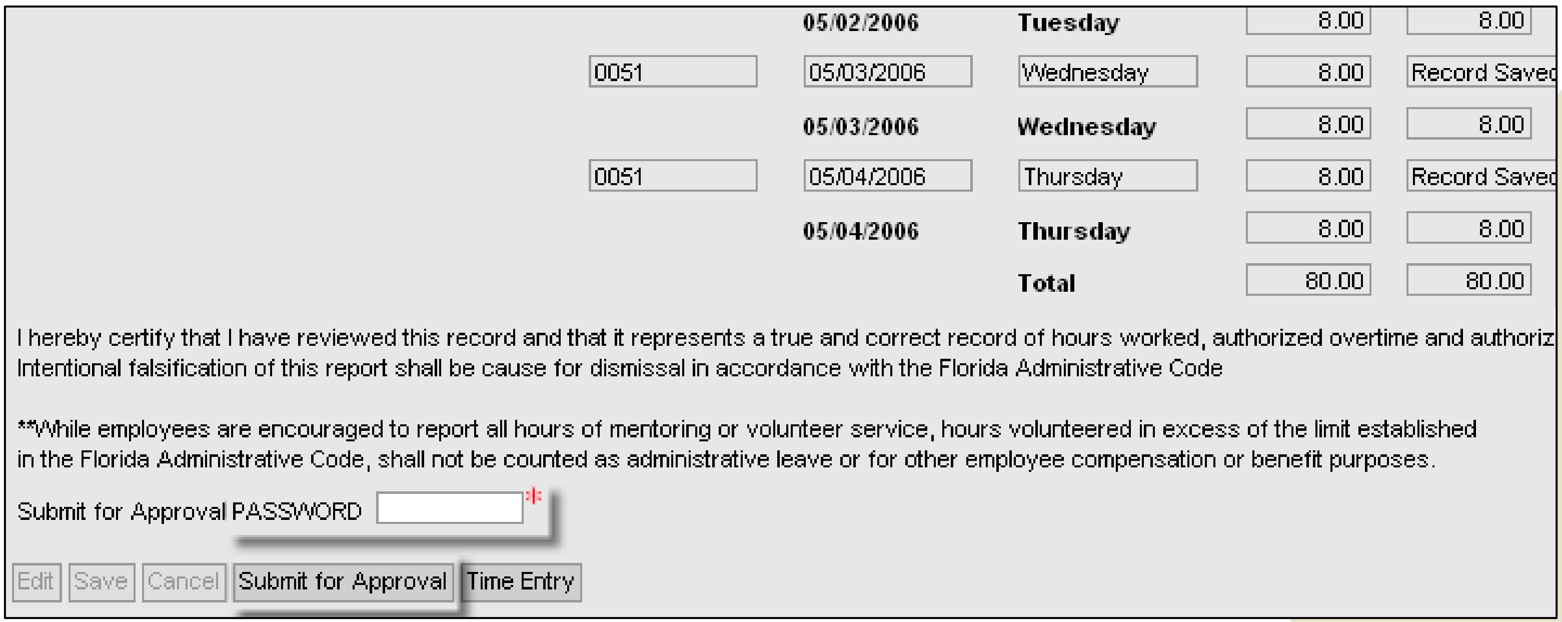
I hereby certify that I have reviewed this record and that it represents a true and correct record of hours worked, authorized overtime and authorized leave. Intentional falsification of this report shall be cause for dismissal in accordance with the Florida Administrative Code

**While employees are encouraged to report all hours of mentoring or volunteer service, hours volunteered in excess of the limit established in the Florida Administrative Code, shall not be counted as administrative leave or for other employee compensation or benefit purposes.

Edit | Save | Cancel | Apply Template | Submit for Approval

How to Complete Your Timesheet

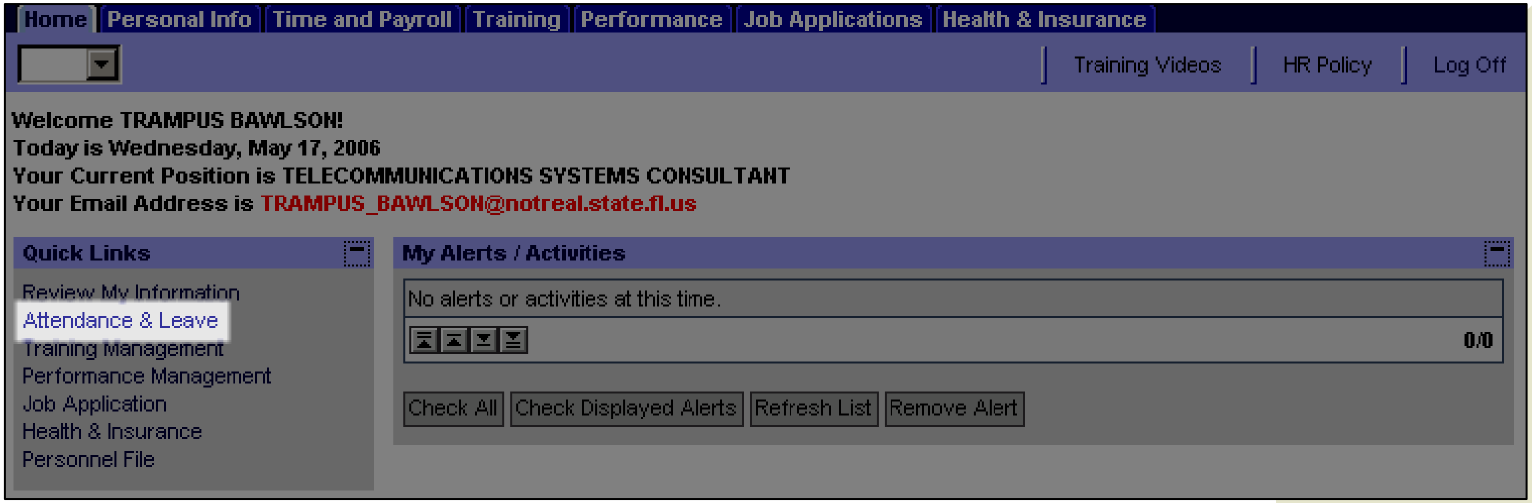
Remember that at the end of the pay period you must electronically sign your timesheet by entering your People First password. Then click SUBMIT FOR APPROVAL to route your timesheet to your supervisor.



How to Create a Timesheet Template

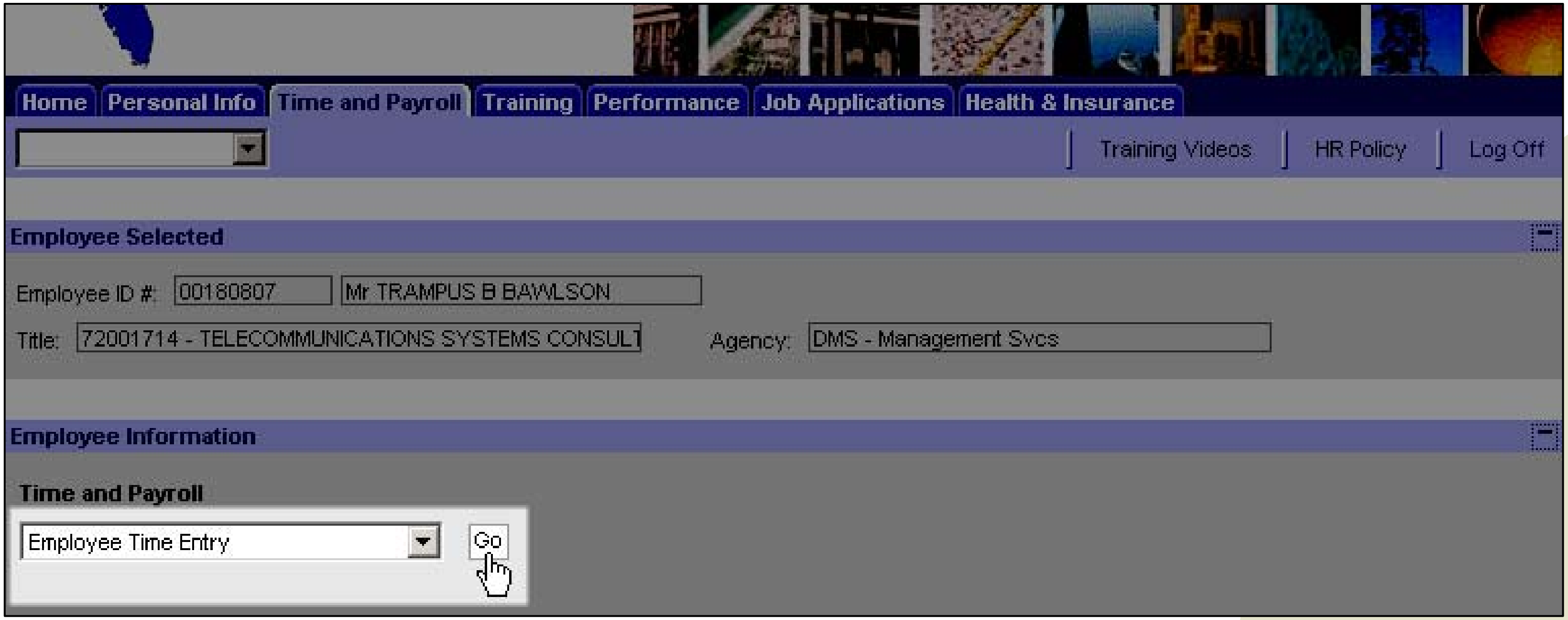
The purpose of a timesheet template is to make the time entry process faster and easier because you can edit multiple lines, and the template retains your regularly used charge objects and projects (see your supervisor to determine if you need to use them) and/or your commonly used hours types.

To access the timesheet template, go to the quick links section on the left and click the attendance and leave link.



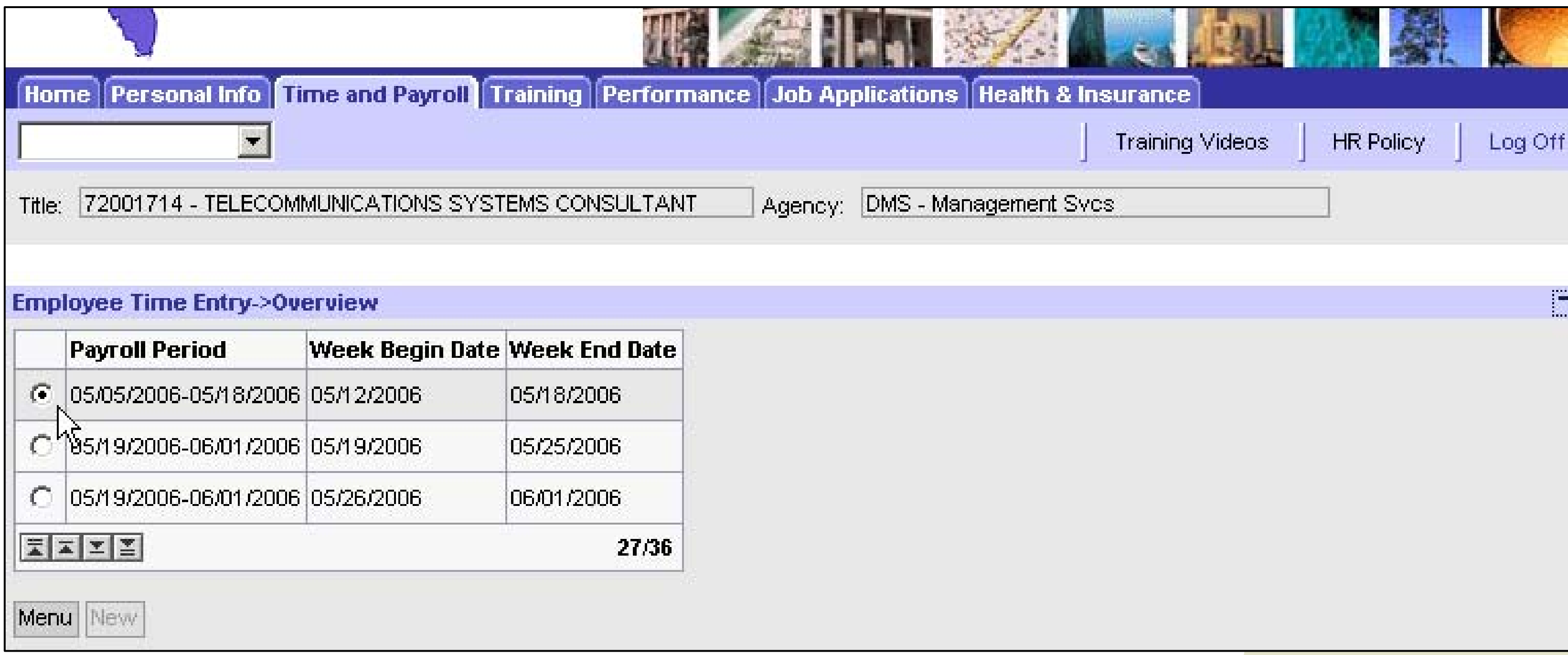
How to Create a Timesheet Template

From the time and payroll drop down menu, select employee time entry—which should be the default—and click GO.



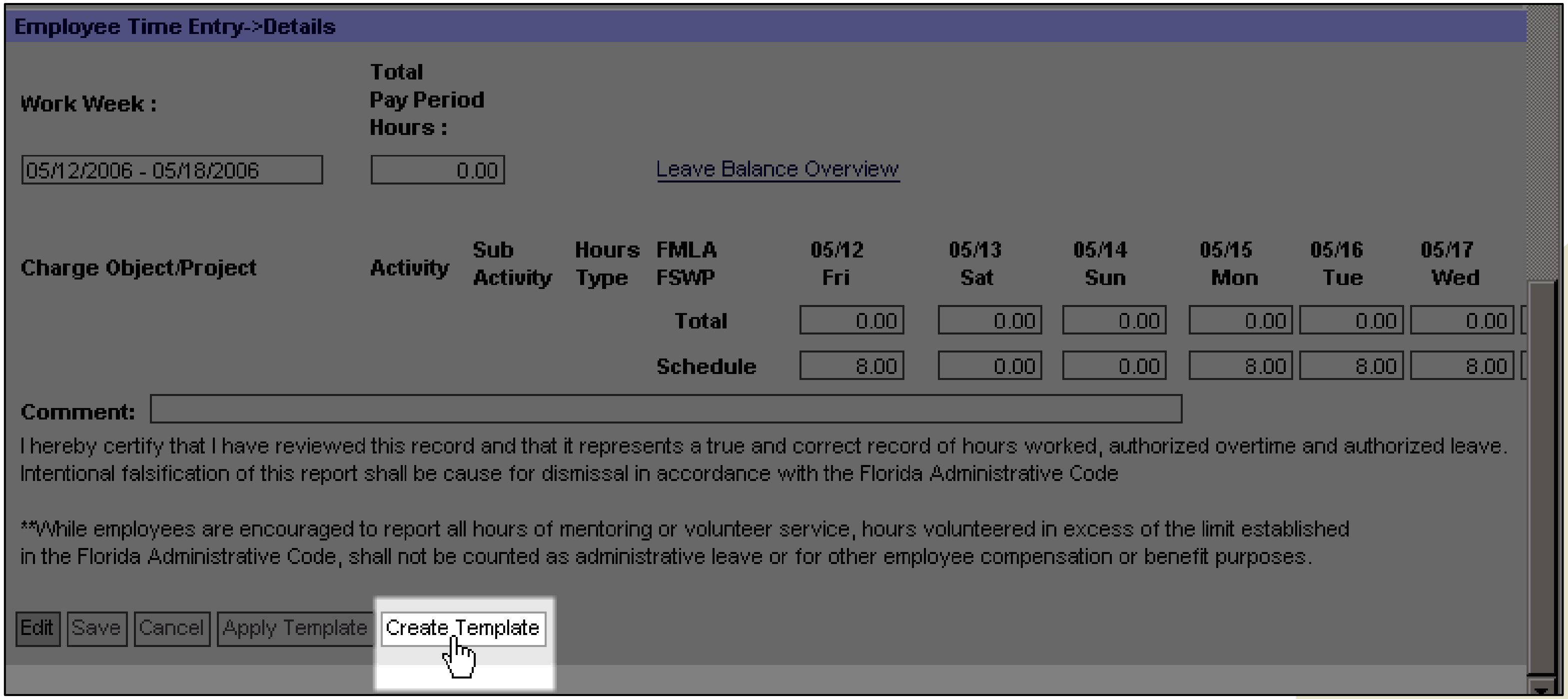
How to Create a Timesheet Template

Select a pay period that has not had time saved on it.



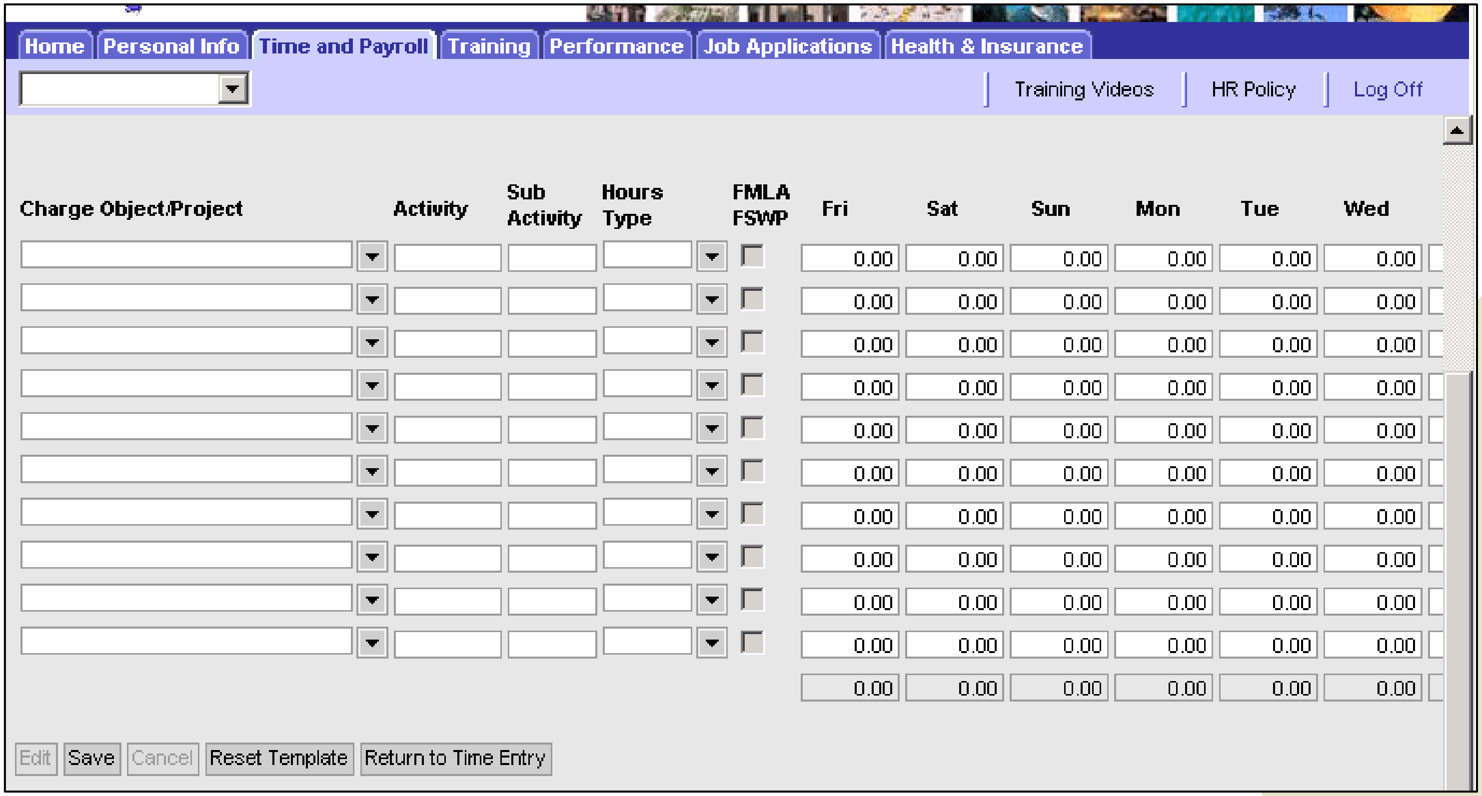
How to Create a Timesheet Template

Scroll down to the bottom of the screen and click CREATE TEMPLATE.



How to Create a Timesheet Template

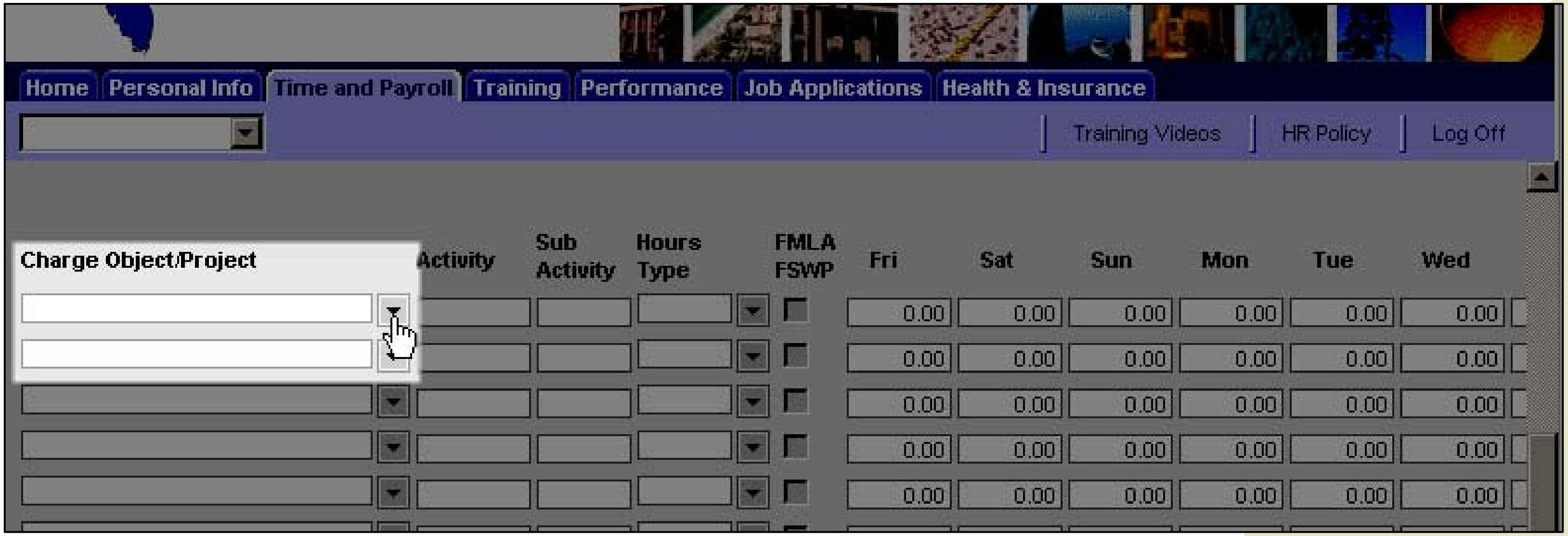
Notice that the EDIT button at the bottom of the screen is grayed out. This means that this screen is in edit mode when it opens.



How to Create a Timesheet Template

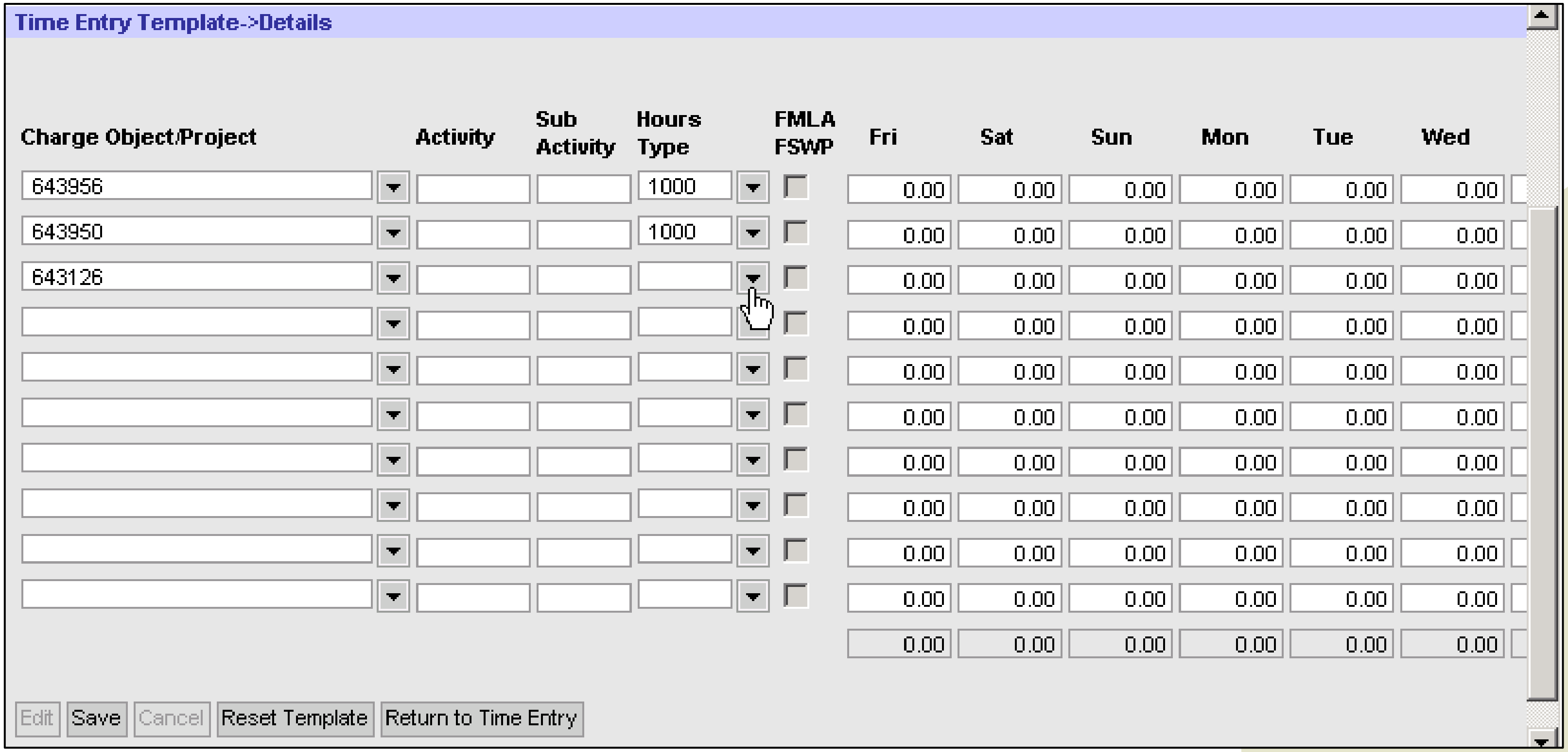
If you use charge objects, select the applicable charge objects or projects as you would when completing your timesheet.

You may type the charge object codes in the field, or you may utilize the menu by clicking on the toggle switch.



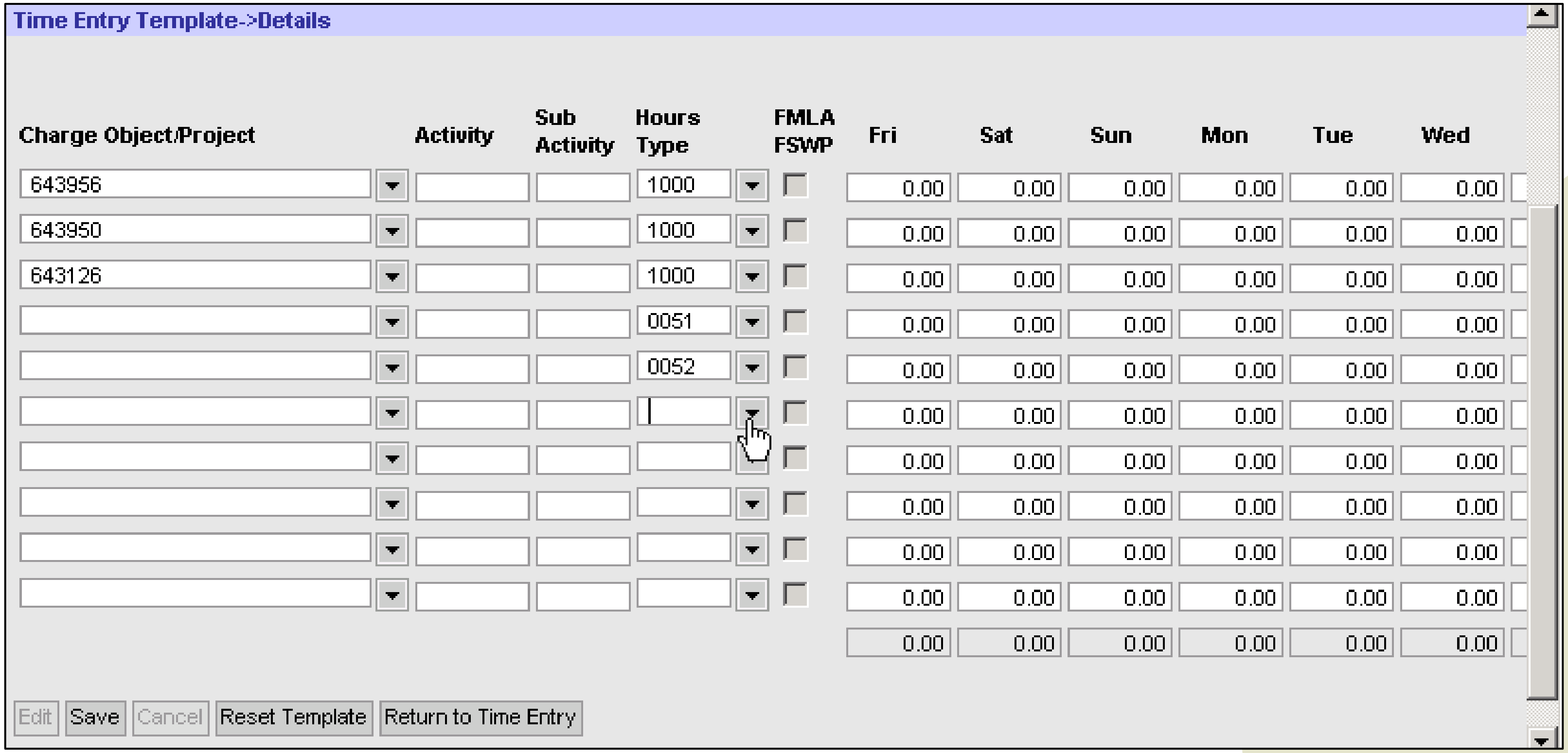
How to Create a Timesheet Template

Now enter the hours types for those charge objects. 1000 is regular hours. You may type the codes or select from the menu.



How to Create a Timesheet Template

You may also add your leave hours types on separate lines. 0051 is annual leave, 0052 is sick leave, and 0053 is family sick leave.



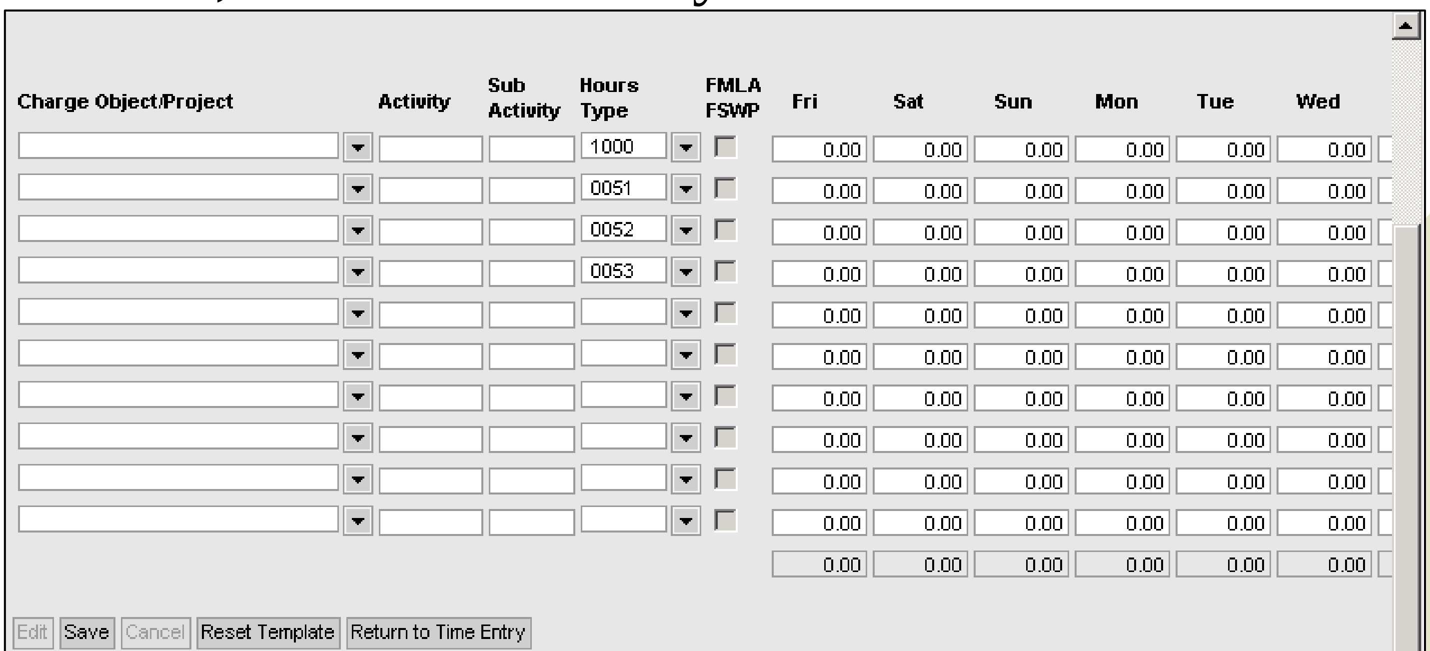
Time Entry Template->Details

Charge Object/Project	Activity	Sub Activity	Hours Type	FMLA FSWP	Fri	Sat	Sun	Mon	Tue	Wed
643956			1000		0.00	0.00	0.00	0.00	0.00	0.00
643950			1000		0.00	0.00	0.00	0.00	0.00	0.00
643126			1000		0.00	0.00	0.00	0.00	0.00	0.00
			0051		0.00	0.00	0.00	0.00	0.00	0.00
			0052		0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00

Edit | Save | Cancel | Reset Template | Return to Time Entry

How to Create a Timesheet Template

If you do not use charge objects, simply create your timesheet template to reflect the hours types you most commonly use; for example, 1000 is regular hours, 0051 is annual leave, 0052 is sick leave, and 0053 is family sick leave.



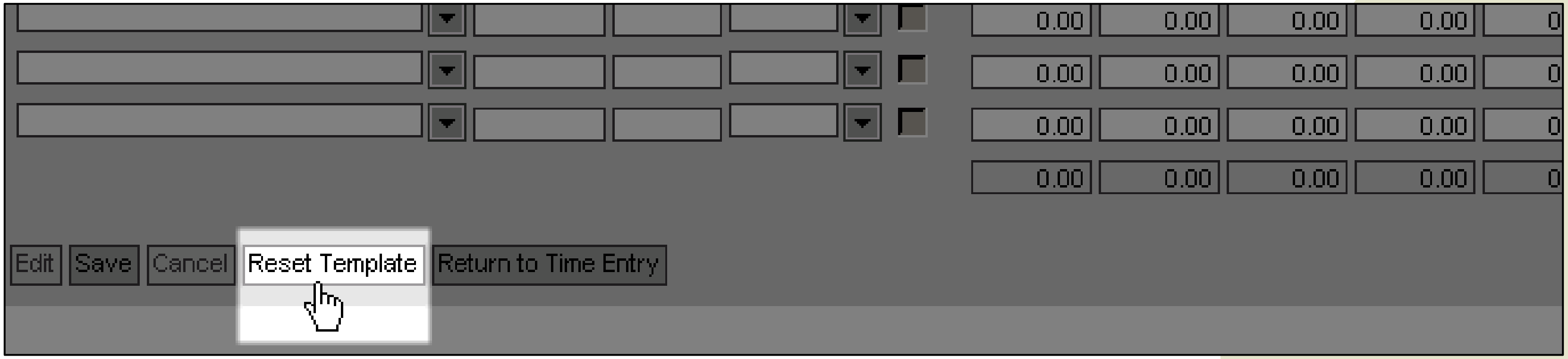
How to Create a Timesheet Template

You may enter hours at this time, but it is not required. If you do, the hours will remain a part of the template until you modify it.

If your charge objects or hours types vary from workweek to workweek, you may want to enter your hours in the *time entry screen*, instead of in the timesheet template.

How to Create a Timesheet Template

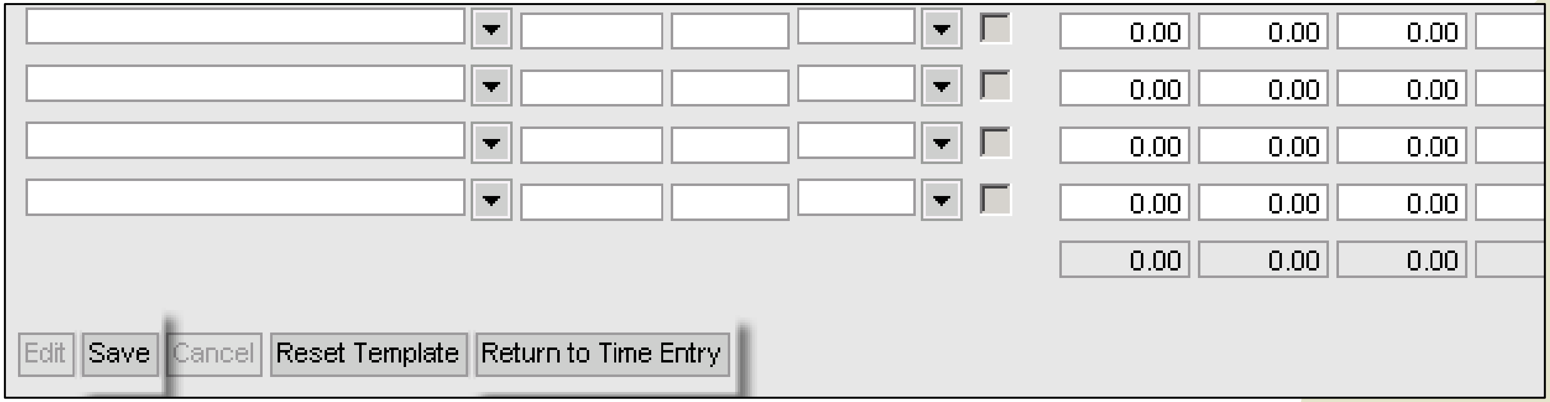
If you would like to modify the template to begin again, the RESET TEMPLATE button will reset the template to the last saved template. In other words, if you have never before completed a template, it will clear it completely; if you have saved a template before, it will revert back to the last one you saved. **The RESET TEMPLATE button does not save the current information**.



How to Create a Timesheet Template

To save your timesheet template, click SAVE in the lower left hand corner. You will receive a red warning message telling you that the template has been saved.

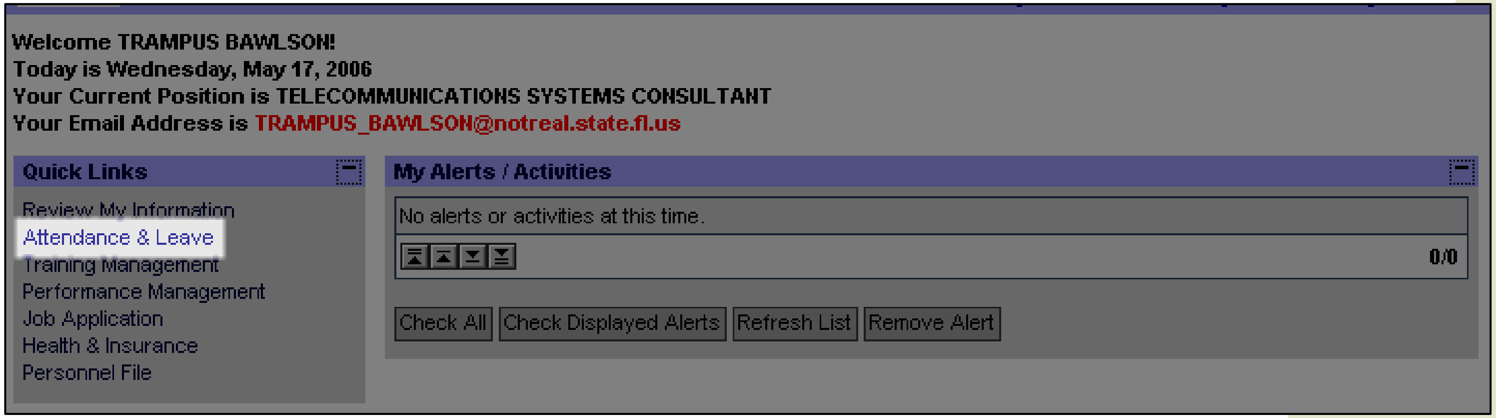
To return to the *time entry screen* at any time without saving, click RETURN TO TIME ENTRY.



How to Complete Your Timesheet Using Your Timesheet Template

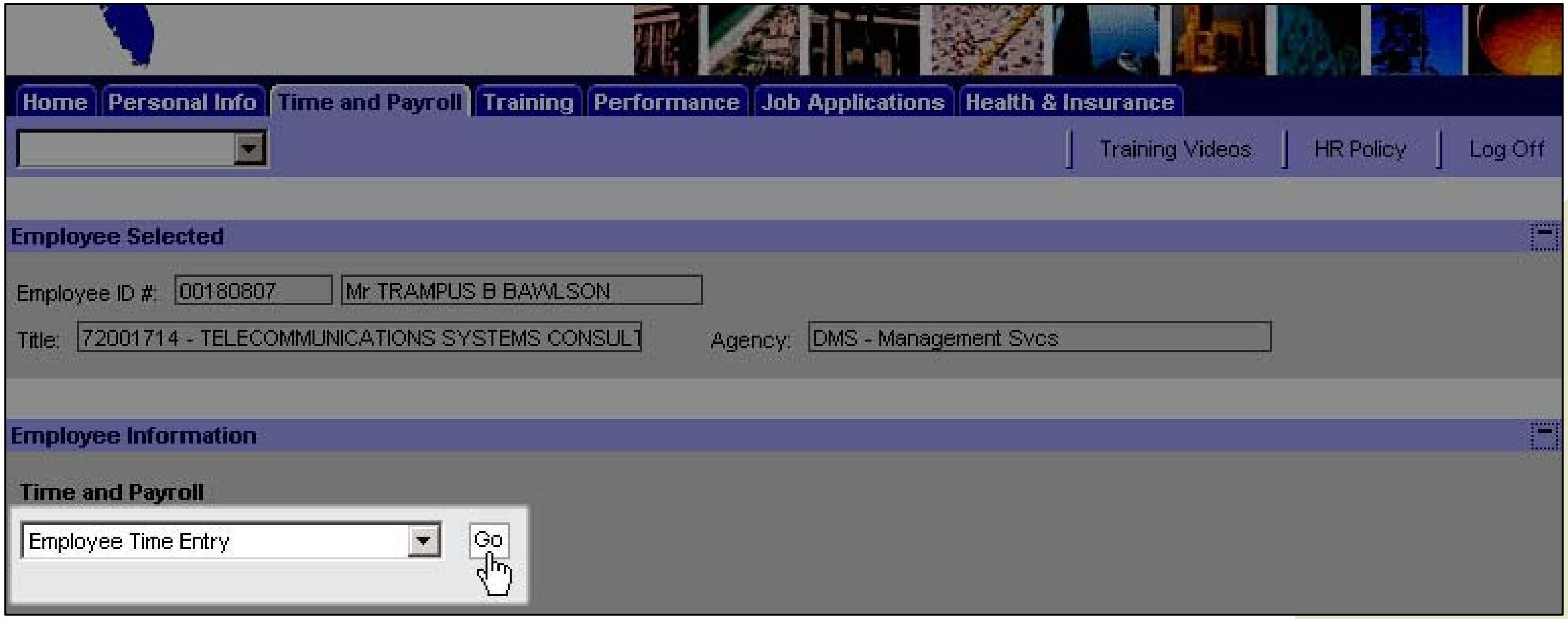
All employees are required to keep an accurate record of their time and attendance. Be certain to enter your hours worked and leave types correctly, and **submit your timesheet by the last day of your pay period each pay cycle**.

To access your timesheet template, click the attendance and leave link in the quick links section on your homepage.



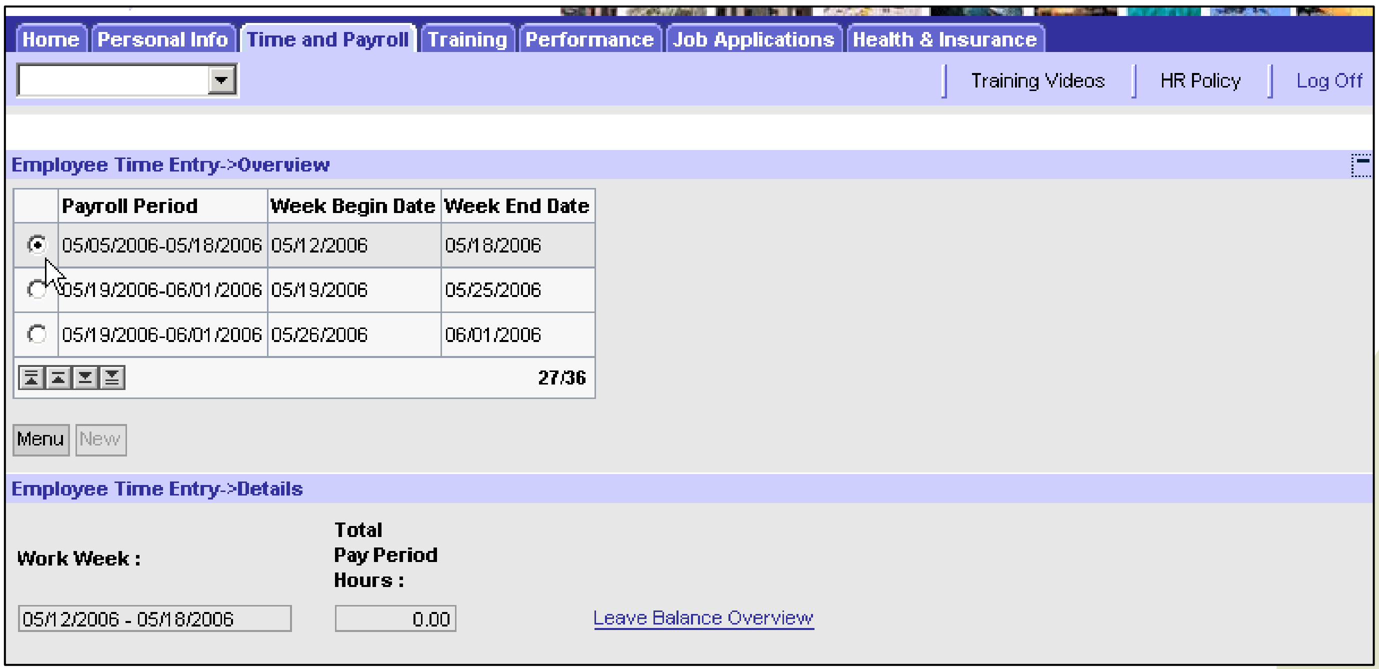
How to Complete Your Timesheet Using Your Timesheet Template

From the time and payroll drop down menu, select employee time entry—which should be the default—and click GO.



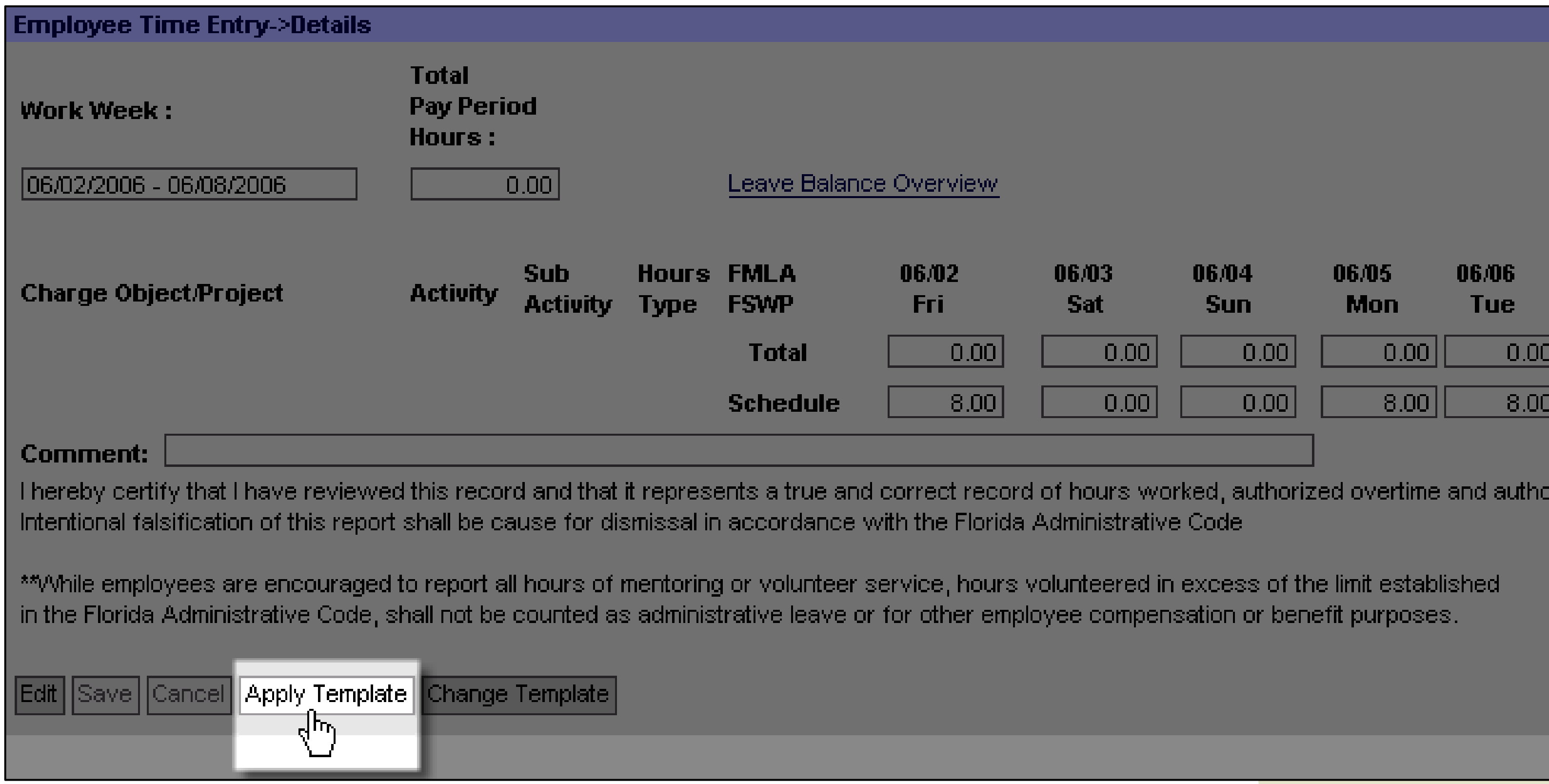
How to Complete Your Timesheet Using Your Timesheet Template

Select the correct pay period and workweek by clicking the radio button to the left. You may only use your timesheet template for a period that has had no time saved to it.



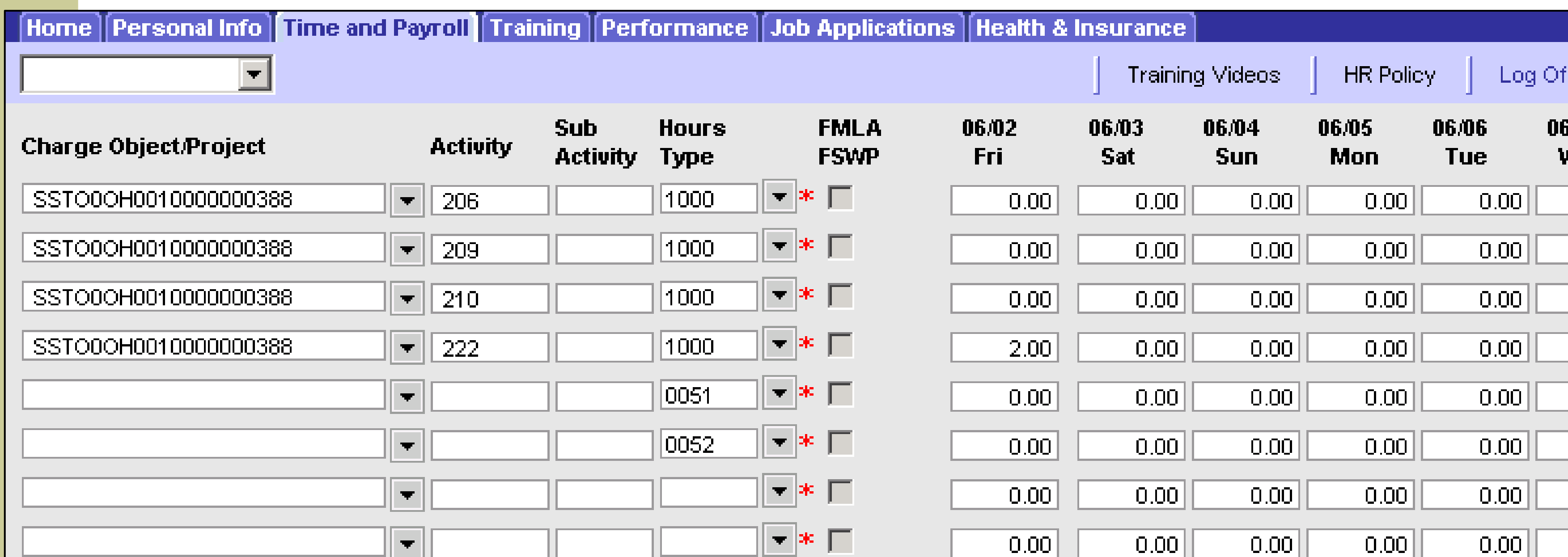
How to Complete Your Timesheet Using Your Timesheet Template

Click the APPLY TEMPLATE button at the bottom of the screen.



How to Complete Your Timesheet Using Your Timesheet Template

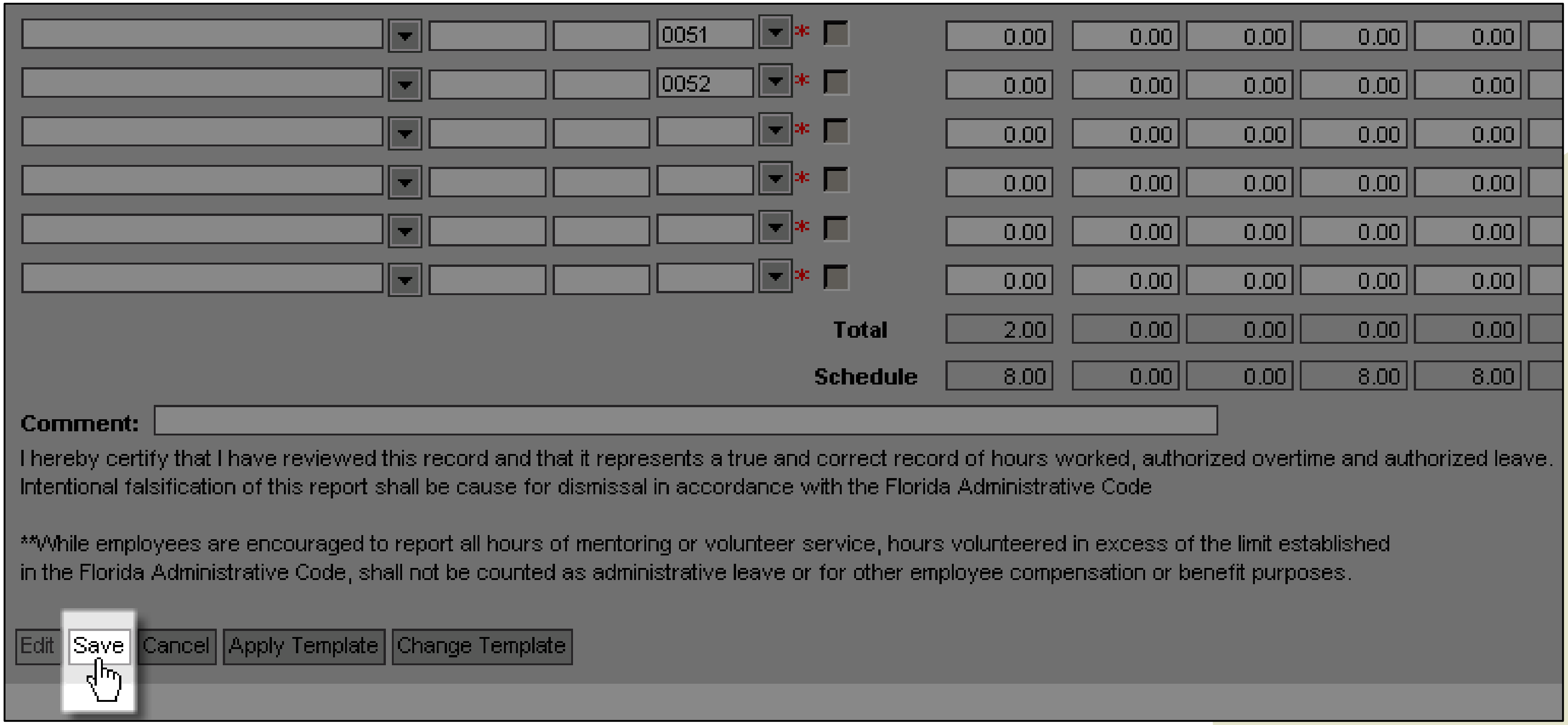
The EDIT button is grayed out, which means you are already in edit mode. Correctly complete your hours based on charge object codes (if you use them) or hours and leave types, as needed.



Charge Object/Project	Activity	Sub Activity	Hours Type	FMLA FSWP	06/02 Fri	06/03 Sat	06/04 Sun	06/05 Mon	06/06 Tue	06/ W
SSTO0OH0010000000388	206		1000 *		0.00	0.00	0.00	0.00	0.00	
SSTO0OH0010000000388	209		1000 *		0.00	0.00	0.00	0.00	0.00	
SSTO0OH0010000000388	210		1000 *		0.00	0.00	0.00	0.00	0.00	
SSTO0OH0010000000388	222		1000 *		2.00	0.00	0.00	0.00	0.00	
			0051 *		0.00	0.00	0.00	0.00	0.00	
			0052 *		0.00	0.00	0.00	0.00	0.00	
			*		0.00	0.00	0.00	0.00	0.00	
			*		0.00	0.00	0.00	0.00	0.00	

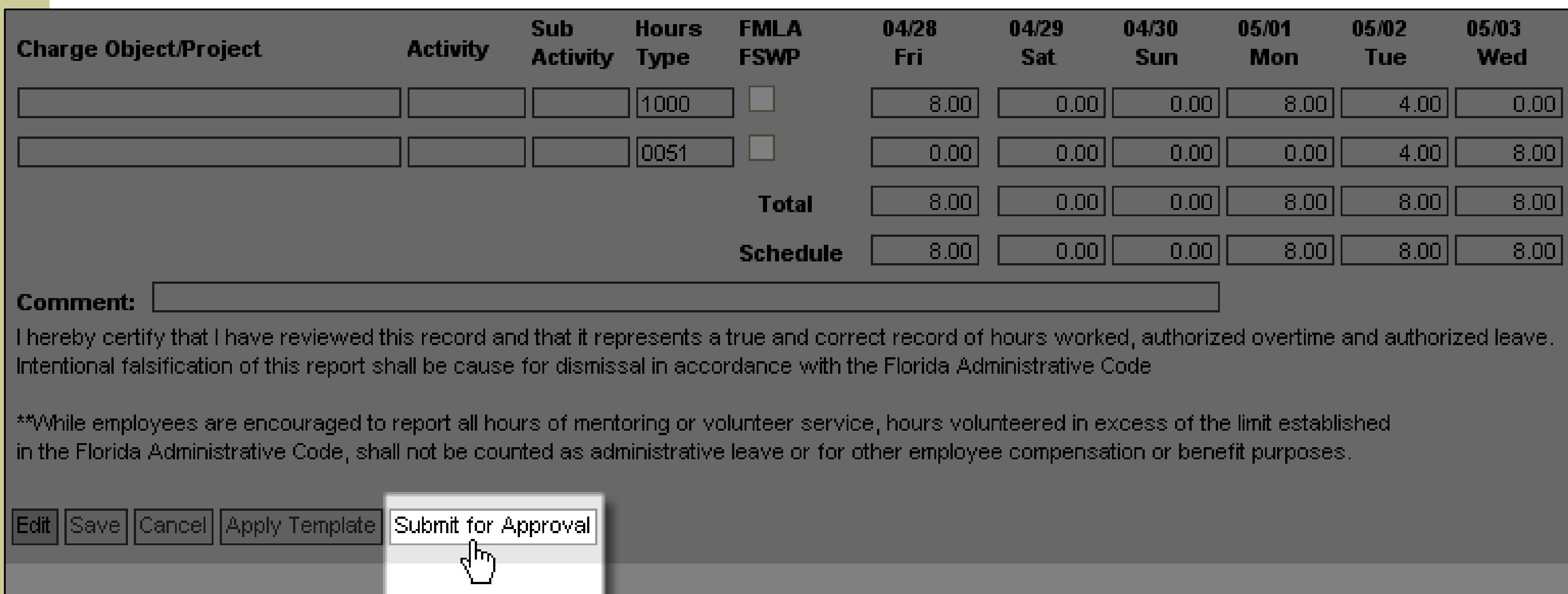
How to Complete Your Timesheet Using Your Timesheet Template

Be sure your total hours equal your scheduled hours and are correctly entered for each day. Click SAVE.



How to Complete Your Timesheet Using Your Timesheet Template

Then click SUBMIT FOR APPROVAL to route your timesheet to your manager for approval.



Charge Object/Project	Activity	Sub Activity	Hours Type	FMLA FSWP	04/28 Fri	04/29 Sat	04/30 Sun	05/01 Mon	05/02 Tue	05/03 Wed
			1000		8.00	0.00	0.00	8.00	4.00	0.00
			0051		0.00	0.00	0.00	0.00	4.00	8.00
				Total	8.00	0.00	0.00	8.00	8.00	8.00
				Schedule	8.00	0.00	0.00	8.00	8.00	8.00

Comment:

I hereby certify that I have reviewed this record and that it represents a true and correct record of hours worked, authorized overtime and authorized leave. Intentional falsification of this report shall be cause for dismissal in accordance with the Florida Administrative Code

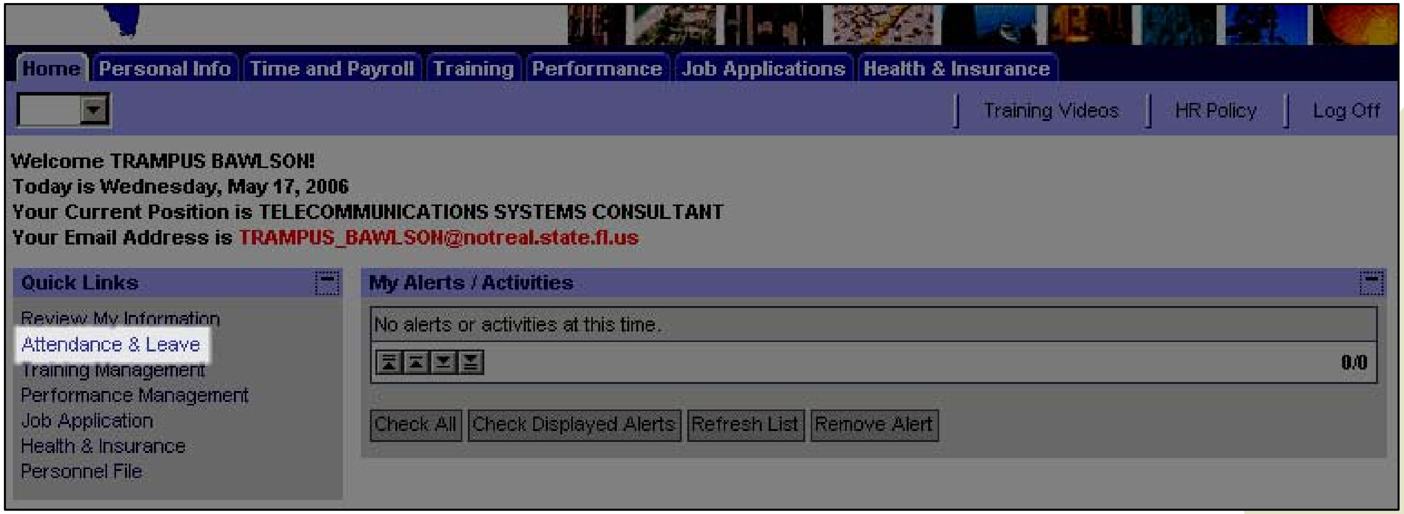
**While employees are encouraged to report all hours of mentoring or volunteer service, hours volunteered in excess of the limit established in the Florida Administrative Code, shall not be counted as administrative leave or for other employee compensation or benefit purposes.

Edit | Save | Cancel | Apply Template | Submit for Approval

How to Read the Leave Balance Overview Screen

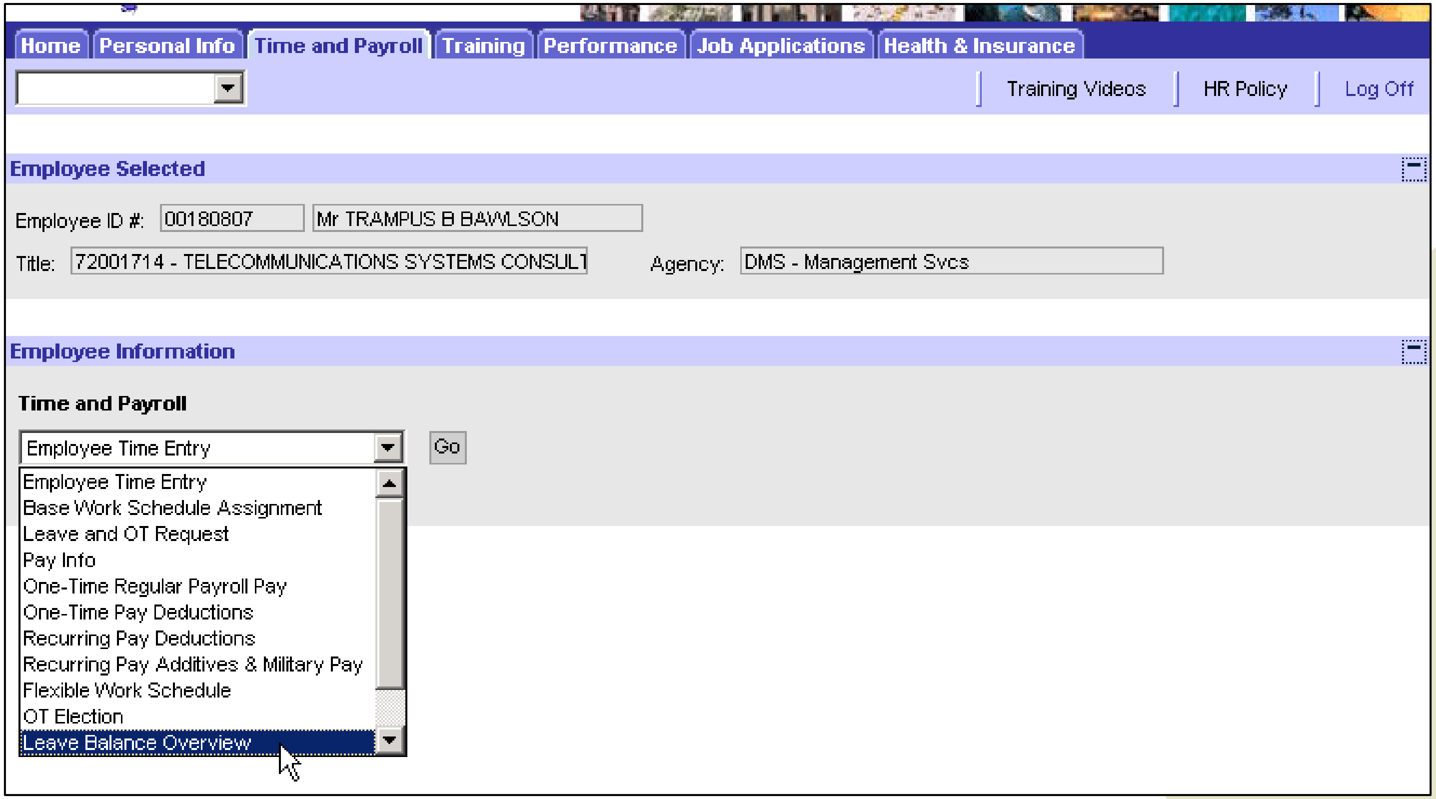
The *leave balance overview screen* provides employees with an up-to-date leave balance statement for each pay period. You should check your leave balances before taking leave.

To access the *leave balance overview screen*, click the attendance and leave link in the quick links section on the left of your homepage.



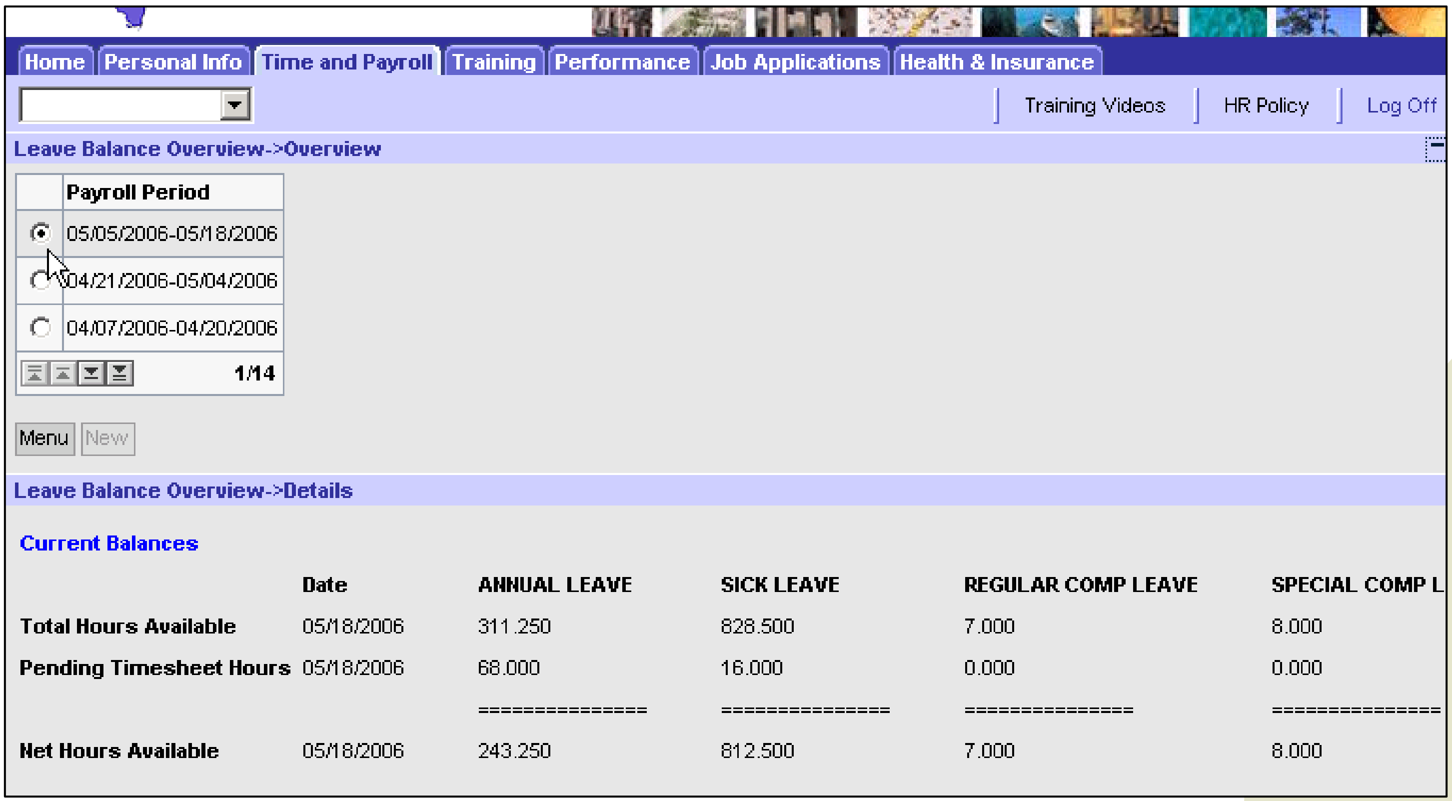
How to Read the Leave Balance Overview Screen

From the time and payroll drop down menu, select leave balance overview and click GO.



How to Read the Leave Balance Overview Screen

Select the pay period you want to see.



Home | Personal Info | Time and Payroll | Training | Performance | Job Applications | Health & Insurance

Training Videos | HR Policy | Log Off

Leave Balance Overview->Overview

	Payroll Period
◉	05/05/2006-05/18/2006
○	04/21/2006-05/04/2006
○	04/07/2006-04/20/2006
	1/14

Menu New

Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	SPECIAL COMP L
Total Hours Available	05/18/2006	311.250	828.500	7.000	8.000
Pending Timesheet Hours	05/18/2006	68.000	16.000	0.000	0.000
		===============	===============	===============	===============
Net Hours Available	05/18/2006	243.250	812.500	7.000	8.000

How to Read the Leave Balance Overview Screen

You will see a separate column for each of the leave types you are eligible to accrue.

Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	MILITARY TRAINING LEAVE	PERSONAL HOLIDAY
Total Hours Available	08/31/2006	103.000	62.000	136.000	1.000
Pending Timesheet Hours	08/31/2006	0.000	1.000	0.000	0.000
		===============	===============	===============	===============
Net Hours Available	08/31/2006	103.000	61.000	136.000	1.000

Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	MILITARY TRAINING LEAVE	PERSONAL HOLIDAY
Beginning Balance	08/25/2006	103.00	62.00	136.00	1.00
Ending Balance	09/07/2006	103.00	62.00	136.00	1.00

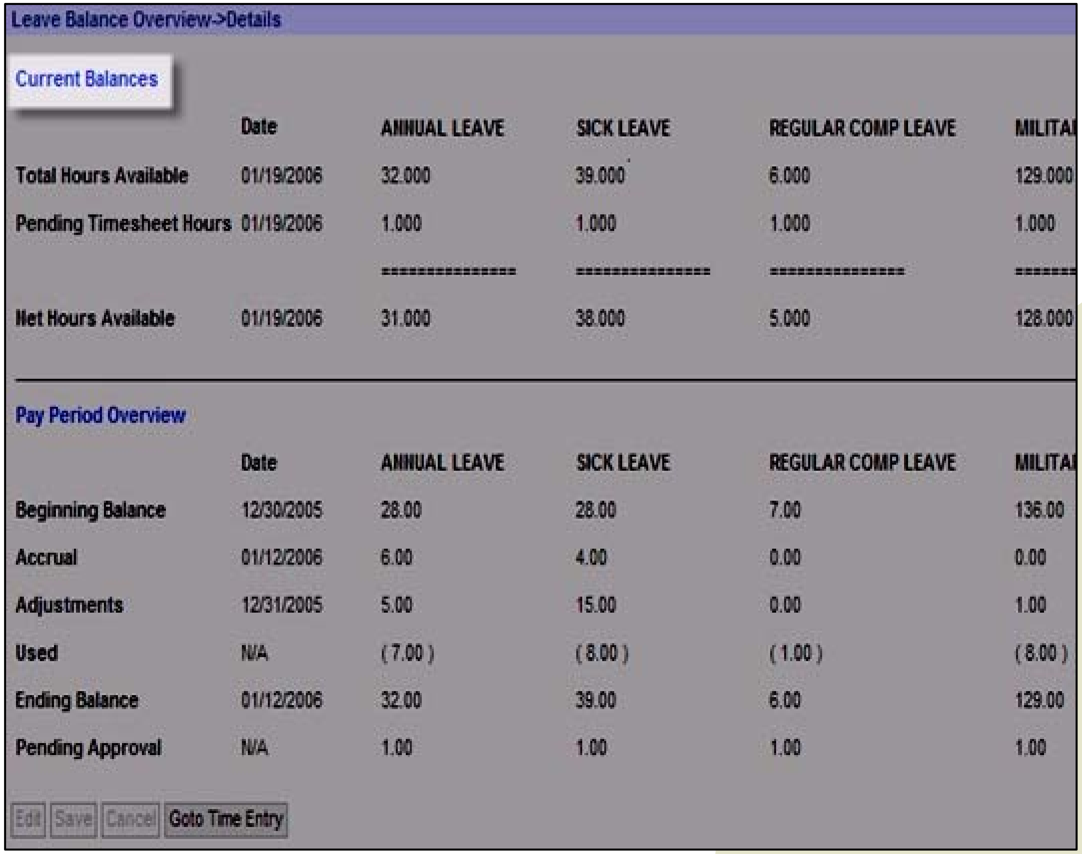
Edit | Save | Cancel | Go to Time Entry

Note: the personal holiday is 1 day. You must use it (or lose it) by June 30th of each year. The day cannot be split over more than one day. See your supervisor for more information.

How to Read the Leave Balance Overview Screen

The current balances section contains your current leave information.

It updates every 15 minutes.


Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Total Hours Available	01/19/2006	32.000	39.000	6.000	129.000
Pending Timesheet Hours	01/19/2006	1.000	1.000	1.000	1.000
		===============	===============	===============	=======
Net Hours Available	01/19/2006	31.000	38.000	5.000	128.000

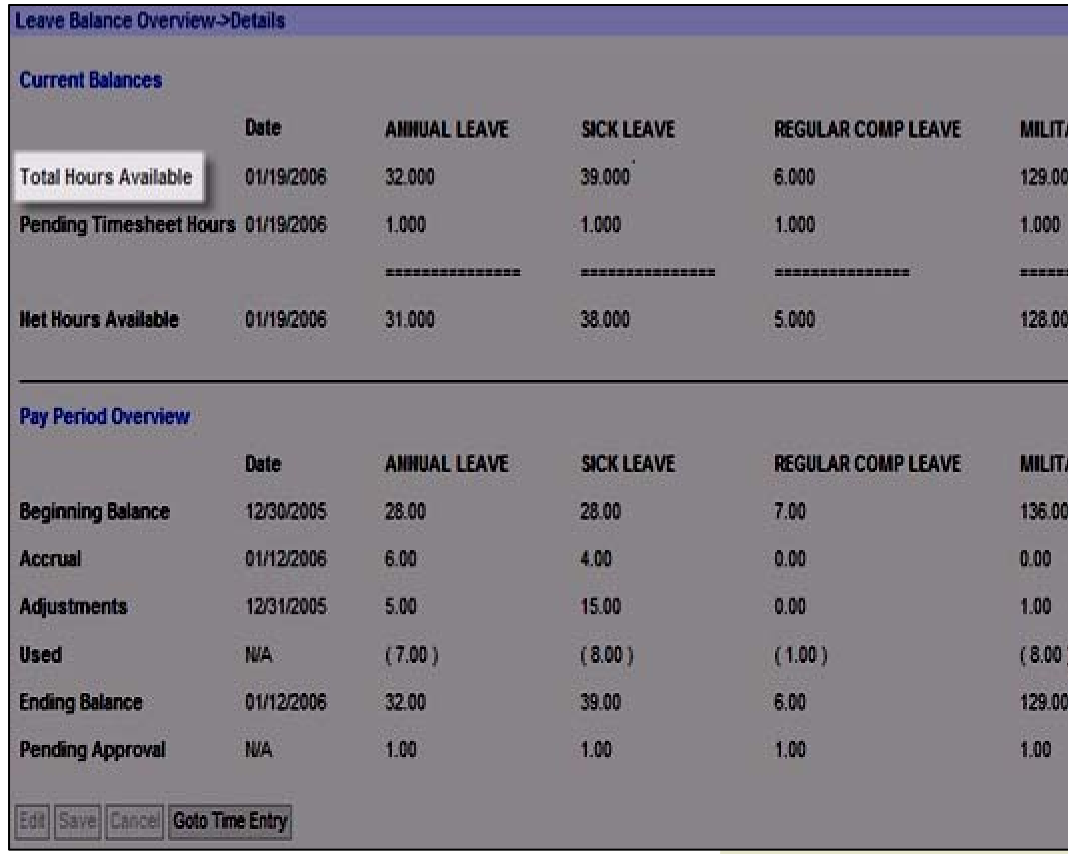
Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Beginning Balance	12/30/2005	28.00	28.00	7.00	136.00
Accrual	01/12/2006	6.00	4.00	0.00	0.00
Adjustments	12/31/2005	5.00	15.00	0.00	1.00
Used	N/A	(7.00)	(8.00)	(1.00)	(8.00)
Ending Balance	01/12/2006	32.00	39.00	6.00	129.00
Pending Approval	N/A	1.00	1.00	1.00	1.00

Edit Save Cancel Goto Time Entry

How to Read the Leave Balance Overview Screen

The total hours available line is your balance, which does not include leave that is pending submission or approval.



Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Total Hours Available	01/19/2006	32.000	39.000	6.000	129.000
Pending Timesheet Hours	01/19/2006	1.000	1.000	1.000	1.000
		===============	===============	===============	=======
Net Hours Available	01/19/2006	31.000	38.000	5.000	128.000

Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Beginning Balance	12/30/2005	28.00	28.00	7.00	136.00
Accrual	01/12/2006	6.00	4.00	0.00	0.00
Adjustments	12/31/2005	5.00	15.00	0.00	1.00
Used	N/A	(7.00)	(8.00)	(1.00)	(8.00)
Ending Balance	01/12/2006	32.00	39.00	6.00	129.00
Pending Approval	N/A	1.00	1.00	1.00	1.00

Edit Save Cancel Goto Time Entry

How to Read the Leave Balance Overview Screen

The pending timesheet hours line reports the combined leave for all prior periods that are pending approval, listed by leave type.

Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Total Hours Available	01/19/2006	32.000	39.000	6.000	129.000
Pending Timesheet Hours	01/19/2006	1.000	1.000	1.000	1.000
		===============	===============	===============	=======
Net Hours Available	01/19/2006	31.000	38.000	5.000	128.000

Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Beginning Balance	12/30/2005	28.00	28.00	7.00	136.00
Accrual	01/12/2006	6.00	4.00	0.00	0.00
Adjustments	12/31/2005	5.00	15.00	0.00	1.00
Used	N/A	(7.00)	(8.00)	(1.00)	(8.00)
Ending Balance	01/12/2006	32.00	39.00	6.00	129.00
Pending Approval	N/A	1.00	1.00	1.00	1.00

Edit | Save | Cancel | Goto Time Entry

How to Read the Leave Balance Overview Screen

The net hours available line reflects your actual leave available for use.

This is the total hours available, minus the pending timesheet hours.

Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Total Hours Available	01/19/2006	32.000	39.000	6.000	129.000
Pending Timesheet Hours	01/19/2006	1.000	1.000	1.000	1.000
		===============	===============	===============	=======
Net Hours Available	01/19/2006	31.000	38.000	5.000	128.000

Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Beginning Balance	12/30/2005	28.00	28.00	7.00	136.00
Accrual	01/12/2006	6.00	4.00	0.00	0.00
Adjustments	12/31/2005	5.00	15.00	0.00	1.00
Used	N/A	(7.00)	(8.00)	(1.00)	(8.00)
Ending Balance	01/12/2006	32.00	39.00	6.00	129.00
Pending Approval	N/A	1.00	1.00	1.00	1.00

Edit Save Cancel Goto Time Entry

How to Read the Leave Balance Overview Screen

The pay period overview section contains the activity for the pay period selected.

This section **only** contains what happened in that pay period.

Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Total Hours Available	01/19/2006	32.000	39.000	6.000	129.000
Pending Timesheet Hours	01/19/2006	1.000	1.000	1.000	1.000
		===============	===============	===============	=======
Net Hours Available	01/19/2006	31.000	38.000	5.000	128.000

Pay Period Overview

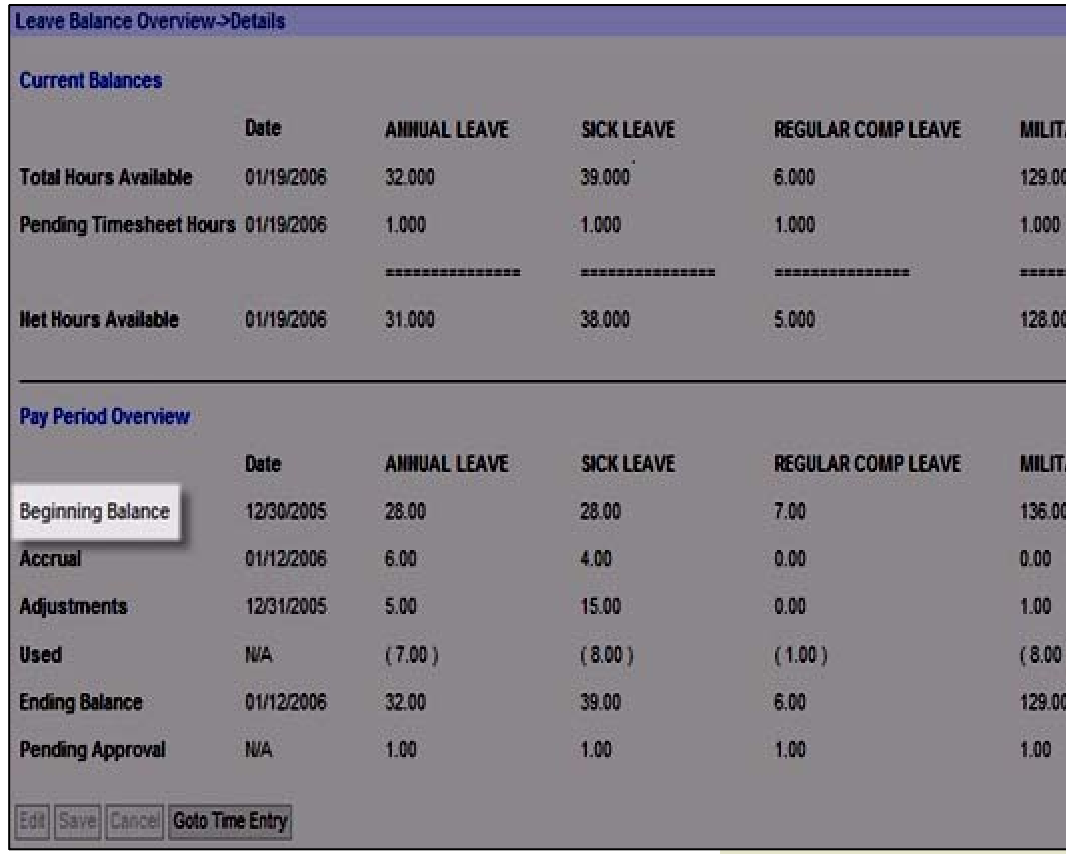
	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Beginning Balance	12/30/2005	28.00	28.00	7.00	136.00
Accrual	01/12/2006	6.00	4.00	0.00	0.00
Adjustments	12/31/2005	5.00	15.00	0.00	1.00
Used	N/A	(7.00)	(8.00)	(1.00)	(8.00)
Ending Balance	01/12/2006	32.00	39.00	6.00	129.00
Pending Approval	N/A	1.00	1.00	1.00	1.00

Edit | Save | Cancel | Goto Time Entry

How to Read the Leave Balance Overview Screen

The beginning balance line is your ending leave balance from the previous pay period. This does not consider pending hours.

It is updated every 15 minutes and only reflects the pay period selected.



Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Total Hours Available	01/19/2006	32.000	39.000	6.000	129.000
Pending Timesheet Hours	01/19/2006	1.000	1.000	1.000	1.000
		===============	===============	===============	=======
Net Hours Available	01/19/2006	31.000	38.000	5.000	128.000

Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Beginning Balance	12/30/2005	28.00	28.00	7.00	136.00
Accrual	01/12/2006	6.00	4.00	0.00	0.00
Adjustments	12/31/2005	5.00	15.00	0.00	1.00
Used	N/A	(7.00)	(8.00)	(1.00)	(8.00)
Ending Balance	01/12/2006	32.00	39.00	6.00	129.00
Pending Approval	N/A	1.00	1.00	1.00	1.00

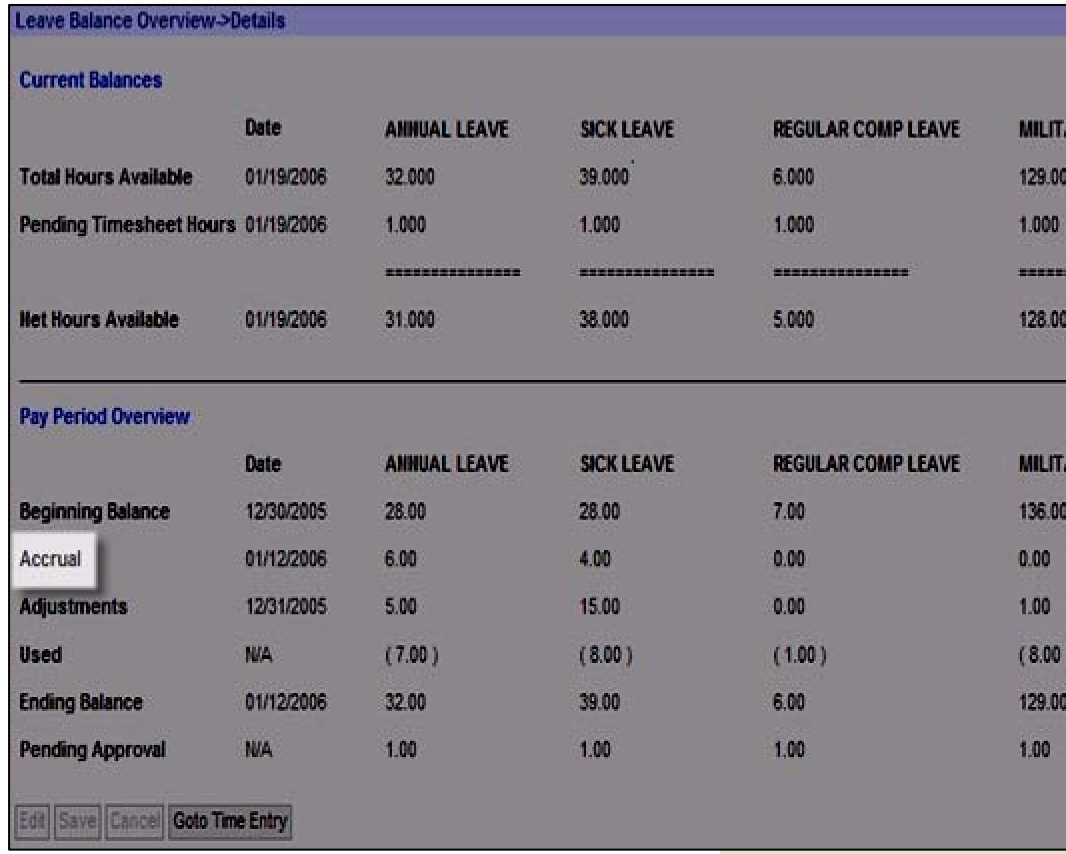
Edit Save Cancel Goto Time Entry

How to Read the Leave Balance Overview Screen

The accrual line reports the leave earned during the pay period selected.

Accrual will show based on the day accrued.

It is updated every 15 minutes and only reflects the pay period selected.



Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Total Hours Available	01/19/2006	32.000	39.000	6.000	129.000
Pending Timesheet Hours	01/19/2006	1.000	1.000	1.000	1.000
		===============	===============	===============	=======
Net Hours Available	01/19/2006	31.000	38.000	5.000	128.000

Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Beginning Balance	12/30/2005	28.00	28.00	7.00	136.00
Accrual	01/12/2006	6.00	4.00	0.00	0.00
Adjustments	12/31/2005	5.00	15.00	0.00	1.00
Used	N/A	(7.00)	(8.00)	(1.00)	(8.00)
Ending Balance	01/12/2006	32.00	39.00	6.00	129.00
Pending Approval	N/A	1.00	1.00	1.00	1.00

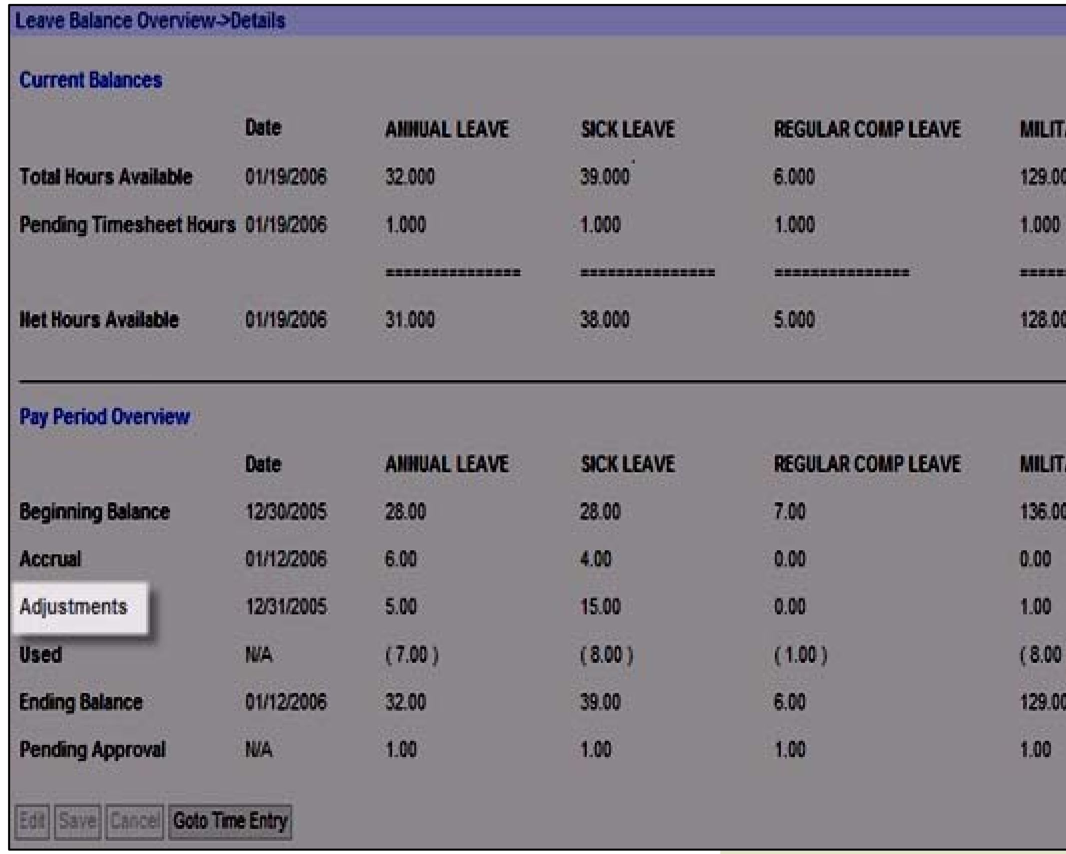
Edit Save Cancel Goto Time Entry

How to Read the Leave Balance Overview Screen

All leave adjustments are processed by your HR department.

If any adjustments are made in a pay period, they will be itemized by date and displayed on separate lines.

This section is updated nightly and only reflects the pay period selected.


Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Total Hours Available	01/19/2006	32.000	39.000	6.000	129.000
Pending Timesheet Hours	01/19/2006	1.000	1.000	1.000	1.000
		===============	===============	===============	=======
Net Hours Available	01/19/2006	31.000	38.000	5.000	128.000

Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Beginning Balance	12/30/2005	28.00	28.00	7.00	136.00
Accrual	01/12/2006	6.00	4.00	0.00	0.00
Adjustments	12/31/2005	5.00	15.00	0.00	1.00
Used	N/A	(7.00)	(8.00)	(1.00)	(8.00)
Ending Balance	01/12/2006	32.00	39.00	6.00	129.00
Pending Approval	N/A	1.00	1.00	1.00	1.00

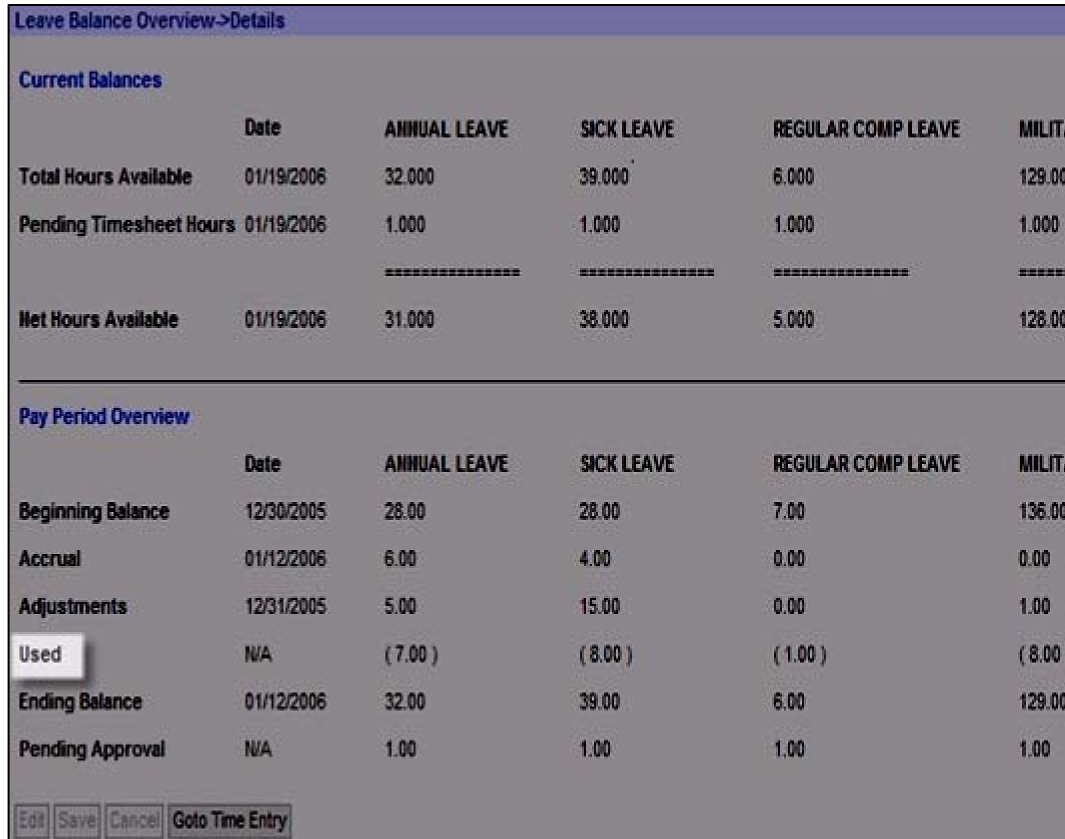
Edit Save Cancel Goto Time Entry

How to Read the Leave Balance Overview Screen

The used line is the total leave used during the selected pay period, based on an approved timesheet.

Future dated leave used will not be shown until that day.

It is updated every 15 minutes and only reflects the pay period selected.


Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITAI
Total Hours Available	01/19/2006	32.000	39.000	6.000	129.000
Pending Timesheet Hours	01/19/2006	1.000	1.000	1.000	1.000
		===============	===============	===============	=======
Net Hours Available	01/19/2006	31.000	38.000	5.000	128.000

Pay Period Overview

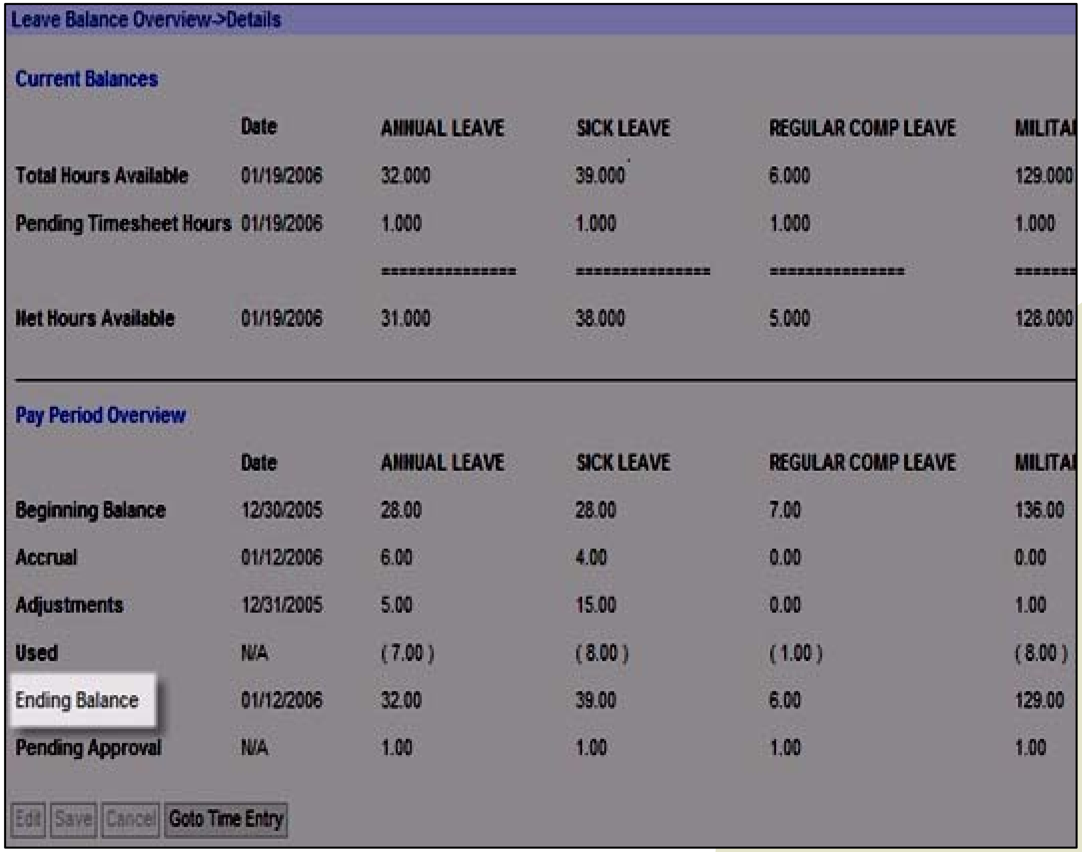
	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITAI
Beginning Balance	12/30/2005	28.00	28.00	7.00	136.00
Accrual	01/12/2006	6.00	4.00	0.00	0.00
Adjustments	12/31/2005	5.00	15.00	0.00	1.00
Used	N/A	(7.00)	(8.00)	(1.00)	(8.00)
Ending Balance	01/12/2006	32.00	39.00	6.00	129.00
Pending Approval	N/A	1.00	1.00	1.00	1.00

Edit Save Cancel Goto Time Entry

How to Read the Leave Balance Overview Screen

The ending balance shows the detailed activities for the pay period, which may include leave used, leave accrued, and/or leave adjusted.

It is updated every 15 minutes and only reflects the pay period selected.



Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Total Hours Available	01/19/2006	32.000	39.000	6.000	129.000
Pending Timesheet Hours	01/19/2006	1.000	1.000	1.000	1.000
		===============	===============	===============	=======
Net Hours Available	01/19/2006	31.000	38.000	5.000	128.000

Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Beginning Balance	12/30/2005	28.00	28.00	7.00	136.00
Accrual	01/12/2006	6.00	4.00	0.00	0.00
Adjustments	12/31/2005	5.00	15.00	0.00	1.00
Used	N/A	(7.00)	(8.00)	(1.00)	(8.00)
Ending Balance	01/12/2006	32.00	39.00	6.00	129.00
Pending Approval	N/A	1.00	1.00	1.00	1.00

Edit Save Cancel Goto Time Entry

How to Read the Leave Balance Overview Screen

The pending approval line contains **only** the pending hours for the pay period selected. This does not factor into the beginning or ending balances in the leave balance statement section.

It is updated every 15 minutes.

Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Total Hours Available	01/19/2006	32.000	39.000	6.000	129.000
Pending Timesheet Hours	01/19/2006	1.000	1.000	1.000	1.000
		===============	===============	===============	=======
Net Hours Available	01/19/2006	31.000	38.000	5.000	128.000

Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	MILITA
Beginning Balance	12/30/2005	28.00	28.00	7.00	136.00
Accrual	01/12/2006	6.00	4.00	0.00	0.00
Adjustments	12/31/2005	5.00	15.00	0.00	1.00
Used	N/A	(7.00)	(8.00)	(1.00)	(8.00)
Ending Balance	01/12/2006	32.00	39.00	6.00	129.00
Pending Approval	N/A	1.00	1.00	1.00	1.00

Edit | Save | Cancel | Goto Time Entry

How to Request Leave or Overtime

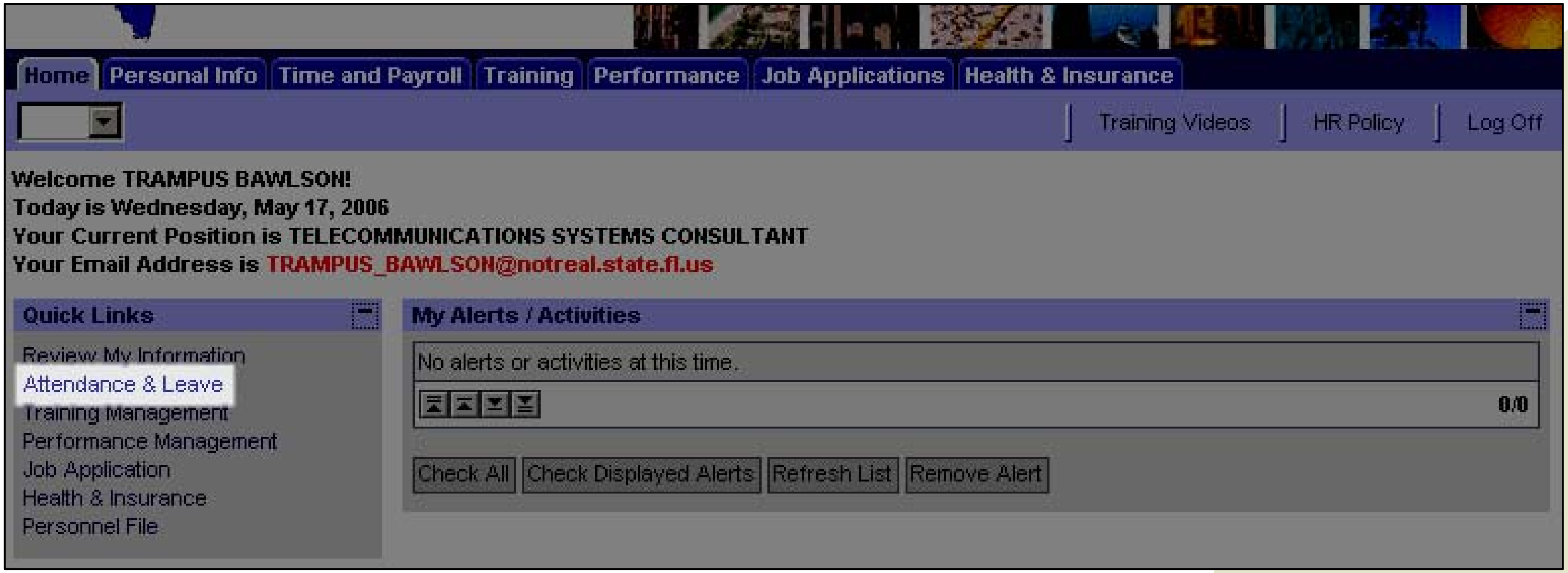
Before you take planned leave, you should submit a leave request to receive approval from your manager.

Additionally, if you would like to request permission to work overtime, you should submit an overtime request.

Remember that **requesting leave and/or overtime does not mean you have received approval.** See your supervisor if you have questions about your eligibility.

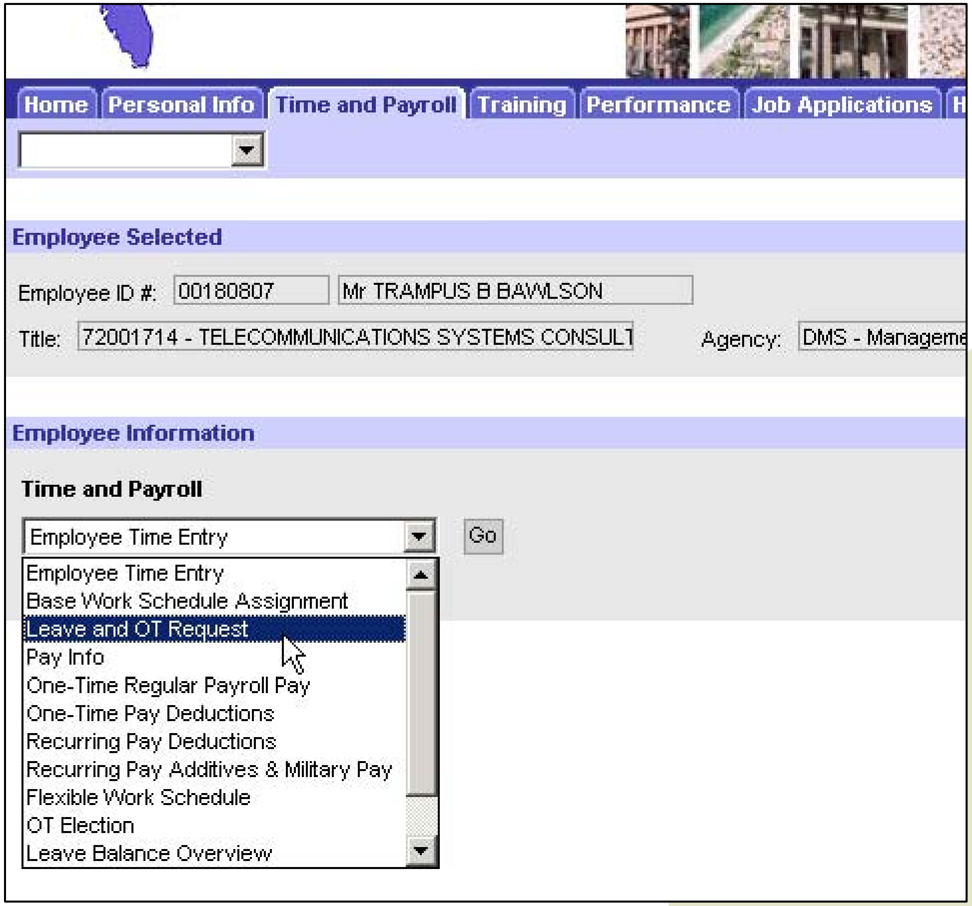
How to Request Leave or Overtime

To access the *leave and overtime request screen*, click the attendance and leave link in the quick links section on the left of your homepage.



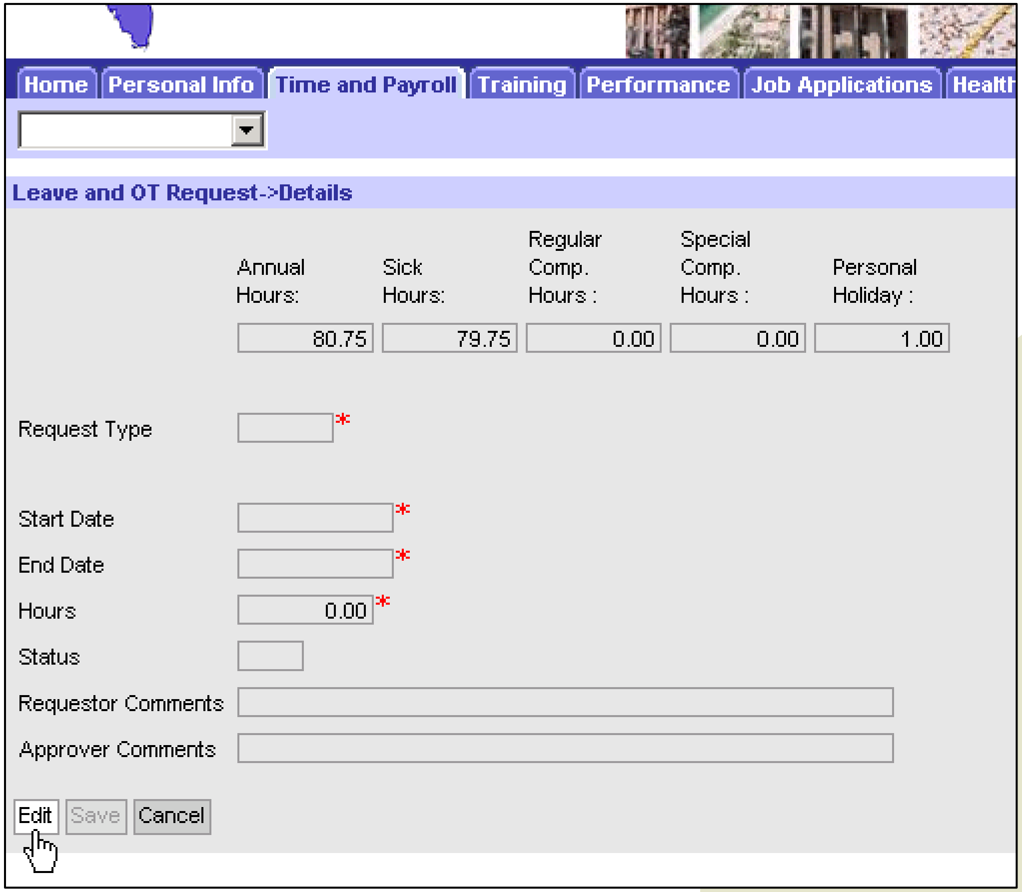
How to Request Leave or Overtime

In the time and payroll drop down menu, select leave and overtime request, and click GO.



How to Request Leave or Overtime

Click EDIT in the lower left hand corner.



How to Request Leave or Overtime

Complete the required fields with red asterisks beside them.

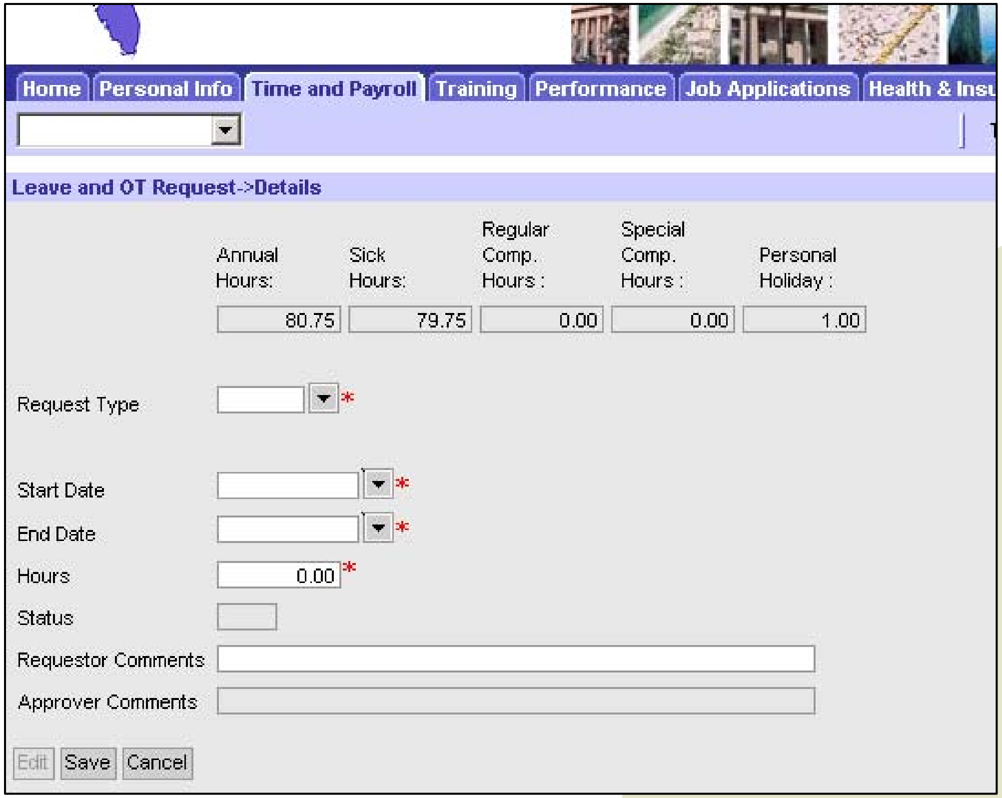
Click the down arrow to open the request type menu and select the correct code.

Select the start and end date(s) by opening the help calendars.

Type in the number of hours you are requesting.

Comments are not necessary, but are recommended.

Click SAVE to route your request to your manager.



How to Request Leave or Overtime

After you have clicked SAVE, you will see the following *overview screen* for your leave or overtime request.

Notice the status of the approval is pending. The status message will change once your manager has approved or denied your request. Additionally, you will receive an alert on your homepage notifying you of the status.

Leave and OT Request->Overview

	Request Type	FMLA	Start Date	End Date	Total Hours	Status	Requestor Comments	Approver Comments
○	ANNUAL LEAVE		06/19/2006	06/30/2006	80.00	approval still pending	Family trip to Tennessee	

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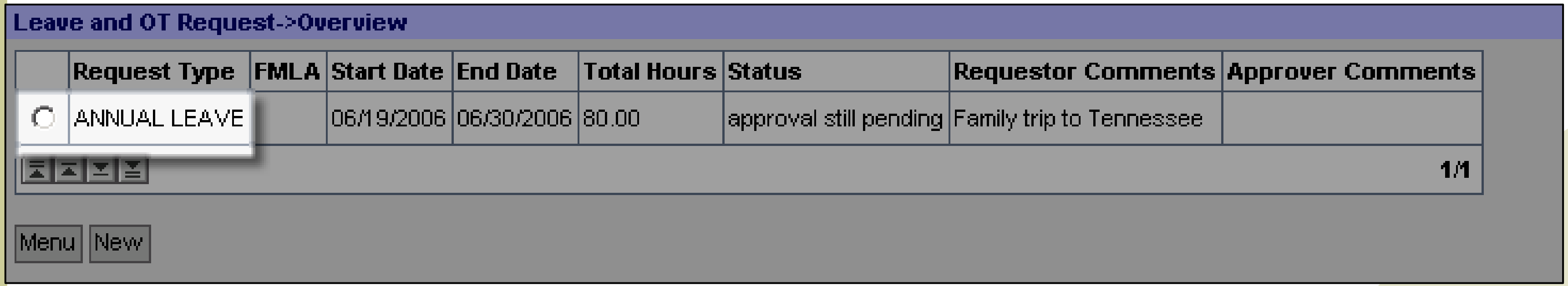
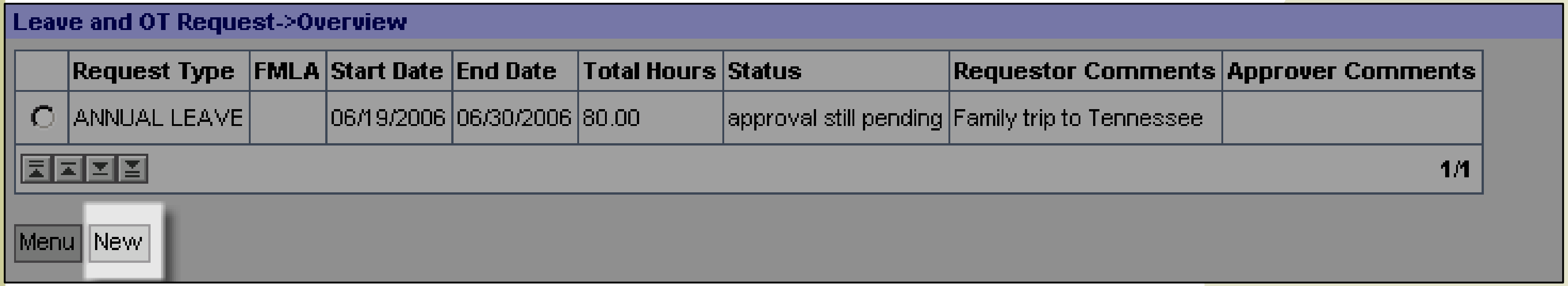
Menu New

How to Request Leave or Overtime

To make changes to your request, click the radio button to the left, then click EDIT and update the information as needed.



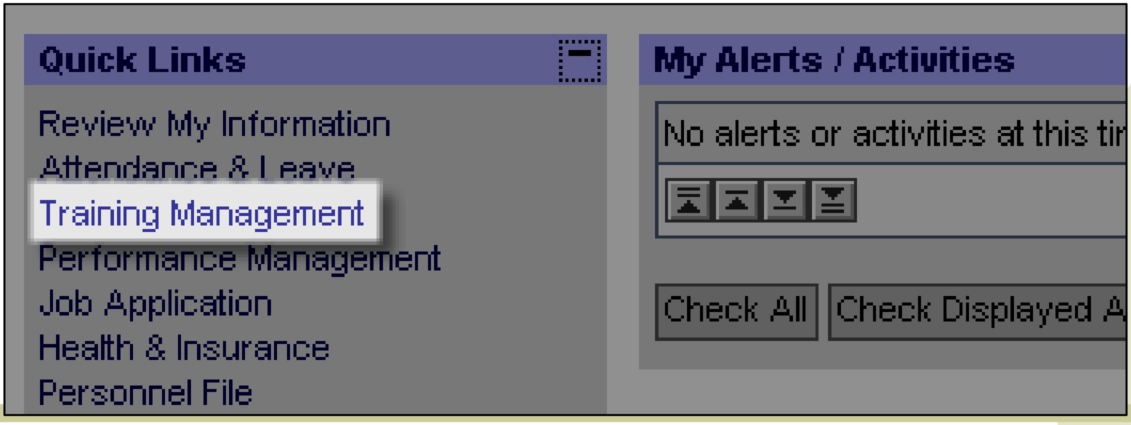
To create a new request, click NEW and follow the same steps.



How to View Training Courses

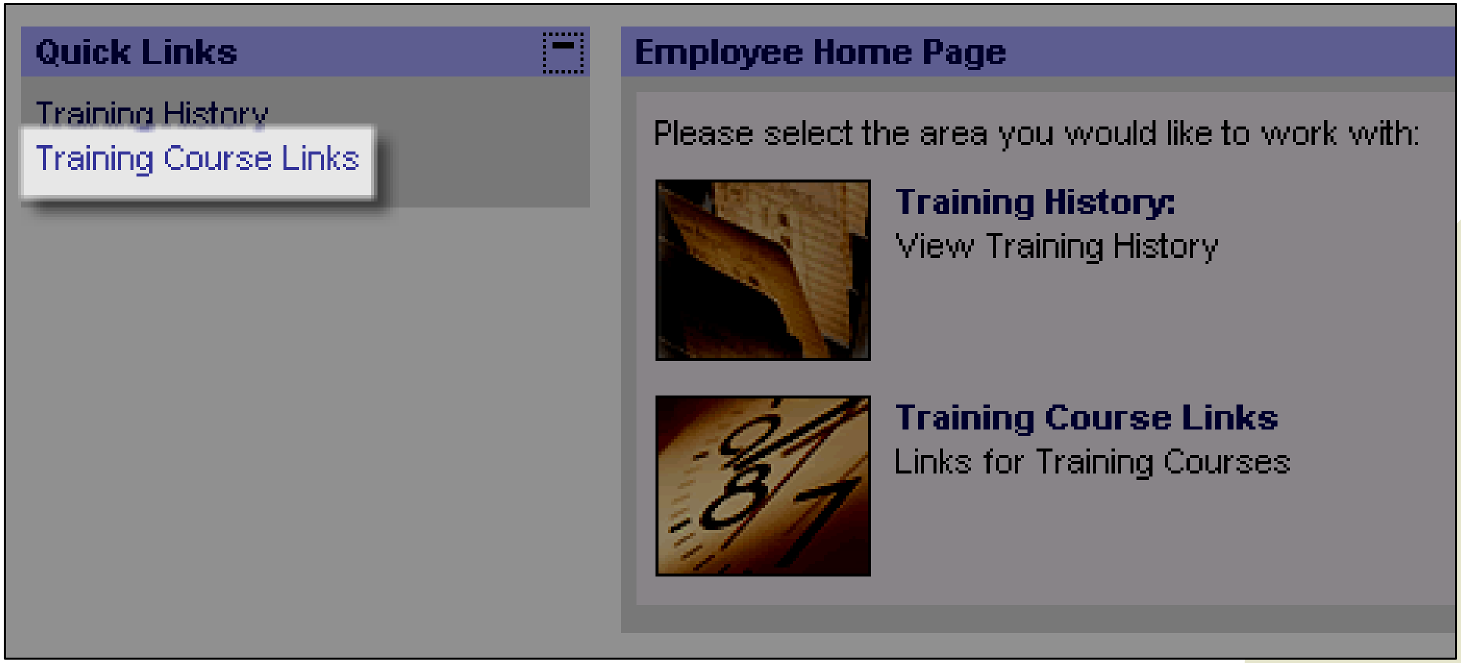
If your agency participates in online training through the People First system, you may utilize the State of Florida training courses. **It is your responsibility to notify your manager when you have completed a course so that it can be recorded in the system.**

To access the training courses, click the training management link in the quick links section on the People First homepage.



How to View Training Courses

Click training course links in the quick links section or click the training course links icon.



How to View Training Courses

Click the format link for the course you wish to view. Flash video format (if your agency allows Flash) has narration of all slides in the presentation. The PDF presentation has no narration.

eLearning Course Links->Details

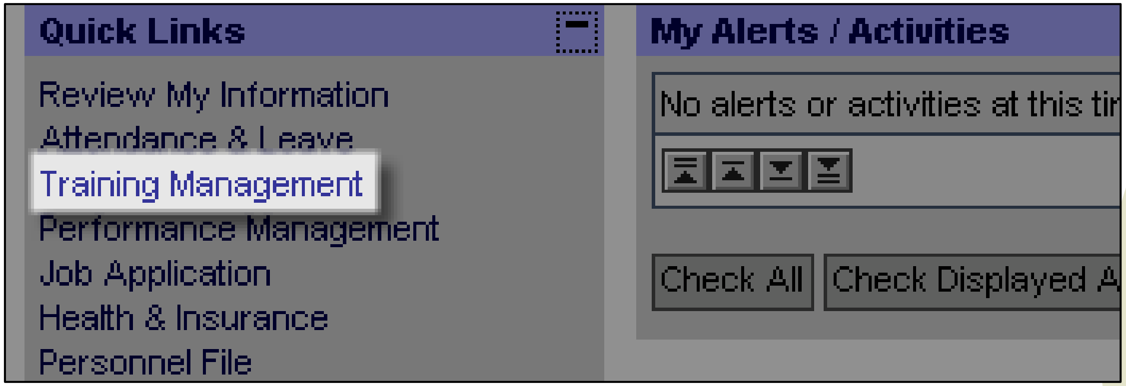
Course Name	Flash Video	PDF	Begin Date	End Date
State of Florida Sexual Harassment Awareness Training	Click Here	Click Here	01/01/2006	12/31/2006
State of Florida Ethics Training	Click Here	Click Here	01/01/2006	12/31/2006
State of Florida Diversity Training	Click Here	Click Here	01/01/2006	12/31/2006
State of Florida Supervisor Orientation	Click Here	Click Here	01/01/2006	12/31/2006
State of Florida Americans with Disabilities Act (ADA)Training for Employees	Click Here	Click Here	01/01/2006	12/31/2006
State of Florida New Employee Orientation	Click Here	Click Here	01/01/2006	12/31/2006
State of Florida Safety in the Workplace Training	Click Here	Click Here	01/01/2006	12/31/2006
State of Florida Customer Service Training	Click Here	Click Here	01/01/2006	12/31/2006
State of Florida Leadership Training	Click Here	Click Here	01/01/2006	12/31/2006

Edit Save Cancel

How to View Your Training History

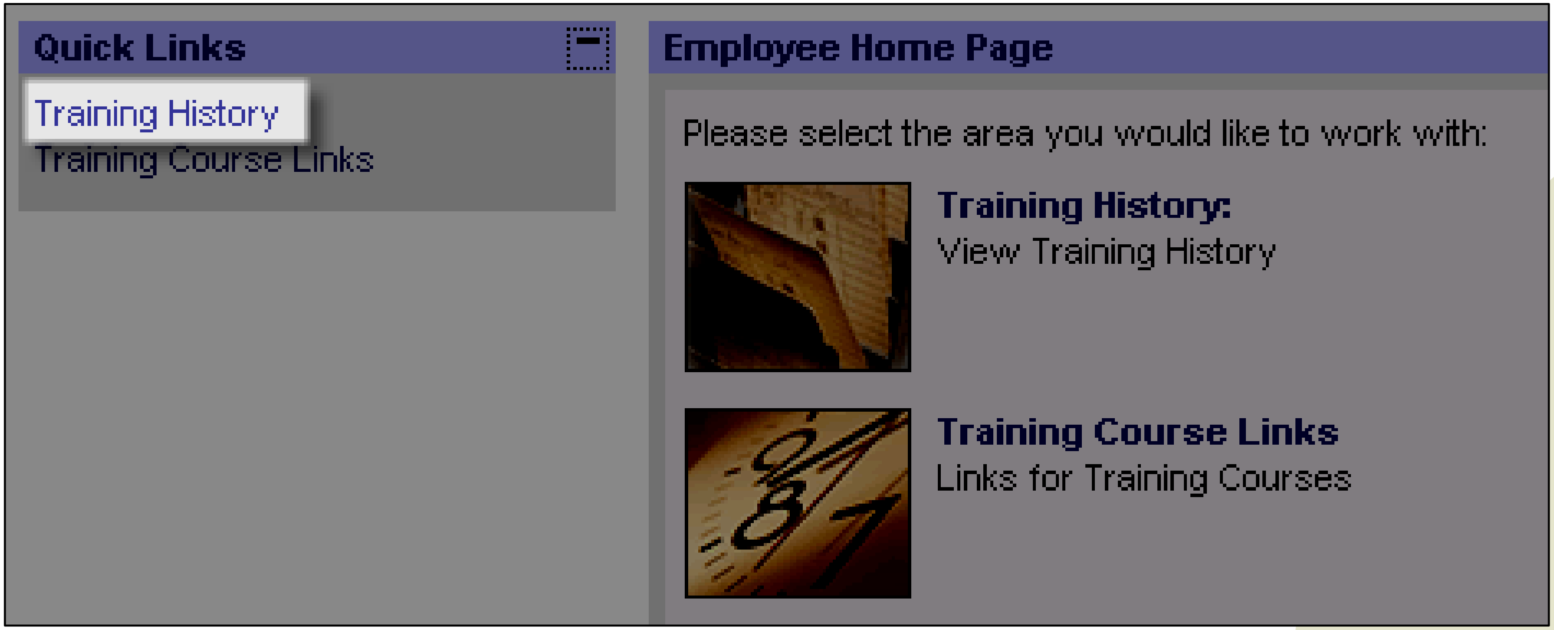
If your agency uses the training history through the People First system, you will be able to see the State of Florida and/or agency specific courses you have taken. **It is your responsibility to notify your supervisor when you have completed a course so that it can be recorded in the system.**

To view your training history, click the training management link in the quick links section on the People First homepage.



How to View Your Training History

Click the training history link in the quick links section or click the training history icon.



How to View Your Training History

Once your manager has entered the course(s) you have taken, you will see an overview screen. Click the radio button next to any course to view the details of the course.

Employee Training Entry->Overview

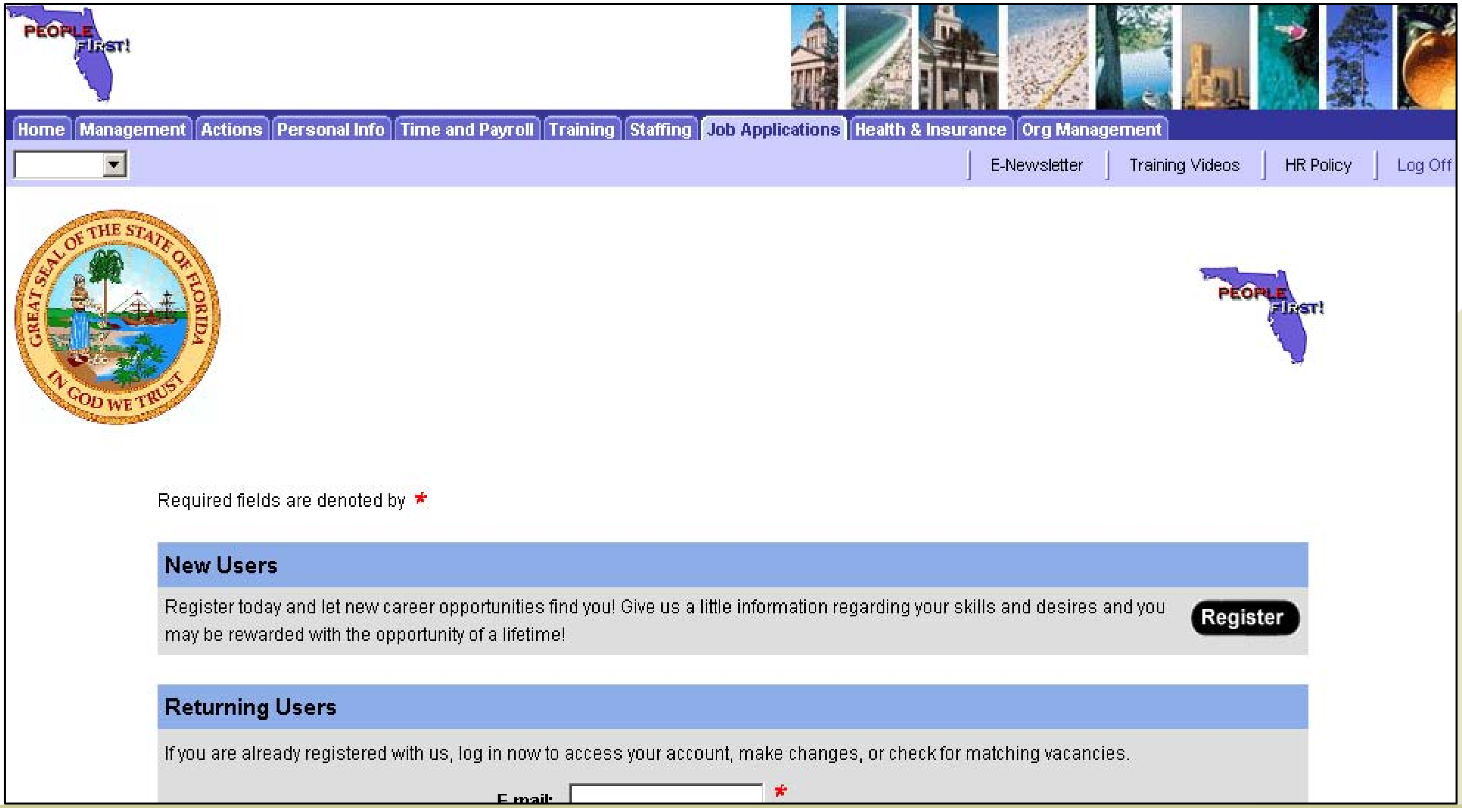
	Course	Completion Date	Score
○	Advanced Microsoft Word	03/13/2000	N/A
○	Introduction to Powerpoint A	06/08/2004	Pass
○	DMS Web Design	03/07/2006	Pass

1/2

Menu New

Job Applications

Click the Job Applications tab to access the State of Florida Job Search website.



Health and Insurance

You may access the benefits section of People First by either clicking the Health and Insurance tab at the top of your screen or by clicking the Health and Insurance link in the quick links section on the left.

For specific directions on how to use the benefits screens, go to http://dms.myflorida.com/human_resource_support/people_first/for_state_employees/training_videos and watch the *How to Navigate the Health and Insurance Section* video.

Documentation Deadline

- If you are a new employee, you have **60 days** from your date of hire to make an insurance election. If you do not make an election within this time frame, then your next available opportunity will be during the annual open enrollment period.
- Pursuant to Rule 60P-2.002, **you must supply documentation**, such as a marriage license and birth certificates, to the Service Center as proof of your dependents.

Open Enrollment

- Each year you can enroll, change, or cancel your benefits elections, which will take effect the following January.
- Use the Health and Insurance section during open enrollment time to make your selections.

Training Videos Link

If you would like to see demonstrations of People First tasks, remember to click the training videos link within People First or go to the link below:

http://dms.myflorida.com/human_resource_support/people_first/for_state_employees/training_videos

Finally

Remember to call the People First Service Center toll free at 866-663-4735 if you have any questions related to People First.

Welcome to your new position with the State of Florida and

Thank you for using People First!