

# People First!

## New Employee Orientation

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\*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**



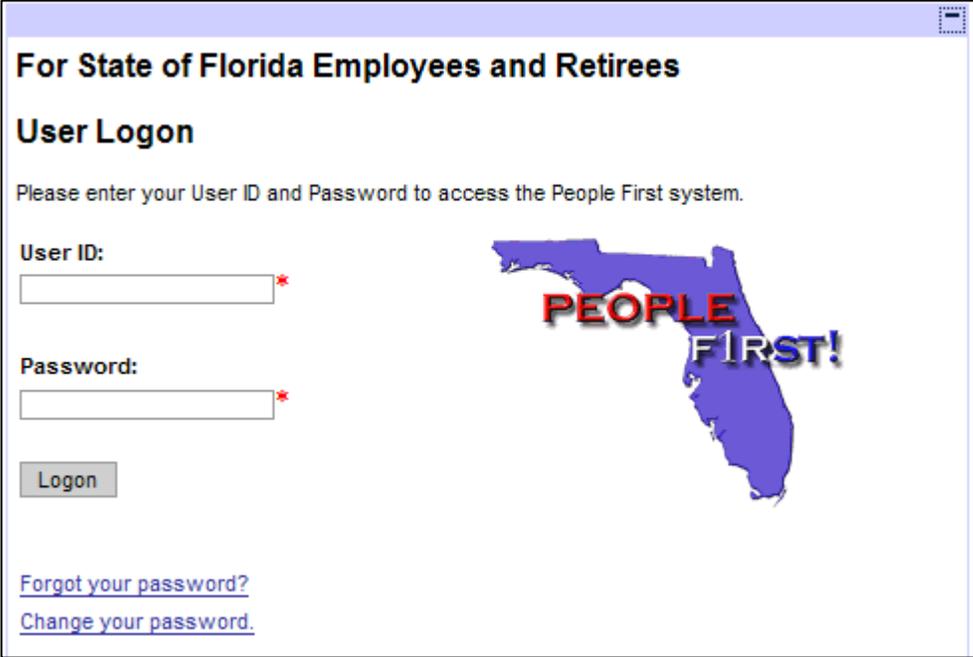
# Log in to People First

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>

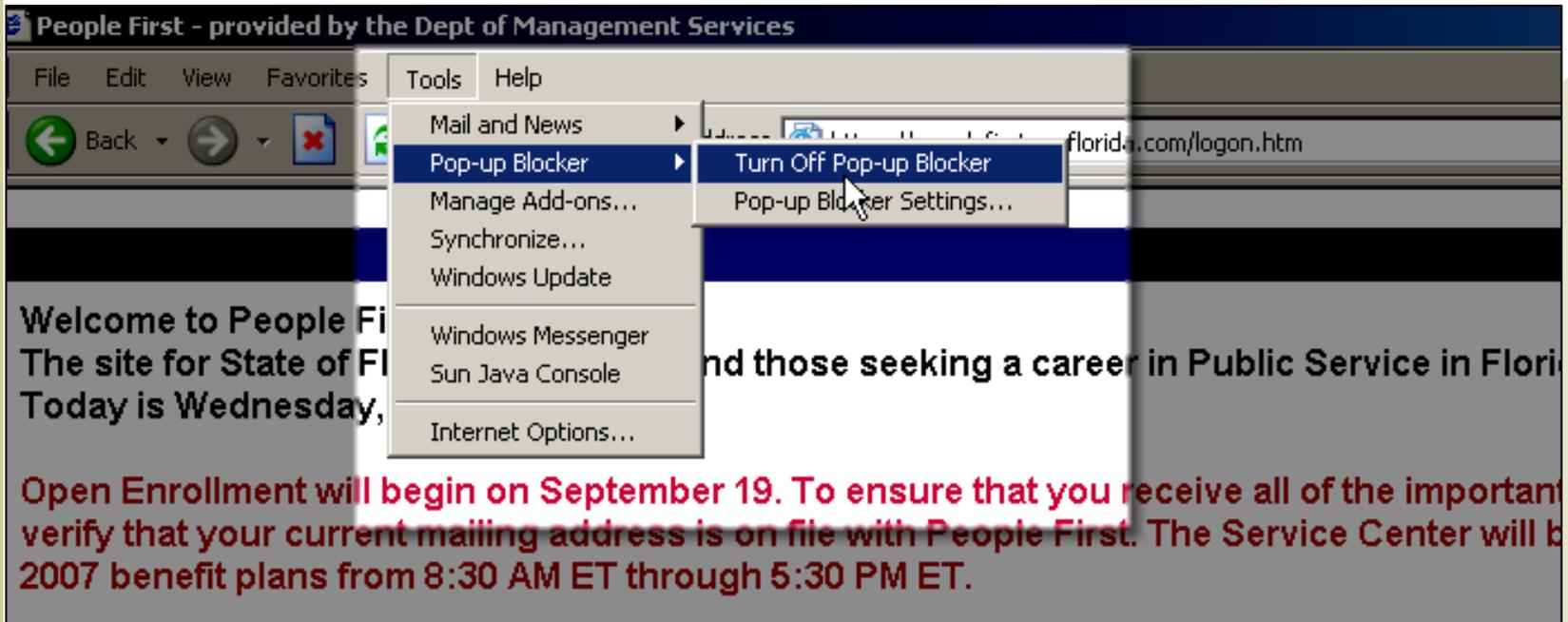
- Enter your ID and temporary password.
- Click LOGON.



The screenshot shows a web browser window with a title bar. The page content includes the heading "For State of Florida Employees and Retirees" and "User Logon". Below this is a prompt: "Please enter your User ID and Password to access the People First system." There are two input fields: "User ID:" and "Password:", each followed by a red asterisk. A "Logon" button is positioned below the password field. To the right of the input fields is a graphic of the state of Florida in blue, with the words "PEOPLE" and "FIRST!" overlaid in red and white. At the bottom of the page, there are two links: "Forgot your password?" and "Change your password."

# 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.

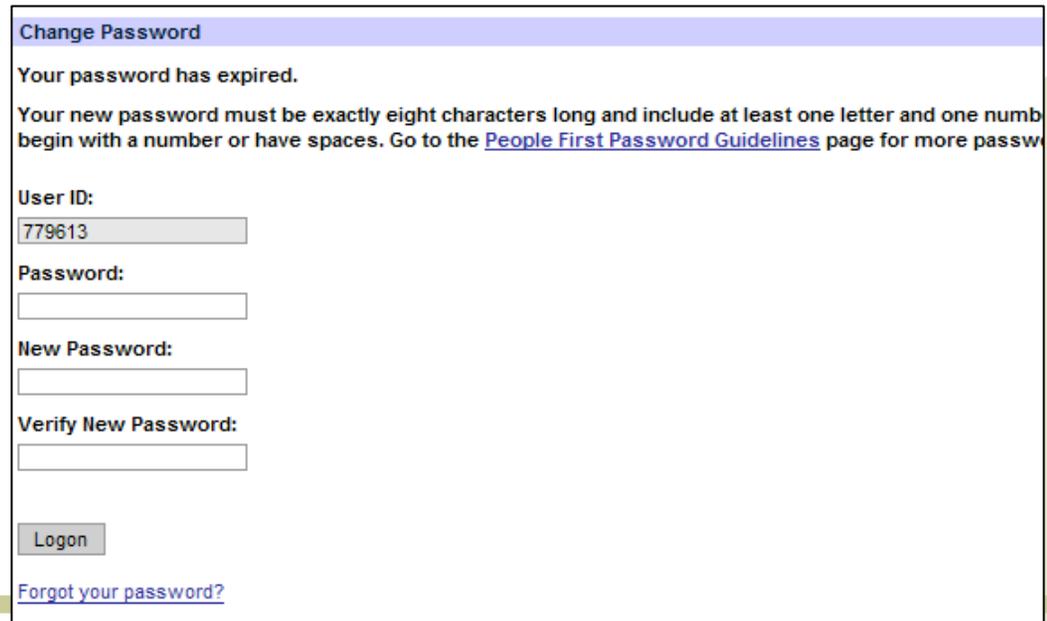
(If you have multiple layers of pop-up blockers, and if you choose not to use the override listed above, then you must turn off all pop-up blockers.)

# 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.



The screenshot shows a web form titled "Change Password" with a light blue header. Below the header, a message states: "Your password has expired. Your new password must be exactly eight characters long and include at least one letter and one number. It must begin with a number or have spaces. Go to the [People First Password Guidelines](#) page for more password requirements." The form contains four input fields: "User ID:" with the value "779613", "Password:", "New Password:", and "Verify New Password:". At the bottom, there is a "Logon" button and a link for "Forgot your password?".

# 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

# Forgot Your Password?

Click the “Forgot your password?” link.

**For State of Florida Employees and Retirees**

**User Logon**

Please enter your User ID and Password to access the People First system.

User ID:  
\*

Password:  
\*

**Invalid password.**

[Forgot your password?](#)

[Change your password.](#)



# 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.

**Step 1 - Personal Info**

To reset your password, please enter the following information.

People First User ID:

Last 5 of Your Social Security Number:

Date of Birth (MMDDYY):

Click Verify to go to Step 2.

**Step 2 - Security Question**

Please enter your answer to the security question.

Click Verify to go to Step 3.

**Step 3 - New Password**

Your new password must be exactly eight characters long and include at least one number, one letter, and one special character. Go to the [People First Password Guide](#)

# 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.

The screenshot shows the People First homepage for user TRAMPUS BAWLSON. At the top left is a logo with the text "PEOPLE FIRST!" and a map of Florida. To the right is a horizontal banner with several small images: a building, a road, a building, a crowd, a tree, a building, a person, a tree, and an orange. Below the banner is a navigation bar with tabs for "Home", "Personal Info", "Time and Payroll", "Training", "Job Applications", and "Health & Insurance". To the right of these tabs are links for "E-Newsletter", "Training Videos", "EAP", and "Log Off".

Welcome **TRAMPUS BAWLSON!**  
Today is **Thursday, June 22, 2006**  
Your Current Position is **TELECOMMUNICATIONS SYSTEMS CONSULTANT**  
Your Email Address is **TRAMPUS\_BAWLSON@notreal.state.fl.us**

**Quick Links**

- Review My Information
- Attendance & Leave
- Training Management
- Performance Management
- Job Application
- Health & Insurance
- Personnel File

**My Alerts / Activities**

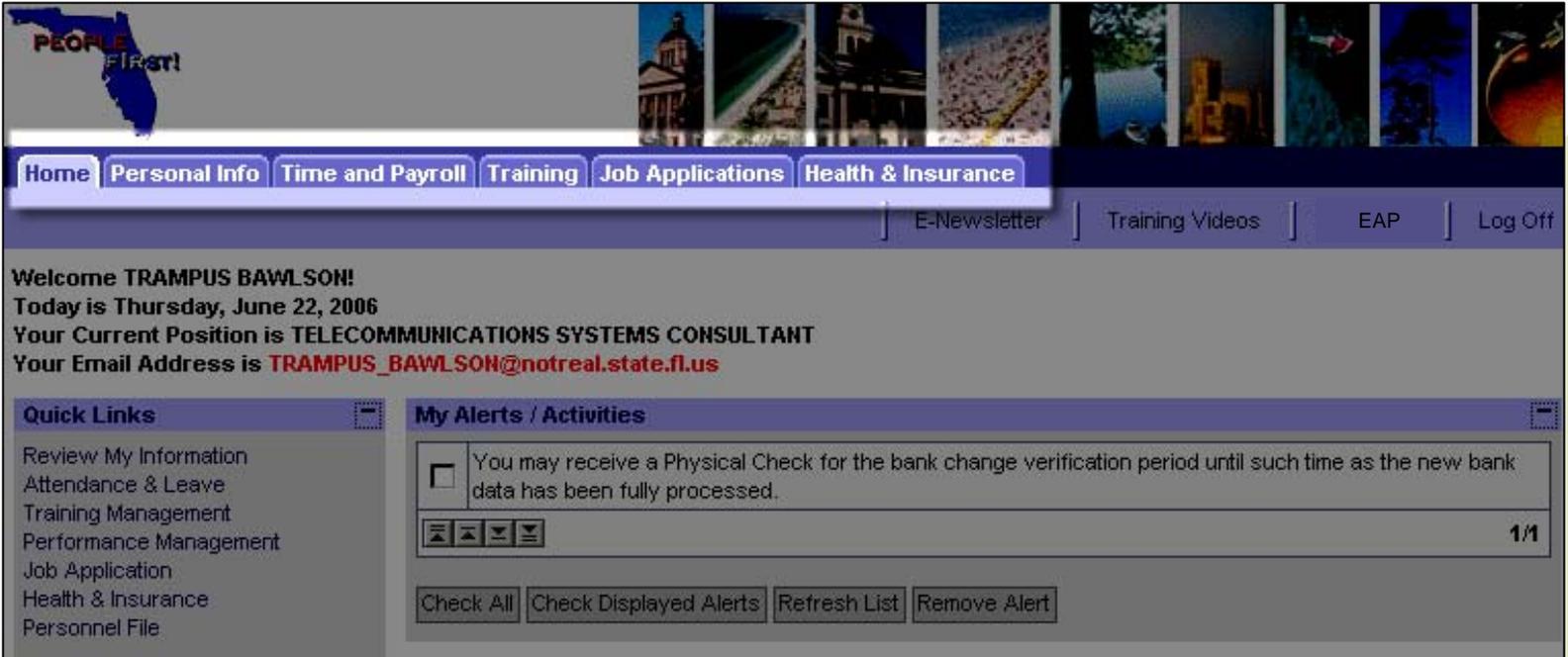
You may receive a Physical Check for the bank change verification period until such time as the new bank data has been fully processed.

1/1

Check All Check Displayed Alerts Refresh List Remove Alert

# Navigation Tabs

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



The screenshot displays a web application interface. At the top left, there is a logo with the text "PEOPLE FIRST" and a map of Florida. To the right of the logo is a horizontal row of nine small images. Below these images is a navigation bar with six tabs: "Home", "Personal Info", "Time and Payroll", "Training", "Job Applications", and "Health & Insurance". To the right of these tabs are four more links: "E-Newsletter", "Training Videos", "EAP", and "Log Off". Below the navigation bar, the user is greeted with the message "Welcome TRAMPUS BAWLSON!" and the date "Today is Thursday, June 22, 2006". The user's current position is listed as "TELECOMMUNICATIONS SYSTEMS CONSULTANT" and their email address is "TRAMPUS\_BAWLSON@notreal.state.fl.us". Below this information are two main sections: "Quick Links" and "My Alerts / Activities". The "Quick Links" section contains a list of links: "Review My Information", "Attendance & Leave", "Training Management", "Performance Management", "Job Application", "Health & Insurance", and "Personnel File". The "My Alerts / Activities" section contains a single alert with a checkbox and the text "You may receive a Physical Check for the bank change verification period until such time as the new bank data has been fully processed." Below the alert are three small icons and the number "1/1". At the bottom of the "My Alerts / Activities" section are four buttons: "Check All", "Check Displayed Alerts", "Refresh List", and "Remove Alert".

# 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.

The screenshot displays a web application interface. At the top left, there is a logo with the text "PEOPLE FIRST" and a map of Florida. To the right of the logo is a horizontal strip of images. Below this is a navigation menu with buttons for "Home", "Personal Info", "Time and Payroll", "Training", "Job Applications", and "Health & Insurance". To the right of the navigation menu are links for "E-Newsletter", "Training Videos", "EAP", and "Log Off".

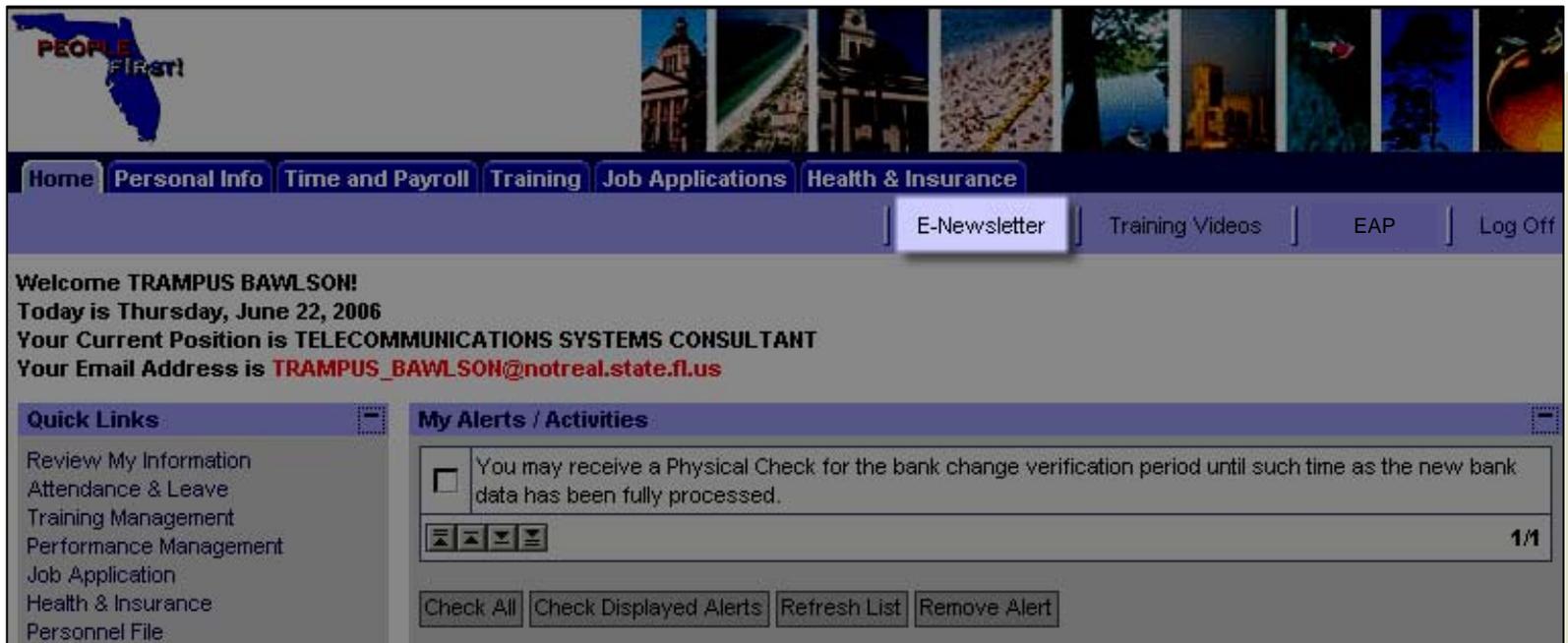
The main content area includes a welcome message: "Welcome TRAMPUS BAWLSON! Today is Thursday, June 22, 2006 Your Current Position is TELECOMMUNICATIONS SYSTEMS CONSULTANT Your Email Address is TRAMPUS\_BAWLSON@notreal.state.fl.us".

Below the welcome message are two sections:

- Quick Links**: A list of links including "Review My Information", "Attendance & Leave", "Training Management", "Performance Management", "Job Application", "Health & Insurance", and "Personnel File".
- My Alerts / Activities**: A section containing a checkbox for "You may receive a Physical Check for the bank change verification period until such time as the new bank data has been fully processed." Below this is a pagination indicator "1/1" and buttons for "Check All", "Check Displayed Alerts", "Refresh List", and "Remove Alert".

# E-Newsletter Link

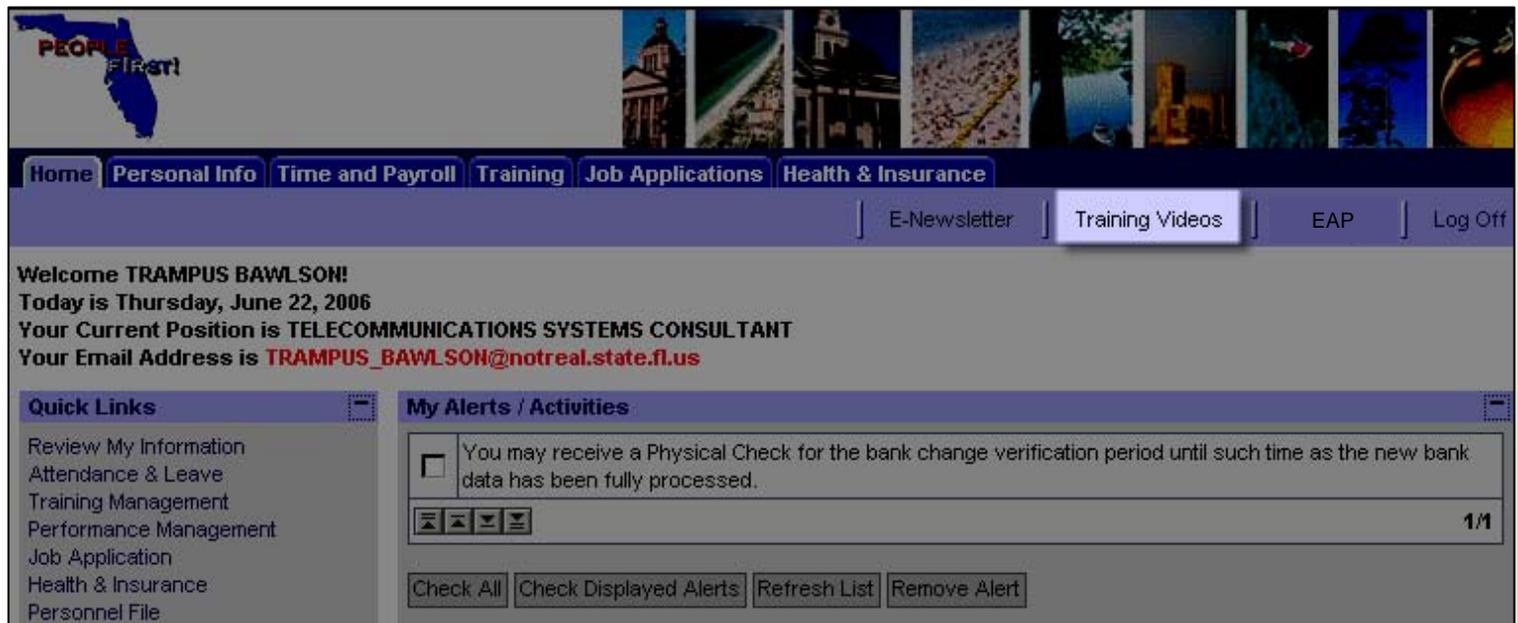
To read the latest in People First information, click the link to our e-newsletters. You will find articles related to using the system, benefits, and much more.



The screenshot displays the People First web application interface. At the top left, there is a logo with the text "PEOPLE First" and a map of Florida. Below the logo is a navigation bar with several menu items: Home, Personal Info, Time and Payroll, Training, Job Applications, and Health & Insurance. To the right of these items are links for E-Newsletter, Training Videos, EAP, and Log Off. The E-Newsletter link is highlighted with a white mouse cursor. Below the navigation bar, the user is greeted with a welcome message: "Welcome TRAMPUS BAWLSON! Today is Thursday, June 22, 2006. Your Current Position is TELECOMMUNICATIONS SYSTEMS CONSULTANT. Your Email Address is TRAMPUS\_BAWLSON@notreal.state.fl.us". Below this message are two main sections: "Quick Links" and "My Alerts / Activities". The "Quick Links" section contains a list of links: Review My Information, Attendance & Leave, Training Management, Performance Management, Job Application, Health & Insurance, and Personnel File. The "My Alerts / Activities" section contains a single alert: "You may receive a Physical Check for the bank change verification period until such time as the new bank data has been fully processed." Below the alert are navigation controls and a "1/1" indicator. At the bottom of the alert section are four buttons: Check All, Check Displayed Alerts, Refresh List, and Remove Alert.

# 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.



The screenshot displays the People First system interface. At the top left is the "PEOPLE First" logo with a map of Florida. A navigation bar contains links for Home, Personal Info, Time and Payroll, Training, Job Applications, and Health & Insurance. Below this is a secondary bar with E-Newsletter, Training Videos (highlighted), EAP, and Log Off. The main content area shows a welcome message for TRAMPUS BAWLSON, dated Thursday, June 22, 2006, with the current position of TELECOMMUNICATIONS SYSTEMS CONSULTANT and email address TRAMPUS\_BAWLSON@notreal.state.fl.us. On the left is a "Quick Links" menu with items like Review My Information, Attendance & Leave, Training Management, Performance Management, Job Application, Health & Insurance, and Personnel File. On the right is a "My Alerts / Activities" section with a notification about a physical check for bank change verification, a pagination indicator "1/1", and buttons for Check All, Check Displayed Alerts, Refresh List, and Remove Alert.

# EAP Link

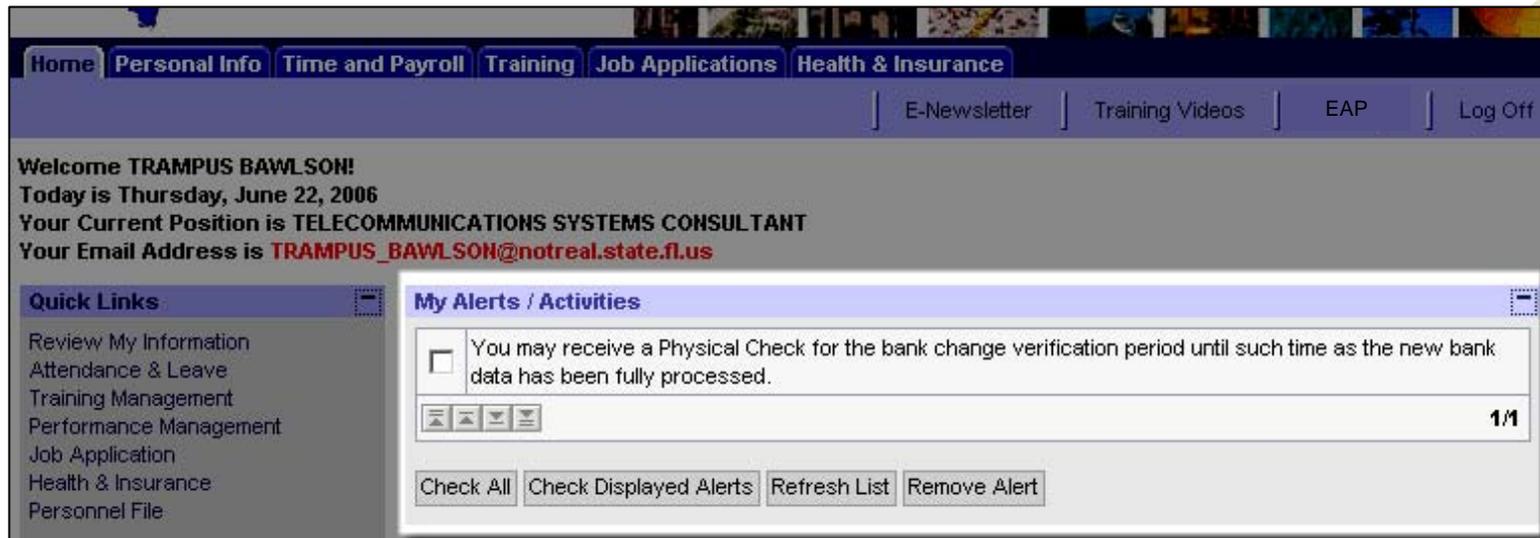
Click the EAP link to go to the Horizon Health Employee Assistance Program website.

The screenshot shows a web portal interface. At the top left is a logo with a map of Florida and the text "PEOPLE FIRST". Below this is a horizontal navigation bar with tabs: "Home", "Personal Info", "Time and Payroll", "Training", "Job Applications", and "Health & Insurance". To the right of these tabs are links for "E-Newsletter", "Training Videos", "EAP" (highlighted), and "Log Off". Below the navigation bar, the user is greeted with: "Welcome TRAMPUS BAWLSON!", "Today is Thursday, June 22, 2006", "Your Current Position is TELECOMMUNICATIONS SYSTEMS CONSULTANT", and "Your Email Address is TRAMPUS\_BAWLSON@notreal.state.fl.us". The main content area is divided into two sections: "Quick Links" on the left, listing "Review My Information", "Attendance & Leave", "Training Management", "Performance Management", "Job Application", "Health & Insurance", and "Personnel File"; and "My Alerts / Activities" on the right, which contains a single alert: "You may receive a Physical Check for the bank change verification period until such time as the new bank data has been fully processed." Below the alert are navigation controls and a "1/1" indicator. At the bottom of the alert section are buttons for "Check All", "Check Displayed Alerts", "Refresh List", and "Remove Alert".

# 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.

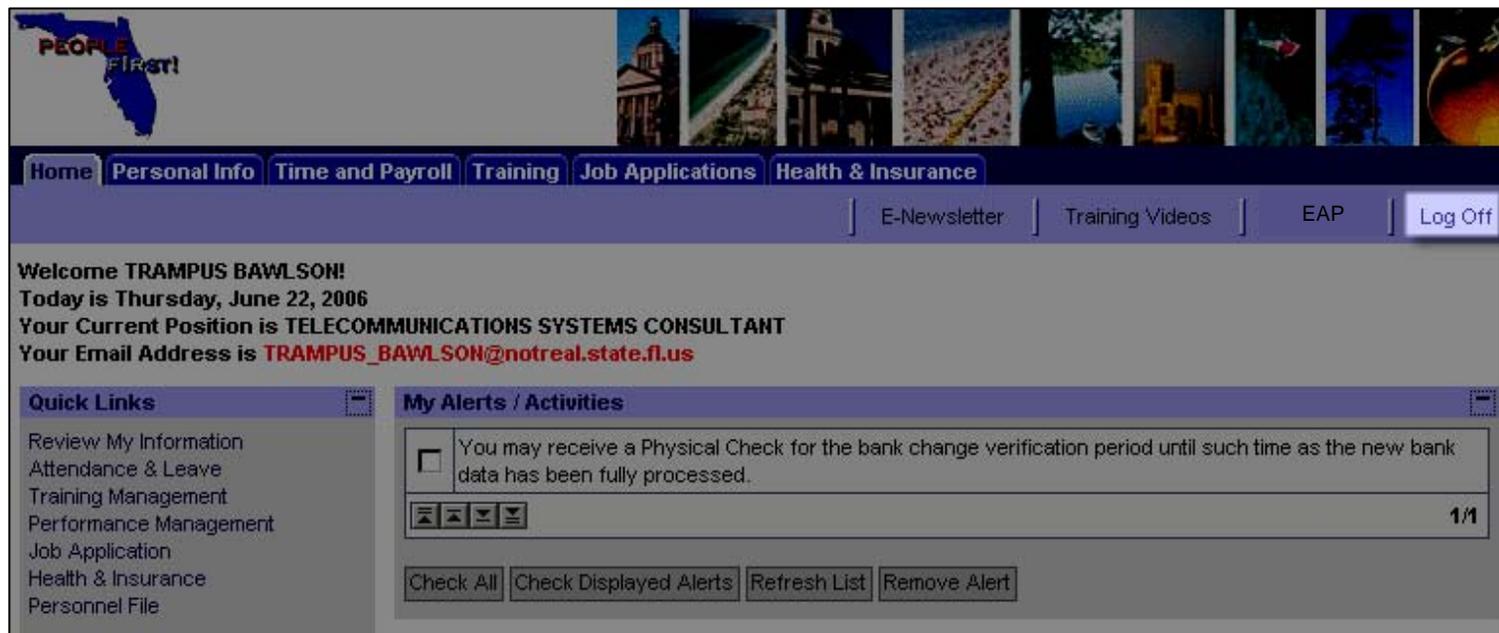


The screenshot shows a web portal interface. At the top, there is a navigation bar with tabs for Home, Personal Info, Time and Payroll, Training, Job Applications, and Health & Insurance. Below this, there are links for E-Newsletter, Training Videos, EAP, and Log Off. The main content area displays a welcome message for TRAMPUS BAWLSON, dated Thursday, June 22, 2006, and identifies his position as TELECOMMUNICATIONS SYSTEMS CONSULTANT and email address as TRAMPUS\_BAWLSON@notreal.state.fl.us. On the left, there is a 'Quick Links' menu with options like Review My Information, Attendance & Leave, Training Management, Performance Management, Job Application, Health & Insurance, and Personnel File. The central 'My Alerts / Activities' section shows a single alert with a checkbox and the text: 'You may receive a Physical Check for the bank change verification period until such time as the new bank data has been fully processed.' Below the alert are navigation icons and a '1/1' indicator. At the bottom of the alert section are buttons for 'Check All', 'Check Displayed Alerts', 'Refresh List', and '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.



The screenshot displays a web portal interface. At the top left, there is a logo with the text "PEOPLE FIRST!" and a map of Florida. Below this is a horizontal navigation bar with tabs for "Home", "Personal Info", "Time and Payroll", "Training", "Job Applications", and "Health & Insurance". To the right of these tabs are links for "E-Newsletter", "Training Videos", "EAP", and "Log Off". The main content area begins with a welcome message: "Welcome TRAMPUS BAWLSON! Today is Thursday, June 22, 2006 Your Current Position is TELECOMMUNICATIONS SYSTEMS CONSULTANT Your Email Address is TRAMPUS\_BAWLSON@notreal.state.fl.us". Below this, there are two sections: "Quick Links" on the left, listing "Review My Information", "Attendance & Leave", "Training Management", "Performance Management", "Job Application", "Health & Insurance", and "Personnel File"; and "My Alerts / Activities" on the right, which contains a notification: "You may receive a Physical Check for the bank change verification period until such time as the new bank data has been fully processed." with a "1/1" indicator and buttons for "Check All", "Check Displayed Alerts", "Refresh List", and "Remove Alert".

# 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.

The screenshot displays a user interface for the People First system. At the top, it shows the user's current position as "TELECOMMUNICATIONS SYSTEMS CONSULTANT" and their email address as "TRAMPUS\_BAWLSON@notreal.state.fl.us". Below this, there are two main sections: "Quick Links" and "My Alerts / Activities".

**Quick Links** (indicated by a minus sign icon):

- [Review My Information](#) (highlighted with a mouse cursor)
- [Attendance & Leave](#)
- [Training Management](#)
- [Performance Management](#)
- [Job Application](#)
- [Health & Insurance](#)
- [Personnel File](#)

**My Alerts / Activities** (indicated by a plus sign icon):

No alerts or activities at this time.

Navigation icons: Home, Back, Forward, Stop.

Buttons:

# How to Edit Your Personal Info

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

The screenshot shows a web portal interface. At the top left is a logo with a map of Florida and the text "PEOPLE First!". Below the logo is a navigation bar with tabs: Home, Personal Info, Time and Payroll, Training, Performance, Job Applications, and Health & Insurance. To the right of the navigation bar are links for Training Videos, HR Policy, and Log Off. Below the navigation bar is a search bar. The main content area is divided into sections. The first section is "Employee Selected" and contains fields for Employee ID #: 00180807, Name: Mr TRAMPUS B BAWLSON, Title: 72001714 - TELECOMMUNICATIONS SYSTEMS CONSUL, and Agency: DMS - Management Svcs. The second section is "Employee Information" and is divided into three columns: "Personal Info" with a dropdown menu set to "Direct Deposit" and a "Go" button; "Work Info" with a dropdown menu set to "Action History" and a "Go" button; and "Time and Payroll" with a dropdown menu set to "Employee Time Entry" and a "Go" button. Below these columns are red text warnings: "Personal Information may be View only." and "Work Information is View only."

# 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.

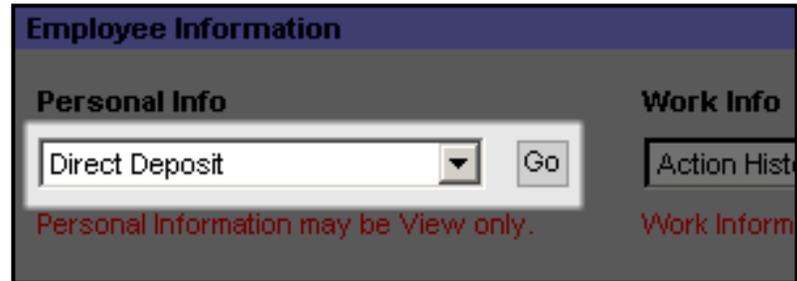
The diagram shows a check with the following fields and labels:

- NAME** (top left)
- ADDRESS** (top left)
- CITY, STATE ZIP** (top left)
- 0123** (top right)
- 01-23456789** (top right)
- DATE** (center)
- PAY TO THE ORDER OF** (left)
- \$** (center)
- DOLLARS** (right)
- BANK NAME** (middle)
- ADDRESS** (middle)
- CITY, STATE ZIP** (middle)
- FOR** (bottom left)
- Bank Routing Number** (bottom left, pointing to 0123456789)
- Bank Account Number** (bottom center, pointing to 01234567890123)
- Check Number** (bottom right, pointing to 0123)

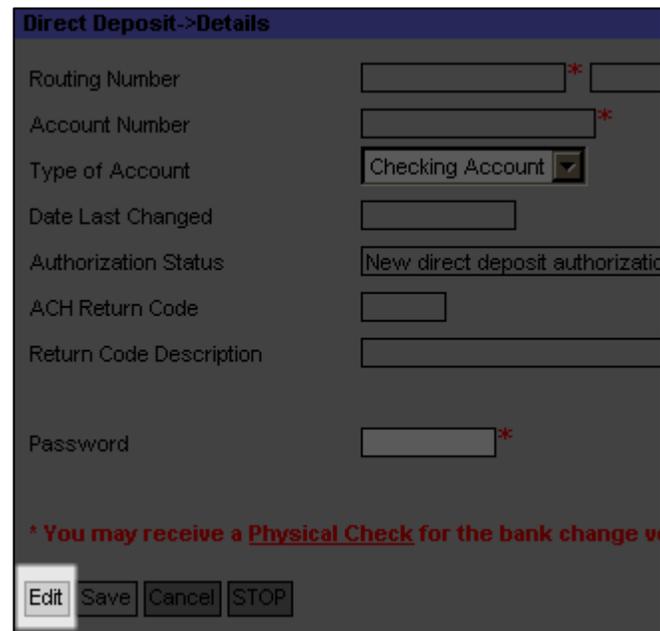
# Direct Deposit

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.



The screenshot shows the 'Employee Information' form. Under the 'Personal Info' section, there is a dropdown menu with 'Direct Deposit' selected and a 'Go' button next to it. Below this, a red message reads 'Personal Information may be View only.' To the right, under the 'Work Info' section, there is an 'Action History' button and another red message 'Work Inform'.



The screenshot shows the 'Direct Deposit->Details' form. It contains several fields: 'Routing Number' (with a red asterisk), 'Account Number' (with a red asterisk), 'Type of Account' (a dropdown menu set to 'Checking Account'), 'Date Last Changed', 'Authorization Status' (set to 'New direct deposit authorizati'), 'ACH Return Code', 'Return Code Description', and 'Password' (with a red asterisk). At the bottom, there is a red message: '\* You may receive a Physical Check for the bank change w'. Below the message are four buttons: 'Edit', 'Save', 'Cancel', and 'STOP'.

# Direct Deposit

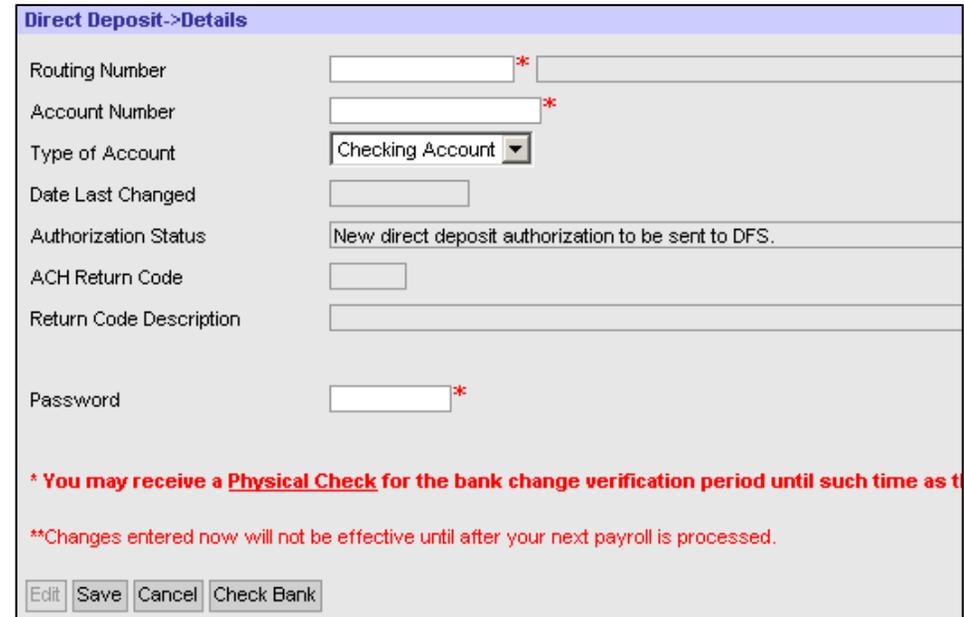
**Accurately type in the required information.**

**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.**



**Direct Deposit ->Details**

Routing Number  \*

Account Number  \*

Type of Account

Date Last Changed

Authorization Status

ACH Return Code

Return Code Description

Password  \*

\* You may receive a **Physical Check** for the bank change verification period until such time as t

\*\*Changes entered now will not be effective until after your next payroll is processed.

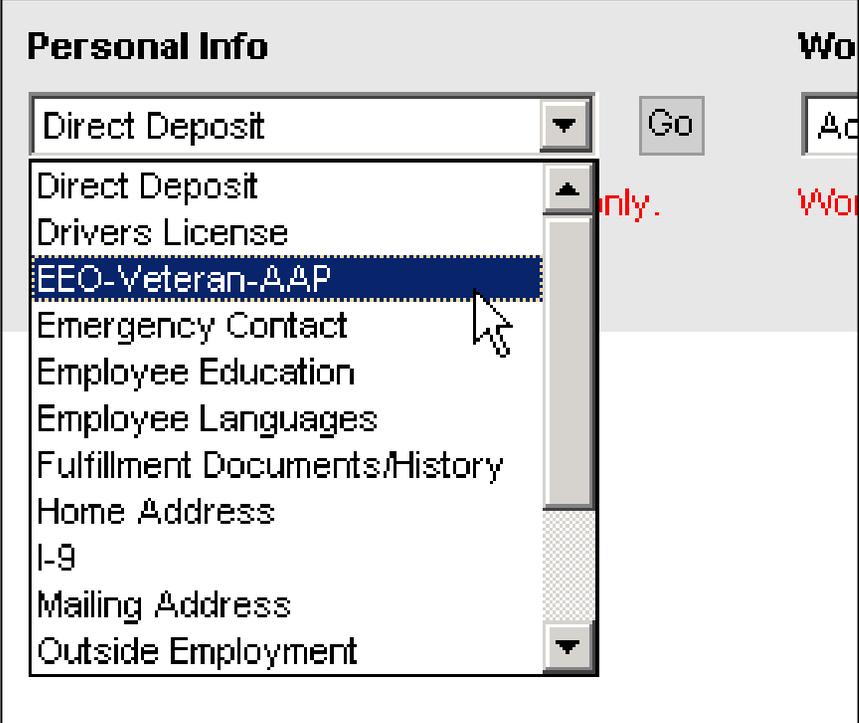
**Click MENU to return to the personal info homepage.**

# 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).



The screenshot shows a web form titled "Personal Info". A dropdown menu is open, displaying a list of options: "Direct Deposit", "Direct Deposit", "Drivers License", "EEO-Veteran-AAP", "Emergency Contact", "Employee Education", "Employee Languages", "Fulfillment Documents/History", "Home Address", "I-9", "Mailing Address", and "Outside Employment". The "EEO-Veteran-AAP" option is highlighted in blue, and a mouse cursor is pointing at it. To the right of the dropdown menu, there is a "Go" button. The text "Wo" is visible in the top right corner of the form area.

# EEO-Veteran-AAP

**EEO-Veteran-AAP->Details**

This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws.

Effective Date  \*      End Date  \*

Ethnic Origin  \*

Ethnicity

**Note:** At least one "Race Category" must be selected.

Race Category:

<input type="checkbox"/> White	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Hispanic or Latino
<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> Balance (Includes all other race categories not already noted above.)		

Military Status

Veteran's Preference Used

Military Status Eligible

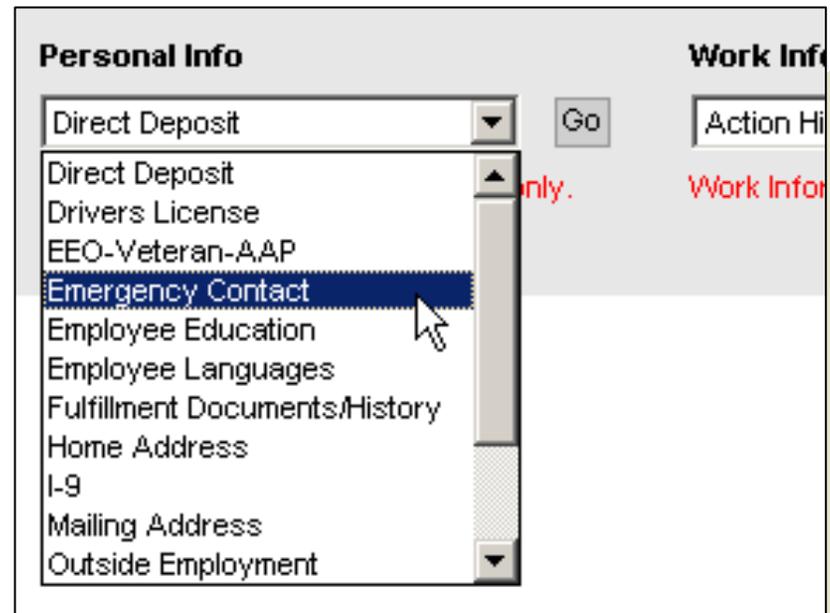
Military Active Date

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.



The screenshot shows a web form with two main sections: 'Personal Info' and 'Work Info'. In the 'Personal Info' section, there is a dropdown menu currently displaying 'Direct Deposit'. The dropdown is open, showing a list of options: 'Direct Deposit', 'Drivers License', 'EEO-Veteran-AAP', 'Emergency Contact' (which is highlighted in blue), 'Employee Education', 'Employee Languages', 'Fulfillment Documents/History', 'Home Address', 'I-9', 'Mailing Address', and 'Outside Employment'. A mouse cursor is pointing at the 'Emergency Contact' option. To the right of the dropdown is a 'Go' button. In the 'Work Info' section, there is a button labeled 'Action Hi' and some red text that is partially visible as 'only.' and 'Work Infor'.

# 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->Details**

Address Type	<input type="text" value="Emergency Contact"/>		
Effective Date	<input type="text" value="05/09/2006"/> ▼ *	End Date	<input type="text" value="12/31/9999"/> ▼ *
Name	<input type="text"/> *	Phone 1	<input type="text"/> *
Street Address 1	<input type="text"/>	Phone 2	<input type="text"/>
Street Address 2	<input type="text"/>	Pager	<input type="text"/>
City	<input type="text"/>		
State	<input type="text"/> ▼	County	<input type="text"/> ▼
Zip	<input type="text"/>		
Country	<input type="text" value="US"/> ▼ USA		
Relationship	<input type="text"/> *		

# 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**.

**Emergency Contact->Overview**

	Effective Date	End Date	Name	Relationship	Phone Number	Address
<input checked="" type="radio"/>	05/21/2004	12/31/9999	DOLLIE BELLOWS	MOTHER	8509242372	6908 SW 84TH DR

1/1

---

**Emergency Contact->Details**

Address Type:

Effective Date: \*      End Date: \*

Name: \*      Phone 1: \*

Street Address 1:       Phone 2:

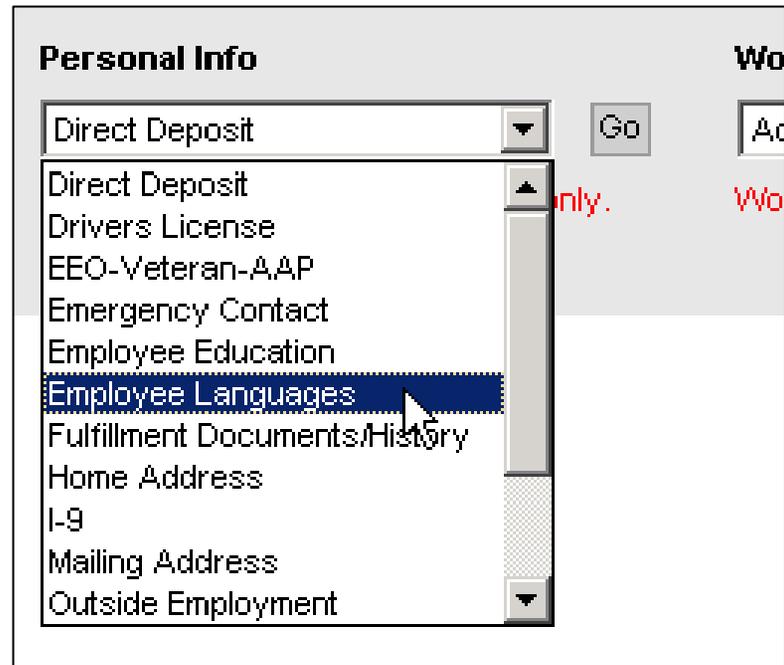
Street Address 2:       Pager:

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.

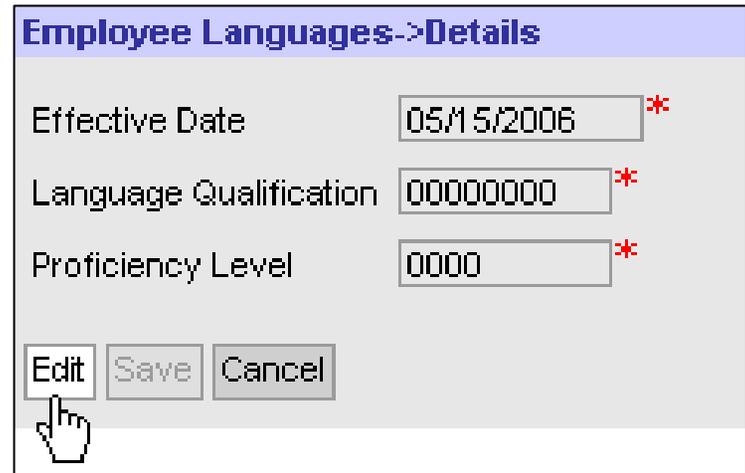
From the personal info drop down menu, select employee languages and click GO.



The screenshot shows a web application interface. At the top, there is a header area with the text 'Personal Info' on the left and 'Wo' on the right. Below the header, there is a dropdown menu currently displaying 'Direct Deposit'. The menu is open, showing a list of options: 'Direct Deposit', 'Drivers License', 'EEO-Veteran-AAP', 'Emergency Contact', 'Employee Education', 'Employee Languages' (which is highlighted in blue and has a mouse cursor over it), 'Fulfillment Documents/History', 'Home Address', 'I-9', 'Mailing Address', and 'Outside Employment'. To the right of the dropdown menu, there is a 'Go' button and a partially visible 'Ac' button. Below the 'Go' button, there is a red text label 'only.' and another red text label 'Wo'.

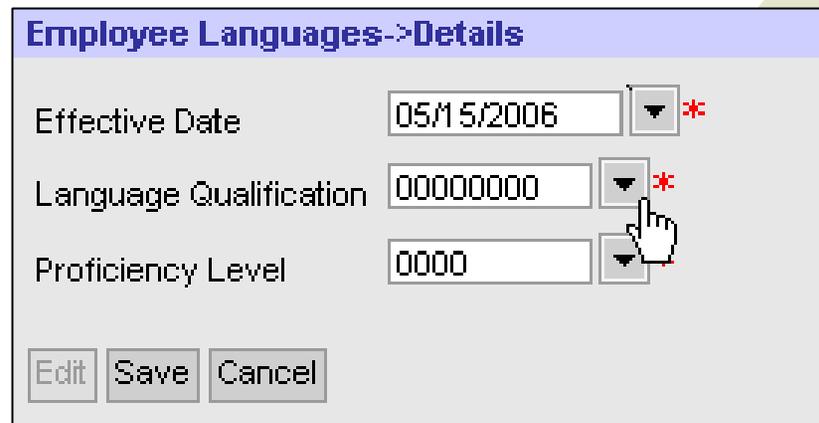
# Employee Languages

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



The screenshot shows a web form titled "Employee Languages->Details". It contains three input fields: "Effective Date" with the value "05/15/2006", "Language Qualification" with the value "00000000", and "Proficiency Level" with the value "0000". Each field has a red asterisk to its right. Below the fields are three buttons: "Edit", "Save", and "Cancel". A mouse cursor is pointing at the "Edit" button.

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



The screenshot shows the same "Employee Languages->Details" form. The "Effective Date" field is now a dropdown menu with "05/15/2006" selected. The "Language Qualification" field is also a dropdown menu with "00000000" selected. The "Proficiency Level" field remains a text input with "0000". A mouse cursor is pointing at the dropdown arrow of the "Language Qualification" field.

# 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.

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

# Employee Languages

Click the arrow to open the proficiency level help menu.

**Employee Languages->Details**

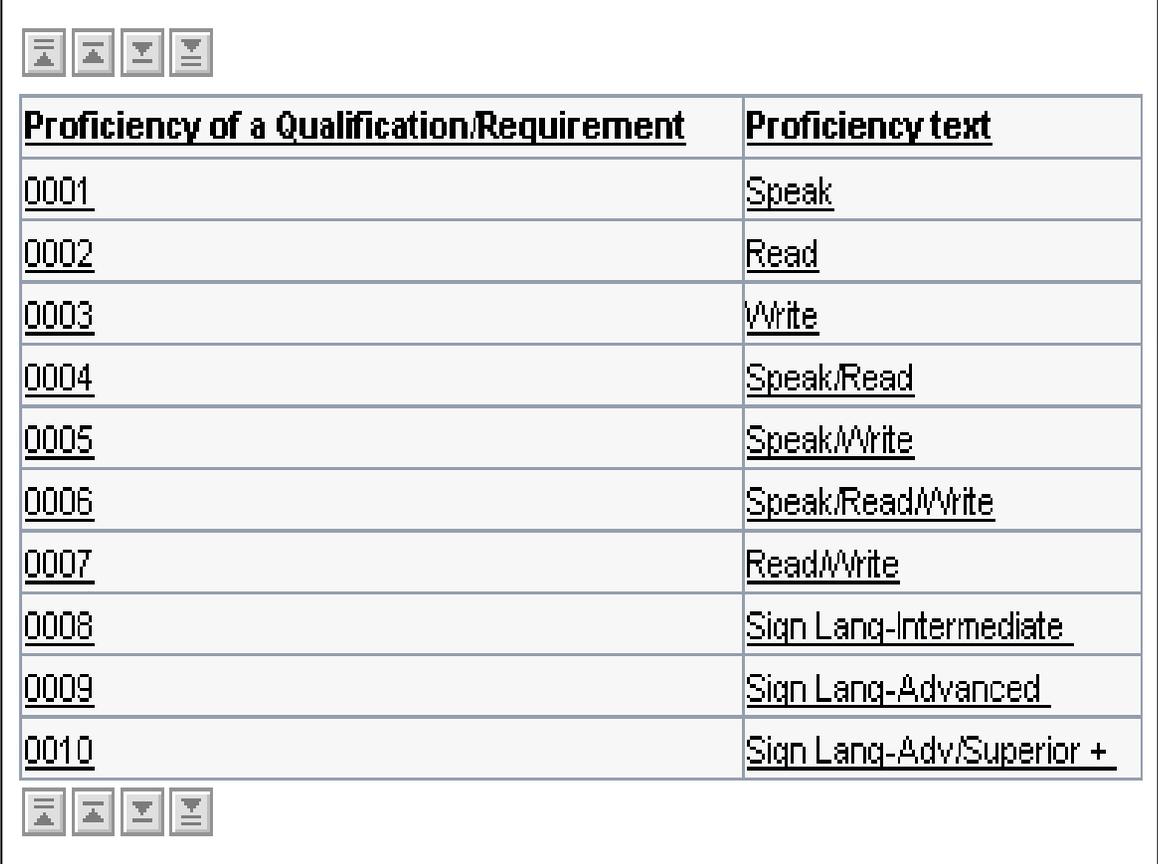
Effective Date	<input type="text" value="05/15/2006"/>	<input type="button" value="▼"/>	*
Language Qualification	<input type="text" value="00000000"/>	<input type="button" value="▼"/>	*
Proficiency Level	<input type="text" value="0000"/>	<input type="button" value="▼"/>	*

# Employee Languages

Select the proficiency level that best describes your abilities.

Click SAVE.

Click MENU to return to the drop down menu.

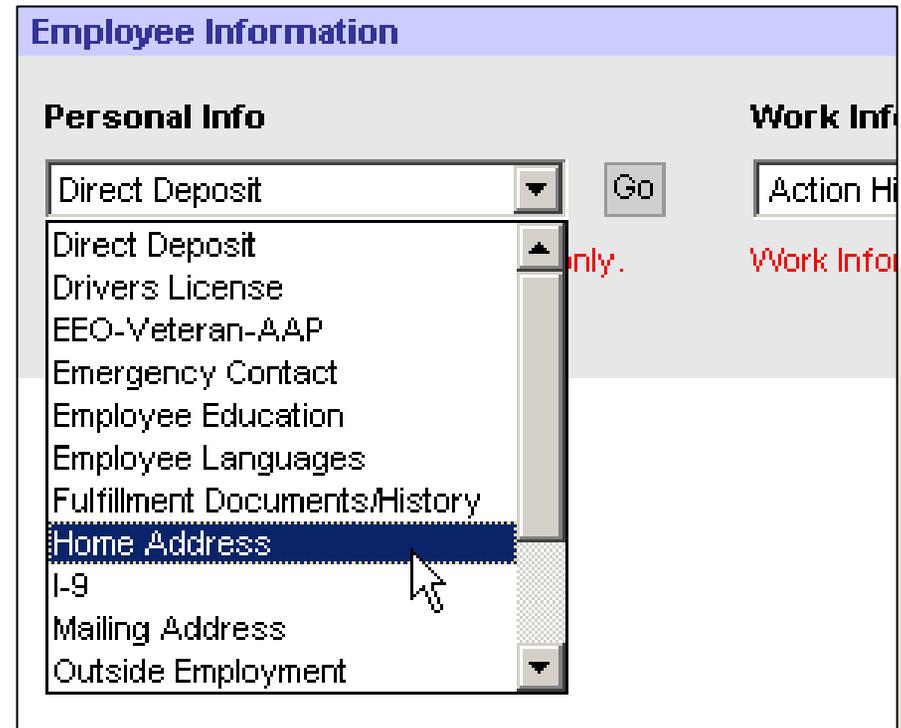


<u>Proficiency of a Qualification/Requirement</u>	<u>Proficiency text</u>
<u>0001</u>	<u>Speak</u>
<u>0002</u>	<u>Read</u>
<u>0003</u>	<u>Write</u>
<u>0004</u>	<u>Speak/Read</u>
<u>0005</u>	<u>Speak/Write</u>
<u>0006</u>	<u>Speak/Read/Write</u>
<u>0007</u>	<u>Read/Write</u>
<u>0008</u>	<u>Sign Lang-Intermediate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

# 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.**



The screenshot shows a web application interface titled "Employee Information". It is divided into two main sections: "Personal Info" and "Work Info". In the "Personal Info" section, there is a dropdown menu currently displaying "Direct Deposit". The dropdown is open, showing a list of options: "Direct Deposit", "Drivers License", "EEO-Veteran-AAP", "Emergency Contact", "Employee Education", "Employee Languages", "Fulfillment Documents/History", "Home Address", "I-9", "Mailing Address", and "Outside Employment". The "Home Address" option is highlighted in blue, and a mouse cursor is pointing at it. To the right of the dropdown menu is a "Go" button. In the "Work Info" section, there is an "Action Hi" button and some red text that is partially visible, including "only." and "Work Infor".

# 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.

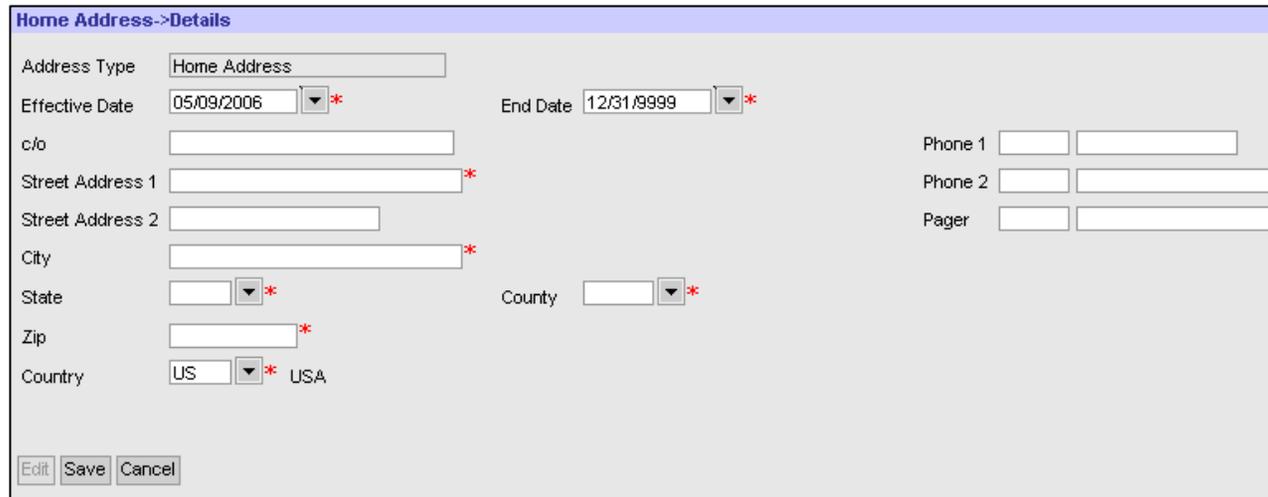
**Home Address->Overview**

	Effective Date	End Date	Address	City	State	ZIP Code
<input checked="" type="radio"/>	05/21/2004	12/31/9999	1510 ARIANA ST LOT 359	TALLAHASSEE	FL	32308

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# 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.



The screenshot shows a web form titled "Home Address->Details". The form contains the following fields and controls:

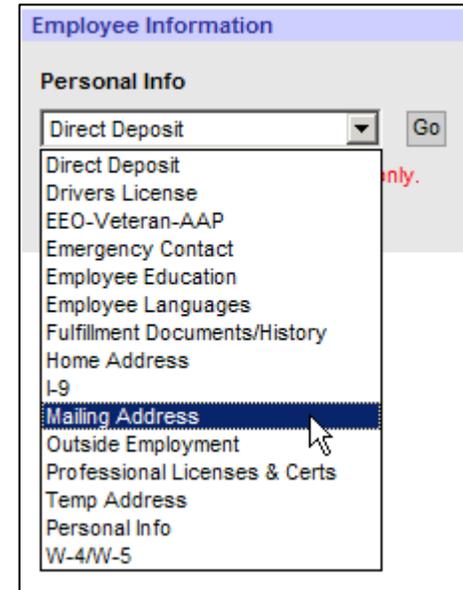
- Address Type:** A text input field containing "Home Address".
- Effective Date:** A date picker set to "05/09/2006" with a red asterisk to its right.
- End Date:** A date picker set to "12/31/9999" with a red asterisk to its right.
- c/o:** A text input field.
- Street Address 1:** A text input field with a red asterisk to its right.
- Street Address 2:** A text input field.
- City:** A text input field with a red asterisk to its right.
- State:** A dropdown menu with a red asterisk to its right.
- Country:** A dropdown menu set to "US" with a red asterisk to its right and "USA" displayed next to it.
- Zip:** A text input field with a red asterisk to its right.
- Phone 1:** Two text input fields.
- Phone 2:** Two text input fields.
- Pager:** Two text input fields.

At the bottom left of the form are three buttons: "Edit", "Save", and "Cancel".

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

# Mailing Address

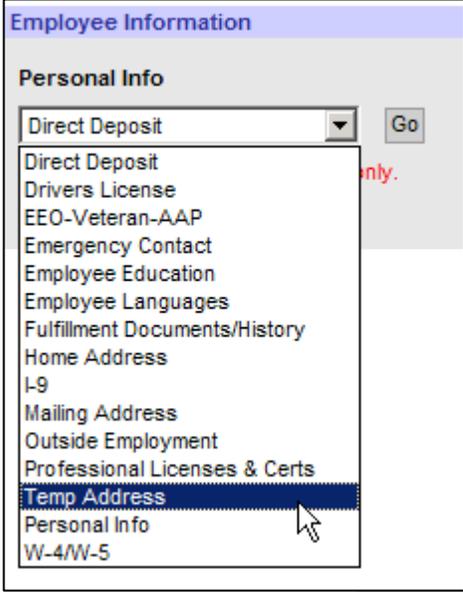
**Mailing address:** If you use an address other than your home address to receive mail, such as a post office box, complete this section. You will receive your state mail at this address, instead of your home address.



The screenshot shows a web interface titled "Employee Information". Under the "Personal Info" section, there is a dropdown menu currently displaying "Direct Deposit". A mouse cursor is hovering over the "Mailing Address" option in the dropdown list. Other options visible in the list include Direct Deposit, Drivers License, EEO-Veteran-AAP, Emergency Contact, Employee Education, Employee Languages, Fulfillment Documents/History, Home Address, I-9, Outside Employment, Professional Licenses & Certs, Temp Address, Personal Info, and W-4/W-5. A "Go" button is visible to the right of the dropdown menu.

# 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.



The screenshot shows a web interface titled "Employee Information". Under the "Personal Info" section, there is a dropdown menu currently set to "Direct Deposit". A "Go" button is located to the right of the dropdown. The dropdown menu is open, displaying a list of options: "Direct Deposit", "Drivers License", "EEO-Veteran-AAP", "Emergency Contact", "Employee Education", "Employee Languages", "Fulfillment Documents/History", "Home Address", "I-9", "Mailing Address", "Outside Employment", "Professional Licenses & Certs", "Temp Address", "Personal Info", and "W-4/W-5". The "Temp Address" option is highlighted with a blue background and a mouse cursor is pointing at it.

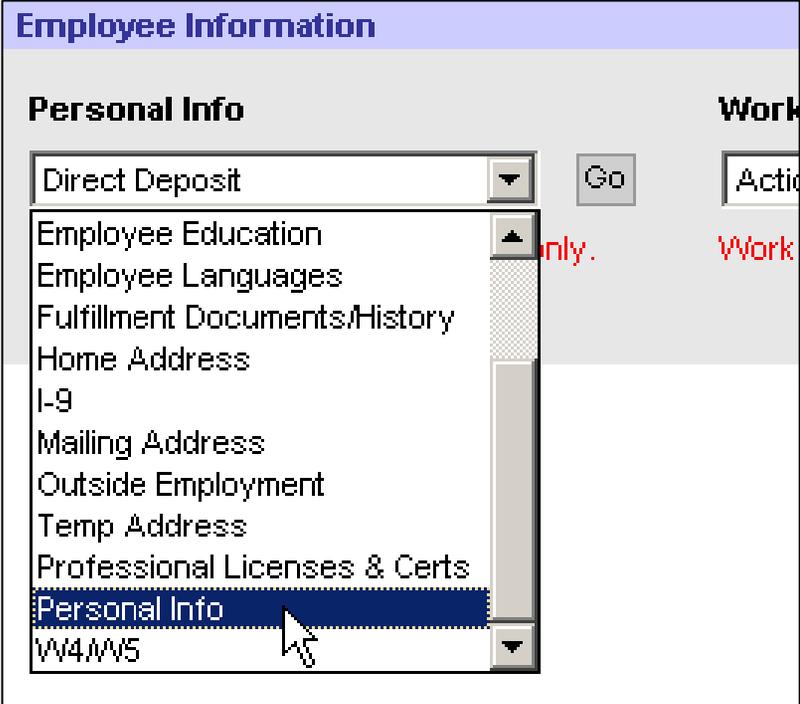
# Personal Info (Nickname)

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.



The screenshot shows a web application window titled "Employee Information". The window is divided into two main sections: "Personal Info" on the left and "Work" on the right. In the "Personal Info" section, there is a dropdown menu currently displaying "Direct Deposit". The dropdown menu is open, showing a list of options: "Employee Education", "Employee Languages", "Fulfillment Documents/History", "Home Address", "I-9", "Mailing Address", "Outside Employment", "Temp Address", "Professional Licenses & Certs", "Personal Info" (which is highlighted in blue), and "W4/W5". A mouse cursor is pointing at the "Personal Info" option. To the right of the dropdown menu, there is a "Go" button. In the "Work" section, there is a partially visible "Action" button and some red text, including "only." and "Work".

# 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
<input checked="" type="radio"/>	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.

**Personal Info->Details**

Effective Date	02/25/1955 *	End Date	12/31/9999 *
Last Name	BAWLSON *	Middle Name	B
First Name	TRAMPUS *	Title	Mr
Nick Name		Suffix	
Full Name	Mr TRAMPUS B BAWLSON	Gender	Male
Social Security	261252856 *	Date of Birth	02/25/1955 *

Sworn/ Certified    Confidential Employee    Exempt Record    Protected Identity    Publish Nickname

Edit Save Cancel

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**

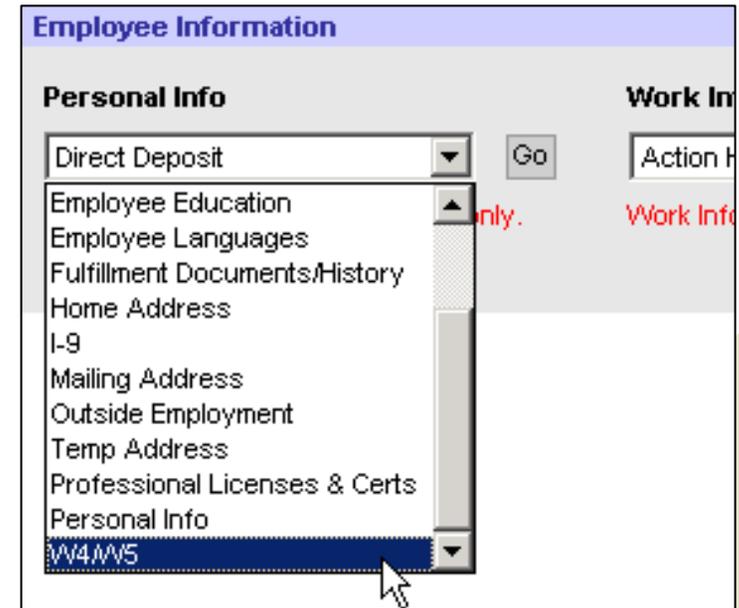
Effective Date	<input type="text" value="07/01/1978"/> *	End Date	<input type="text" value="12/31/9999"/> *
Last Name	<input type="text" value="Jenkins"/> *	Middle Name	<input type="text"/>
First Name	<input type="text" value="Ari"/> *	Title	<input type="text"/>
Nick Name	<input type="text"/>	Suffix	<input type="text"/>
Full Name	<input type="text" value="Ari Jenkins"/>	Gender	<input type="text" value="Female"/>
Social Security	<input type="text" value="593596426"/> *	Date of Birth	<input type="text" value="07/01/1978"/> *

Sworn/ Certified    Confidential Employee    Exempt Record    Protected Identity    Publish

# 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](http://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.

The screenshot shows a web form titled "W4/W5->Details". The form contains the following fields and options:

- Effective date:** A text box containing "05/11/2006" with a red asterisk to its right.
- W4 Information:**
  - Social Security Number:** A text box containing "261252856".
  - W4 Filing Status:** A dropdown menu with a red asterisk to its right.
  - Number of Allowances:** A text box containing "00".
  - Additional Tax Amount:** A text box containing "0.00".
  - IRS Directed:** A checkbox that is currently unchecked.
- W5 Information:**
  - W5 Filing Status:** A dropdown menu.
  - Qualifying Child:** A checkbox that is currently unchecked.
  - Spouse filing W5:** A checkbox that is currently unchecked.

# 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->Details**

Effective date  \*

W4 Information

Social Security Number

W4 Filing Status  \*

Number of Allowances

Additional Tax Amount

IRS Directed

W5 Information

W5 Filing Status

Qualifying Child

Spouse filing W5

# 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 further processing is accurate to the best of my knowledge.

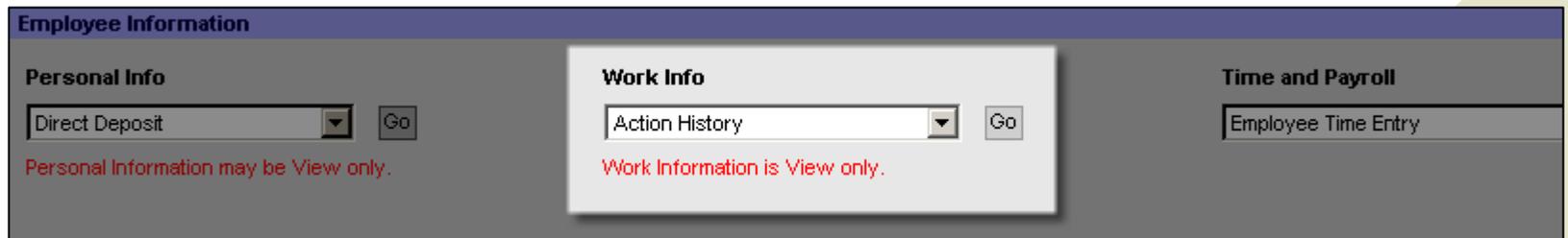
# How to Verify Your Personal Info

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.



The screenshot displays the 'Employee Information' section of a web application. It is divided into three sub-sections: 'Personal Info', 'Work Info', and 'Time and Payroll'. Each sub-section contains a dropdown menu and a 'Go' button. Below each dropdown menu, there is a red text message indicating that the information is view-only.

Personal Info	Work Info	Time and Payroll
Direct Deposit	Action History	Employee Time Entry
Personal Information may be View only.	Work Information is View only.	

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.

**DROP / Retirement->Details**

Effective Date \* End Date \*

Retirement Code Type \* Standard Retirement Program

Retirement Code  FRS Regular - Pension Plan

Pre-Drop Code

Instructional Indicator

*This screen is view only*

# Work Info (Read Only)

**Key service dates:** ensure all dates listed are correct.

**Key Service Dates->Details**

State Hire Date	<input type="text" value="12/15/2005"/>		PHC/Phy Anniversary Date	<input type="text"/>
Agency Hire Date	<input type="text" value="12/15/2005"/>		Special Recognition Date	<input type="text"/>
Continuous Service Date	<input type="text" value="12/15/2005"/>		Date of Separation	<input type="text"/>
Creditable Service Months	<input type="text" value="0008"/>		Last Day Worked	<input type="text"/>
SES/SMS Leave Acc. Months/Day	<input type="text" value="12"/> / <input type="text" value="15"/>		Date of Retirement	<input type="text"/>
CS Leave Accrual Date	<input type="text"/>		Date of Death	<input type="text"/>

*This screen is view only*

# Work Info (Read Only)

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

Organizational Work Assignment->Details			
Effective Date	<input type="text" value="04/21/2006"/>	End Date	<input type="text" value="12/31/9999"/>
Agency	<input type="text" value="7200"/> DMS - Management Svcs	Sub Agency	<input type="text" value="0001"/>
Employee Group	<input type="text" value="2"/> Excluded	Employee Subgroup	<input type="text" value="08"/> SES
Class/ Broadband	<input type="text" value="13-1079-04"/>	Class/ Broadband Description	<input type="text" value="HUMAN RESOUR/TRAINLABR RELAT SPEC, O"/>
Position Number	<input type="text" value="72002366"/>	Position Name	<input type="text" value="HUMAN RESOURCE CONSULTANT - SES"/>
Org Code	<input type="text" value="727501010000000000000000"/>	Org. Name	<input type="text" value="HUMAN RESOURCE MANAGEMENT CONSULTI"/>
FLAIR account code	<input type="text" value="72202678001727501000001000000"/>	Flair Org Code	<input type="text" value="72750101000"/>
Payroll Area	<input type="text" value="UB"/> * Bi-Weekly		
Manager/Direct Supervisor	<input type="text" value="Mr BRADY BATISTA-GLYNN"/>	Time Administrator	<input type="text" value="Not Assigned"/>
Requisition Manager	<input type="text" value="Not Assigned"/>	Time Admin./Req.Manager	<input type="text" value="Ms ONITA E GALIOTO"/>
<i>This screen is view only</i>			
<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

# 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.

The screenshot displays the 'Employee Information' web application interface. It is divided into three main sections: 'Personal Info', 'Work Info', and 'Time and Payroll'.  
- The 'Personal Info' section contains a dropdown menu with 'Direct Deposit' selected and a 'Go' button. Below it, a red message reads 'Personal Information may be View only.'  
- The 'Work Info' section contains a dropdown menu with 'Action History' selected and a 'Go' button. Below it, a red message reads 'Work Information is View only.'  
- The 'Time and Payroll' section contains a dropdown menu with 'Pay Info' selected and a 'Go' button. The dropdown list is open, showing the following options: 'Employee Time Entry', 'Base Work Schedule Assignment', 'Leave and OT Request', 'Pay Info' (highlighted with a mouse cursor), 'One-Time Regular Payroll Pay', 'One-Time Pay Deductions', 'Recurring Pay Deductions', 'Recurring Pay Additives & Military Pay', 'Flexible Work Schedule', 'OT Election', and 'Leave Balance Overview'.

# 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
<input type="radio"/>	04/21/2006	12/31/9999	BB	BB	010	2,115.39
<input type="radio"/>	12/15/2005	04/20/2006	BB	BB	010	2,115.39

1/1

Menu New

Pay Info->Details

Effective Date \* End Date \*

Pay Scale Type   FTE

Pay Scale Area

Pay Scale Group

Valid Range: 35,668.10 to 91,793.26

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

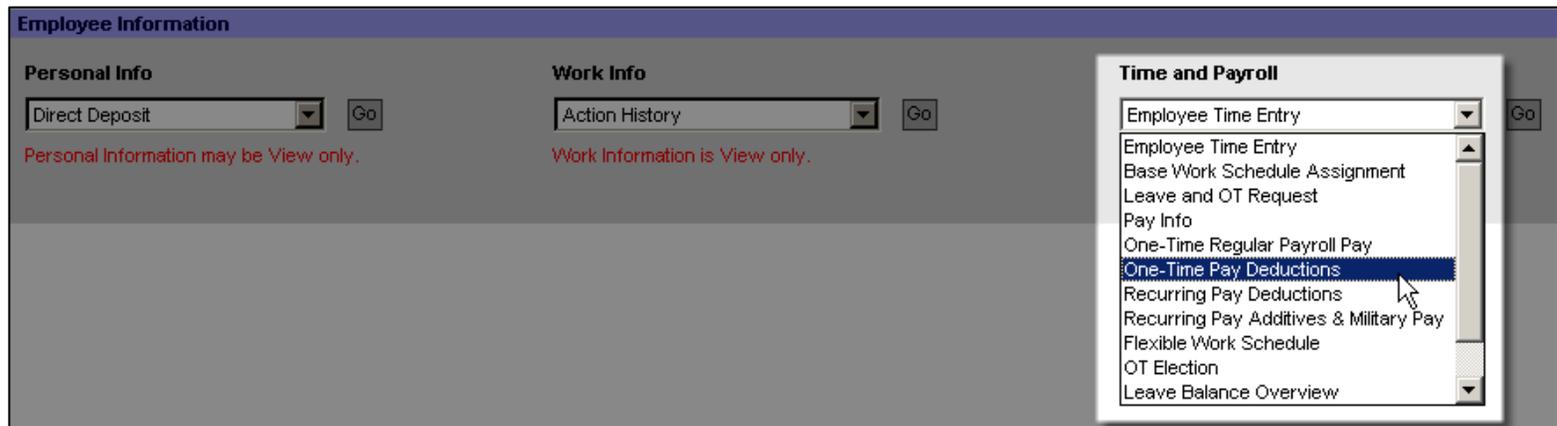
BASE PERIOD SALARY

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.



The screenshot displays the 'Employee Information' system interface. It is divided into three main sections: 'Personal Info', 'Work Info', and 'Time and Payroll'.  
- **Personal Info:** Contains a dropdown menu with 'Direct Deposit' selected and a 'Go' button. Below it, a red message reads 'Personal Information may be View only.'  
- **Work Info:** Contains a dropdown menu with 'Action History' selected and a 'Go' button. Below it, a red message reads 'Work Information is View only.'  
- **Time and Payroll:** Contains a dropdown menu with 'Employee Time Entry' selected and a 'Go' button. The dropdown list is open, showing the following options: 'Employee Time Entry', 'Base Work Schedule Assignment', 'Leave and OT Request', 'Pay Info', 'One-Time Regular Payroll Pay', 'One-Time Pay Deductions' (highlighted with a mouse cursor), 'Recurring Pay Deductions', 'Recurring Pay Additives & Military Pay', 'Flexible Work Schedule', 'OT Election', and 'Leave Balance Overview'.

# 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.

**One-Time Pay Deductions->Details**

Type  ▼ \*

Date  ▼ \*

Amount

Number/Unit  ▼

**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.

The screenshot displays the 'Employee Information' system interface. It is divided into three main sections: 'Personal Info', 'Work Info', and 'Time and Payroll'. Each section has a dropdown menu and a 'Go' button. Below each dropdown menu, there is a red message indicating that the information is view-only.

- Personal Info:** The dropdown menu is set to 'Direct Deposit'. Below it, the text reads 'Personal Information may be View only.'
- Work Info:** The dropdown menu is set to 'Action History'. Below it, the text reads 'Work Information is View only.'
- Time and Payroll:** The dropdown menu is open, showing a list of options. The option 'Recurring Pay Deductions' is highlighted in blue, and a mouse cursor is pointing at it. Other options in the list include 'Employee Time Entry', 'Base Work Schedule Assignment', 'Leave and OT Request', 'Pay Info', 'One-Time Regular Payroll Pay', 'One-Time Pay Deductions', 'Recurring Pay Additives & Military Pay', 'Flexible Work Schedule', 'OT Election', and 'Leave Balance Overview'. A 'Go' button is located to the right of the dropdown menu.

# 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 Deductions->Details

Type  ▼ \*

Start date  ▼ \*

Last Deduction Period  ▼ \*

Amount

Number/Unit  ▼

# 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.

The screenshot shows a web application interface with a dark blue header. Below the header, there are two main sections: 'Work Info' and 'Time and Payroll'. The 'Work Info' section has a dropdown menu with 'Action History' selected and a 'Go' button. Below it, a red message reads 'Work Information is View only.' The 'Time and Payroll' section has a dropdown menu with 'Employee Time Entry' selected and a 'Go' button. The dropdown menu is open, showing a list of options: 'Employee Time Entry', 'Base Work Schedule Assignment', 'Leave and OT Request', 'Pay Info', 'One-Time Regular Payroll Pay', 'One-Time Pay Deductions', 'Recurring Pay Deductions', 'Recurring Pay Additives & Military Pay' (highlighted with a blue background and a mouse cursor), 'Flexible Work Schedule', 'OT Election', and 'Leave Balance Overview'. Below the dropdown menu, a red message reads 'Information may be View only.'

# 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.

The screenshot displays a web application interface with three main sections: Information, Work Info, and Time and Payroll. The Information section has a dropdown menu labeled 'Info' with 'posit' selected and a 'Go' button. Below it, the text 'Information may be View only.' is visible. The Work Info section has a dropdown menu labeled 'Work Info' with 'Action History' selected and a 'Go' button. Below it, the text 'Work Information is View only.' is visible. The Time and Payroll section has a dropdown menu labeled 'Time and Payroll' with 'Recurring Pay Additives & Military Pay' selected. A list of options is shown, including 'Leave and OT Request', 'Pay Info', 'One-Time Regular Payroll Pay', 'One-Time Pay Deductions', 'Recurring Pay Deductions', 'Recurring Pay Additives & Military Pay', 'Flexible Work Schedule', 'OT Election', 'Leave Balance Overview', 'FMLA/FSWP Leave Request', and 'Gross Pay History (Pre-Tax)'. The 'Gross Pay History (Pre-Tax)' option is highlighted with a mouse cursor. A 'Go' button is located to the right of the dropdown menu.

# 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
<input checked="" type="radio"/>	08/28/06	B	08/11/06	08/24/06
<input type="radio"/>	08/14/06	B	07/28/06	08/10/06
<input type="radio"/>	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			<b>\$ 2,115.39</b>	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

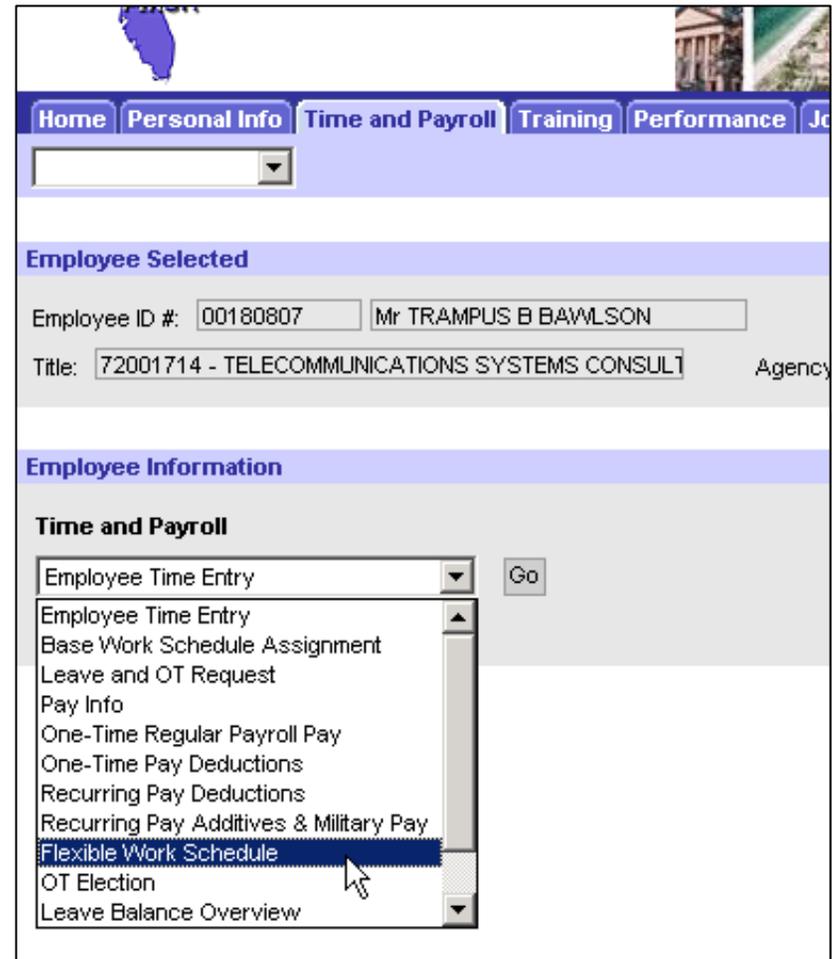
To access the flex schedule, go to the quick links section on the left of your homepage and click attendance and leave.

The screenshot displays a web application interface with a dark blue header containing navigation tabs: Home, Personal Info, Time and Payroll, Training, Performance, Job Applications, and Health & Insurance. On the right side of the header, there are links for Training Videos, HR Policy, and Log Off. Below the header, the user is greeted with: "Welcome TRAMPUS BAWLSON! Today is Wednesday, May 17, 2006 Your Current Position is TELECOMMUNICATIONS SYSTEMS CONSULTANT Your Email Address is TRAMPUS\_BAWLSON@notreal.state.fl.us". The main content area is divided into two sections. On the left, under the heading "Quick Links", there is a list of links: Review My Information, Attendance & Leave (highlighted), Training Management, Performance Management, Job Application, Health & Insurance, and Personnel File. On the right, under the heading "My Alerts / Activities", there is a message: "No alerts or activities at this time." Below this message are navigation arrows and a "0/0" indicator. At the bottom of this section are four buttons: Check All, Check Displayed Alerts, Refresh List, and Remove Alert.

# 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.



The screenshot displays a web application interface with a navigation bar at the top containing tabs for 'Home', 'Personal Info', 'Time and Payroll', 'Training', 'Performance', and 'Jc'. Below the navigation bar is a search or filter dropdown menu. The main content area is titled 'Employee Selected' and shows the following information:

- Employee ID #: 00180807
- Mr TRAMPUS B BAWLSON
- Title: 72001714 - TELECOMMUNICATIONS SYSTEMS CONSULT
- Agency: (partially visible)

Below this information is a section titled 'Employee Information' with a sub-section 'Time and Payroll'. A dropdown menu is open, showing the following options:

- Employee Time Entry
- Employee Time Entry
- Base Work Schedule Assignment
- Leave and OT Request
- Pay Info
- One-Time Regular Payroll Pay
- One-Time Pay Deductions
- Recurring Pay Deductions
- Recurring Pay Additives & Military Pay
- Flexible Work Schedule** (highlighted)
- OT Election
- Leave Balance Overview

A 'Go' button is located to the right of the dropdown menu. A mouse cursor is pointing at the 'Flexible Work Schedule' option.

# 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.

The screenshot displays the 'Flexible Work Schedule' application interface. It is divided into two main sections: 'Overview' and 'Details'.

**Flexible Work Schedule->Overview**

Period	Schedule Status
<input checked="" type="radio"/> 09/08/2006 - 10/05/2006	
<input type="radio"/> 10/06/2006 - 11/02/2006	
<input type="radio"/> 11/03/2006 - 11/30/2006	

Navigation icons and page number 1/20 are visible below the table. A 'Menu' button with a 'New' option is located below the navigation icons.

**Flexible Work Schedule->Details**

Begin Week	End Week	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
09/08/2006	09/14/2006	8	OFF	OFF	8	8	8	8
09/15/2006	09/21/2006	8	OFF	OFF	8	8	8	8
09/22/2006	09/28/2006	8	OFF	OFF	8	8	8	8
09/29/2006	10/05/2006	8	OFF	OFF	8	8	8	8

Below the table is a 'Comments' text area and a row of buttons: 'Edit', 'Save', and 'Cancel'.

# 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.

**Flexible Work Schedule->Details**

Begin Week	End Week	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
09/08/2006	09/14/2006	8 A	OFF A	OFF A	8 A	8 A	8 A	8 A
09/15/2006	09/21/2006	8 A	OFF A	OFF A	8 A	8 A	8 A	8 A
09/22/2006	09/28/2006	8 A	OFF A	OFF A	8 A	8 A	8 A	8 A
09/29/2006	10/05/2006					8 A	8 A	8 A

Comments:

November 2006

SU	MO	TU	WE	TH	FR	SA
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

# 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.

Begin Week	End Week	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
09/08/2006	09/14/2006	1	OFF	OFF	8	8	8	8
09/15/2006	09/21/2006	1	OFF	OFF	8	8	8	8
09/22/2006	09/28/2006	1.25	OFF	OFF	8	8	8	8
09/29/2006	10/05/2006	1.50	OFF	OFF	8	8	8	8
		1.75	OFF	OFF	8	8	8	8
		10	OFF	OFF	8	8	8	8
		10.25						
		10.50						
		10.75						
		11						
		11.25						
		11.50						

Comments:

**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.

**Flexible Work Schedule->Details**

Begin Week	End Week	Friday	Saturday	Sunday	Monday	Tuesday
09/08/2006	09/14/2006	10 ▾ A	OFF ▾ A	OFF ▾ A	OFF ▾ A	10 ▾ A
09/15/2006	09/21/2006	10 ▾ A	OFF ▾ A	OFF ▾ A	OFF ▾ A	10 ▾ A
09/22/2006	09/28/2006	10 ▾ A	OFF ▾ A	OFF ▾ A	OFF ▾ A	10 ▾ A
09/29/2006	10/05/2006 ▾	10 ▾ A	OFF ▾ A	OFF ▾ A	OFF ▾ A	10 ▾ A

Comments



# 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.**

	Period	Schedule Status
<input checked="" type="radio"/>	05/05/2006 - 05/18/2006	Unapproved Flexible Schedule
<input type="radio"/>	05/19/2006 - 06/01/2006	
<input type="radio"/>	06/02/2006 - 06/15/2006	

Navigation icons: [Home] [Previous] [Next] [Refresh]

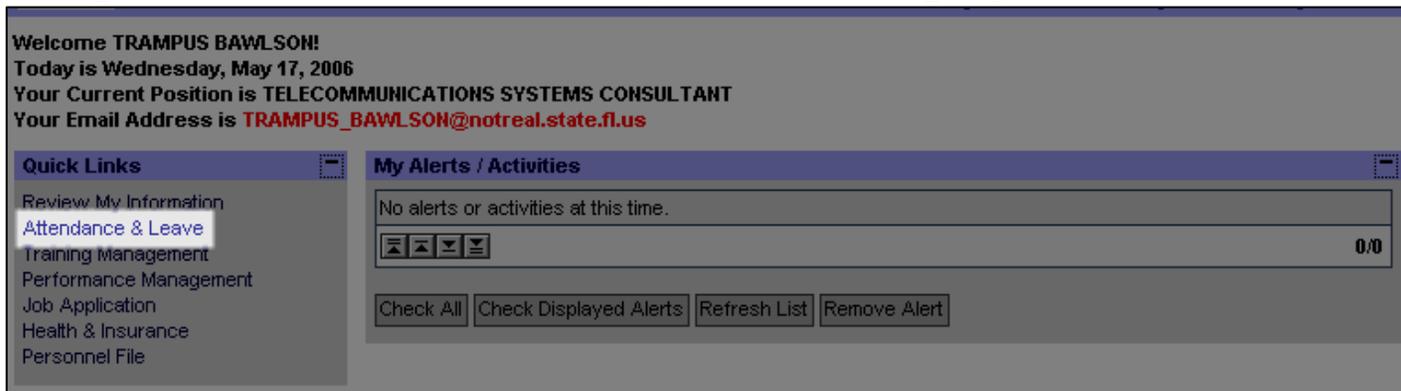
10/47

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.



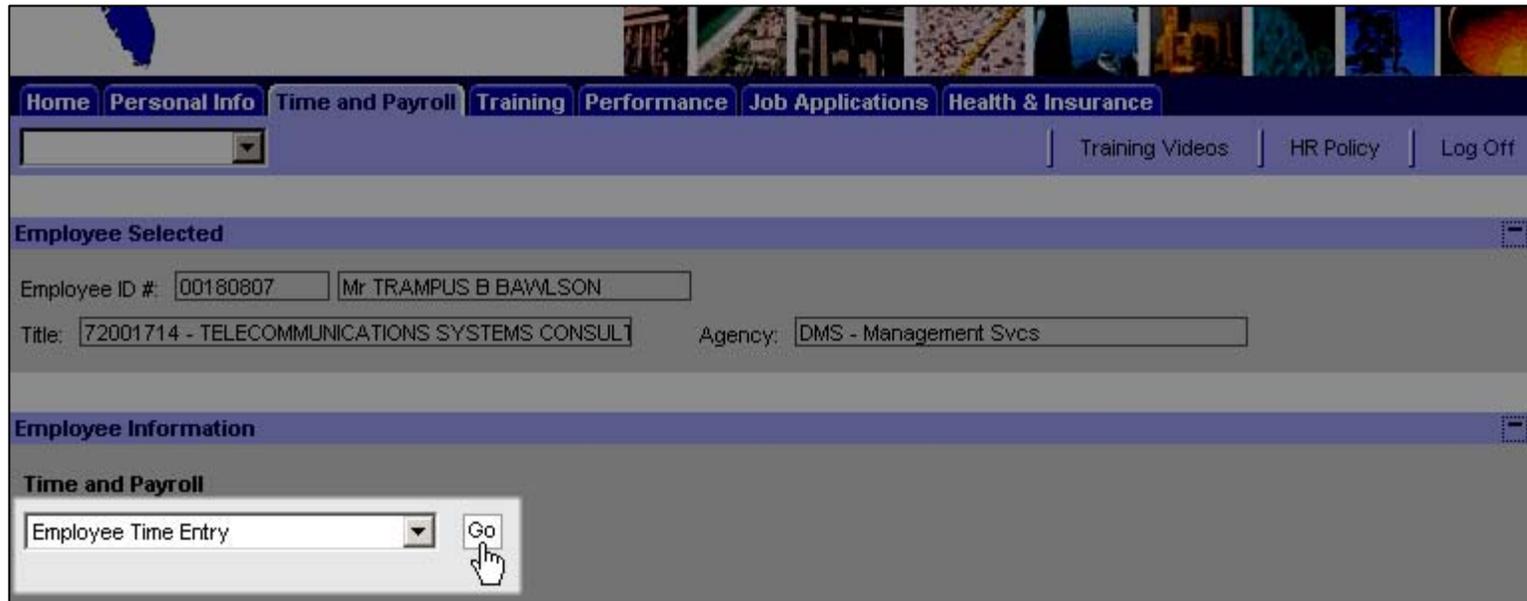
The screenshot displays a user interface for a system. At the top, it says "Welcome TRAMPUS BAWLSON!" followed by "Today is Wednesday, May 17, 2006". Below this, it identifies the user's current position as "TELECOMMUNICATIONS SYSTEMS CONSULTANT" and their email address as "TRAMPUS\_BAWLSON@notreal.state.fl.us".

The main content area is divided into two sections:

- Quick Links:** A vertical list of links including "Review My Information", "Attendance & Leave" (which is highlighted), "Training Management", "Performance Management", "Job Application", "Health & Insurance", and "Personnel File".
- My Alerts / Activities:** A section showing "No alerts or activities at this time." with a "0/0" indicator and buttons for "Check All", "Check Displayed Alerts", "Refresh List", and "Remove Alert".

# 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.



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Home, Personal Info, Time and Payroll, Training, Performance, Job Applications, and Health & Insurance. Below the navigation bar is a search bar and links for Training Videos, HR Policy, and Log Off. The main content area is divided into sections: Employee Selected, Employee Information, and Time and Payroll. The Employee Selected section displays fields for Employee ID # (00180807), Name (Mr. TRAMPUS B BAWLSON), Title (72001714 - TELECOMMUNICATIONS SYSTEMS CONSULT), and Agency (DMS - Management Svcs). The Time and Payroll section features a dropdown menu with 'Employee Time Entry' selected and a 'Go' button with a hand cursor pointing to it.

# How to Complete Your Timesheet

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

	Payroll Period	Week Begin Date	Week End Date
<input checked="" type="radio"/>	05/05/2006-05/18/2006	05/12/2006	05/18/2006
<input type="radio"/>	05/19/2006-06/01/2006	05/19/2006	05/25/2006
<input type="radio"/>	05/19/2006-06/01/2006	05/26/2006	06/01/2006

27/36

Menu New

**Employee Time Entry->Details**

Work Week :  Total Pay Period Hours :  [Leave Balance Overview](#)

# How to Complete Your Timesheet

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

**Employee Time Entry->Details**

**Work Week :**  **Total Pay Period Hours :**  [Leave Balance Overview](#)

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	06/07 Wed
				<b>Total</b>	<input type="text" value="0.00"/>					
				<b>Schedule</b>	<input type="text" value="8.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="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.

# How to Complete Your Timesheet

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

The screenshot shows a web-based timesheet application. At the top, there is a navigation menu with tabs for Home, Personal Info, Time and Payroll, Training, Performance, Job Applications, and Health & Insurance. Below the menu, there are links for Training Videos, HR Policy, and Log Off. The main content area displays the following information:

**Work Week :** 04/07/2006 - 04/13/2006  
**Total Pay Period Hours :** 40.00  
[Leave Balance Overview](#)

Charge Object/Project	Activity	Sub Activity	Hours Type	FMLA FSWP	04/07 Fri	04/08 Sat	04/09 Sun	04/10 Mon	04/11 Tue	04/12 We
			1000	<input type="checkbox"/>	8.00	0.00	0.00	8.00	8.00	
<b>Total</b>					8.00	0.00	0.00	8.00	8.00	
<b>Schedule</b>					8.00	0.00	0.00	8.00	8.00	

**Comment:**

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Buttons: Edit, Save, Cancel, Apply Template, Create Template

# 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.

05/12/2006 - 05/18/2006      40.00      [Leave Balance Overview](#)

Charge Object/Project	Activity	Sub Activity	Hours Type	FMLA FSWP	05/12 Fri	05/13 Sat	05/14 Sun	05/15 Mon	05/16 Tue
			1000	<input type="checkbox"/>	8.00	0.00	0.00	8.00	8.00
<b>Total</b>					8.00	0.00	0.00	8.00	8.00
<b>Schedule</b>					8.00	0.00	0.00	8.00	8.00

**Comment:**

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# 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.

	<b>05/02/2006</b>	<b>Tuesday</b>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>
<input type="text" value="0051"/>	<input type="text" value="05/03/2006"/>	<input type="text" value="Wednesday"/>	<input type="text" value="8.00"/>	<input type="text" value="Record Saved"/>
	<b>05/03/2006</b>	<b>Wednesday</b>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>
<input type="text" value="0051"/>	<input type="text" value="05/04/2006"/>	<input type="text" value="Thursday"/>	<input type="text" value="8.00"/>	<input type="text" value="Record Saved"/>
	<b>05/04/2006</b>	<b>Thursday</b>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>
		<b>Total</b>	<input type="text" value="80.00"/>	<input type="text" value="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 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.*

Submit for Approval PASSWORD

# 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.

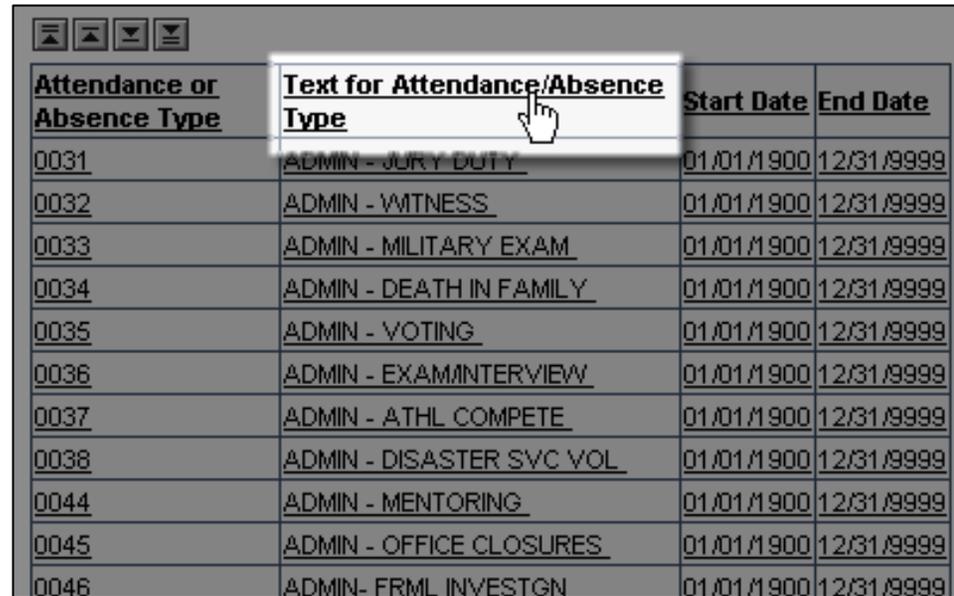
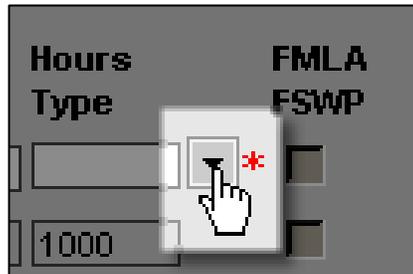
Activity	Sub Activity	Hours Type	FMLA FSWP	04/21 Fri	04/22 Sat	04/23 Sun	04/24 Mon	04/25 Tue	04/26 Wed	04/27 Thu	Total
		0052	<input type="checkbox"/>	0.00	0.00	0.00	0.00	4.00	8.00	8.00	0.00
		1000	<input type="checkbox"/>	8.00	0.00	0.00	8.00	4.00	0.00	0.00	40.00
<b>Total</b>				8.00	0.00	0.00	8.00	8.00	8.00	8.00	40.00
<b>Schedule</b>				8.00	0.00	0.00	8.00	8.00	8.00	8.00	40.00

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

all 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.



A screenshot of a table with a dropdown menu. The table has four columns: 'Attendance or Absence Type', 'Text for Attendance/Absence Type', 'Start Date', and 'End Date'. The 'Text for Attendance/Absence Type' column has a dropdown menu with 'ADMIN - JURY DUTY' selected. A mouse cursor is clicking on the dropdown arrow, which is highlighted with a red asterisk.

<u>Attendance or Absence Type</u>	<u>Text for Attendance/Absence Type</u>	<u>Start Date</u>	<u>End Date</u>
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**.)

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

# 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	<input type="checkbox"/>	8.00	0.00	0.00	8.00	4.00	0.00
			0051	<input type="checkbox"/>	0.00	0.00	0.00	0.00	4.00	8.00
<b>Total</b>					8.00	0.00	0.00	8.00	8.00	8.00
<b>Schedule</b>					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.

# 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.

	<b>05/02/2006</b>	<b>Tuesday</b>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>
<input type="text" value="0051"/>	<input type="text" value="05/03/2006"/>	<input type="text" value="Wednesday"/>	<input type="text" value="8.00"/>	<input type="text" value="Record Saved"/>
	<b>05/03/2006</b>	<b>Wednesday</b>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>
<input type="text" value="0051"/>	<input type="text" value="05/04/2006"/>	<input type="text" value="Thursday"/>	<input type="text" value="8.00"/>	<input type="text" value="Record Saved"/>
	<b>05/04/2006</b>	<b>Thursday</b>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>
		<b>Total</b>	<input type="text" value="80.00"/>	<input type="text" value="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 authorized leave. Intentional falsification of this report shall be cause for dismissal in accordance with the Florida Administrative Code

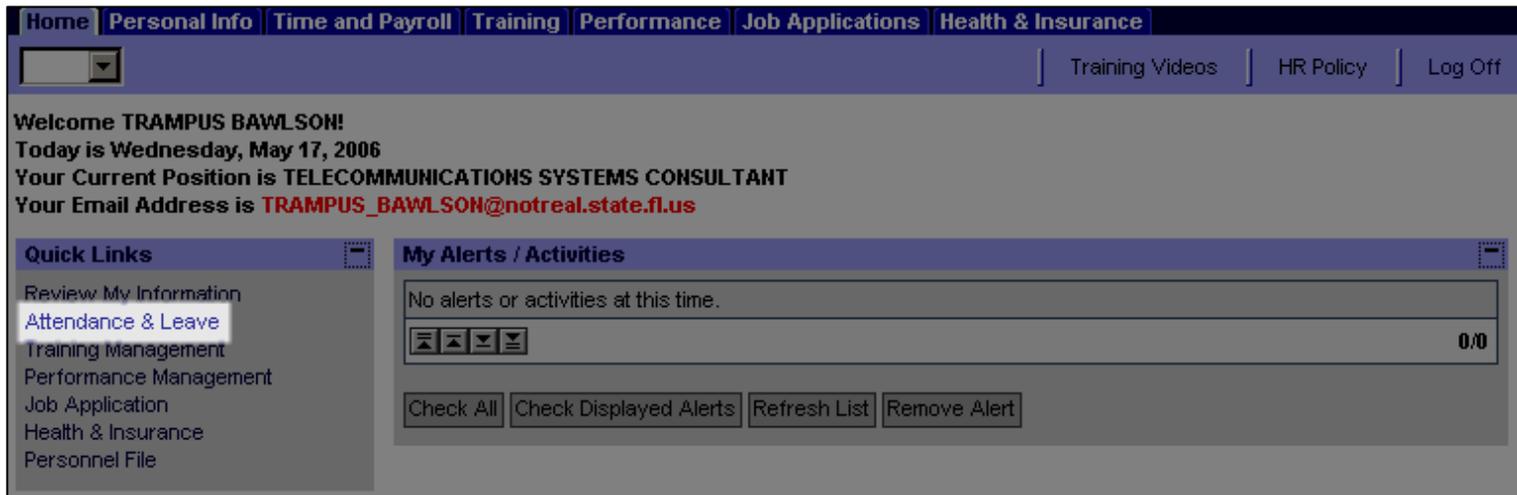
\*\*While employees are encouraged to report all hours of mentoring or volunteer service, hours volunteered in excess of the limit established in the Florida Administrative Code, shall not be counted as administrative leave or for other employee compensation or benefit purposes.

Submit for Approval PASSWORD

# 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.

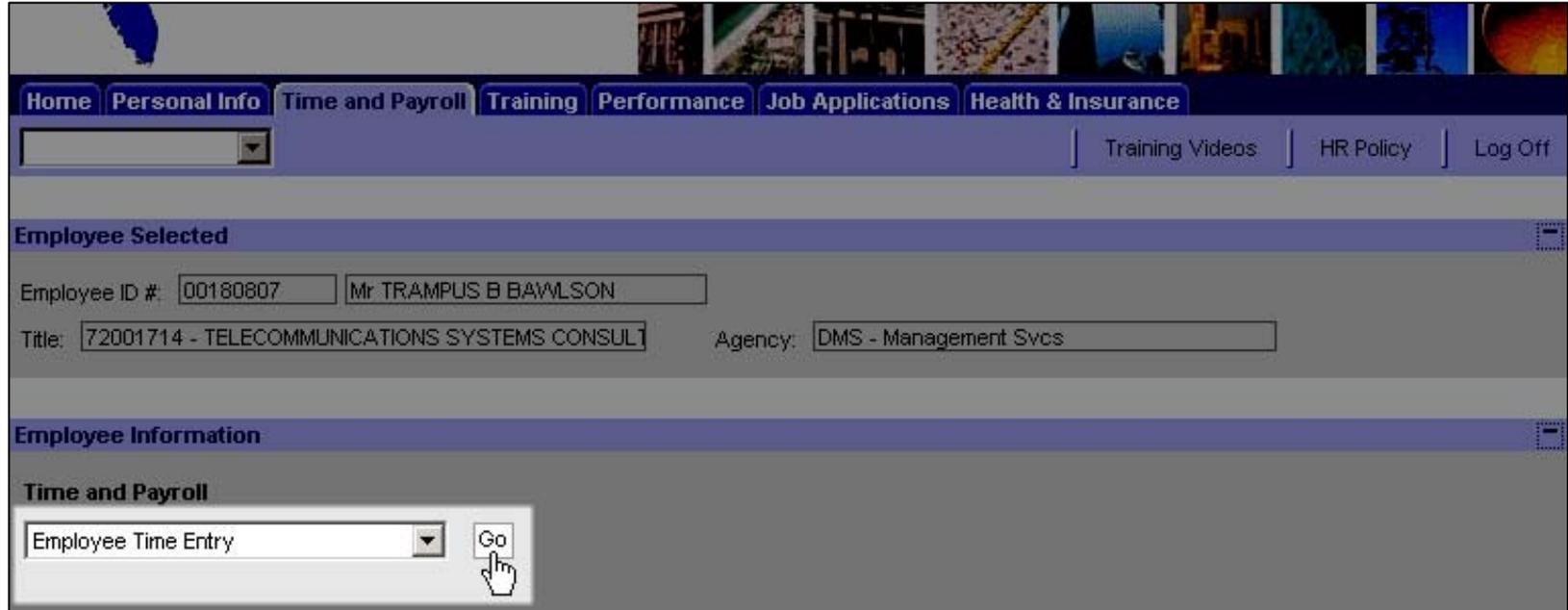
To access the timesheet template, go to the quick links section on the left and click the attendance and leave link.



The screenshot displays a web application interface with a dark blue header containing navigation tabs: Home, Personal Info, Time and Payroll, Training, Performance, Job Applications, and Health & Insurance. On the right side of the header, there are links for Training Videos, HR Policy, and Log Off. Below the header, a grey box contains a welcome message: "Welcome TRAMPUS BAWLSON! Today is Wednesday, May 17, 2006 Your Current Position is TELECOMMUNICATIONS SYSTEMS CONSULTANT Your Email Address is TRAMPUS\_BAWLSON@notreal.state.fl.us". Below this, there are two main sections: "Quick Links" on the left and "My Alerts / Activities" on the right. The "Quick Links" section lists several options, with "Attendance & Leave" highlighted in blue. The "My Alerts / Activities" section shows "No alerts or activities at this time." and includes a "0/0" indicator and buttons for "Check All", "Check Displayed Alerts", "Refresh List", and "Remove Alert".

# 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.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, Personal Info, Time and Payroll, Training, Performance, Job Applications, and Health & Insurance. Below the navigation bar is a search bar and links for Training Videos, HR Policy, and Log Off. The main content area is divided into sections: Employee Selected, Employee Information, and Time and Payroll. The Employee Selected section displays fields for Employee ID # (00180807), Name (Mr TRAMPUS B BAWLSON), Title (72001714 - TELECOMMUNICATIONS SYSTEMS CONSUL), and Agency (DMS - Management Svcs). The Time and Payroll section features a dropdown menu with 'Employee Time Entry' selected and a 'Go' button with a hand cursor pointing to it.

# How to Create a Timesheet Template

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

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

Training Videos HR Policy Log Off

Title: 72001714 - TELECOMMUNICATIONS SYSTEMS CONSULTANT Agency: DMS - Management Svcs

**Employee Time Entry->Overview**

	Payroll Period	Week Begin Date	Week End Date
<input checked="" type="radio"/>	05/05/2006-05/18/2006	05/12/2006	05/18/2006
<input type="radio"/>	05/19/2006-06/01/2006	05/19/2006	05/25/2006
<input type="radio"/>	05/19/2006-06/01/2006	05/26/2006	06/01/2006

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Menu New

# How to Create a Timesheet Template

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

**Employee Time Entry->Details**

**Work Week :**  **Total Pay Period Hours :**  [Leave Balance Overview](#)

Charge Object/Project	Activity	Sub Activity	Hours Type	FMLA FSWP	05/12 Fri	05/13 Sat	05/14 Sun	05/15 Mon	05/16 Tue	05/17 Wed
				<b>Total</b>	<input type="text" value="0.00"/>					
				<b>Schedule</b>	<input type="text" value="8.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="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.



# 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.

Charge Object/Project	Activity	Sub Activity	Hours Type	FMLA FSWP	Fri	Sat	Sun	Mon	Tue	Wed
<input type="text"/>				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
<input type="text"/>				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
<input type="text"/>				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
<input type="text"/>				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
<input type="text"/>				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00



# 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.

Charge Object/Project	Activity	Sub Activity	Hours Type	FMLA FSWP	Fri	Sat	Sun	Mon	Tue	Wed
643956			1000	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
643950			1000	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
643126			1000	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
			0051	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
			0052	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00

Buttons: 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.

Charge Object/Project	Activity	Sub Activity	Hours Type	FMLA FSWP	Fri	Sat	Sun	Mon	Tue	Wed
			1000	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
			0051	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
			0052	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
			0053	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
				<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00

Buttons: Edit, Save, Cancel, Reset Template, Return to Time Entry

# 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.**



The screenshot displays a software interface for creating a timesheet template. It features a table with five columns and four rows. The first three rows have dropdown menus in the first column and checkboxes in the second column. The last row has a checkbox in the second column. All numerical cells in the table contain '0.00'. Below the table is a row of buttons: 'Edit', 'Save', 'Cancel', 'Reset Template', and 'Return to Time Entry'. A mouse cursor is pointing at the 'Reset Template' button.

<input type="text"/>	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0
<input type="text"/>	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0
<input type="text"/>	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0
	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0

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

# 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**.

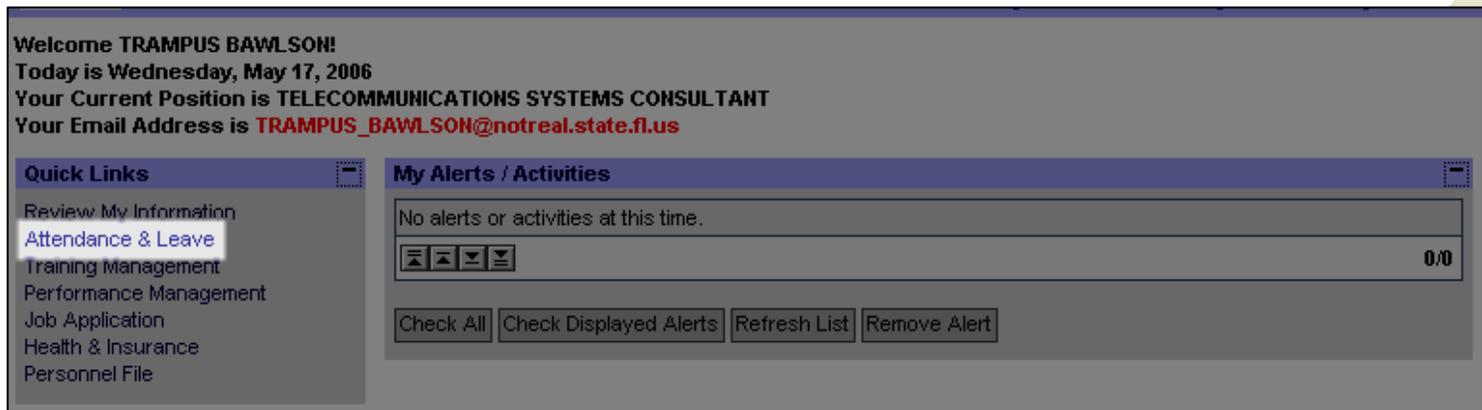
The screenshot displays a web-based interface for creating a timesheet template. It features a table with four rows and four columns. The first column contains dropdown menus for selecting dates. The second and third columns contain input fields for time and amount, respectively. The fourth column contains checkboxes. The table is currently empty, with all amount fields displaying '0.00'. Below the table, there are five buttons: 'Edit', 'Save', 'Cancel', 'Reset Template', and 'Return to Time Entry'.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0.00	0.00	0.00	<input type="text"/>
				0.00	0.00	0.00	<input type="text"/>

# 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.



Welcome TRAMPUS BAWLSON!  
Today is Wednesday, May 17, 2006  
Your Current Position is TELECOMMUNICATIONS SYSTEMS CONSULTANT  
Your Email Address is TRAMPUS\_BAWLSON@notreal.state.fl.us

**Quick Links**

- Review My Information
- Attendance & Leave
- Training Management
- Performance Management
- Job Application
- Health & Insurance
- Personnel File

**My Alerts / Activities**

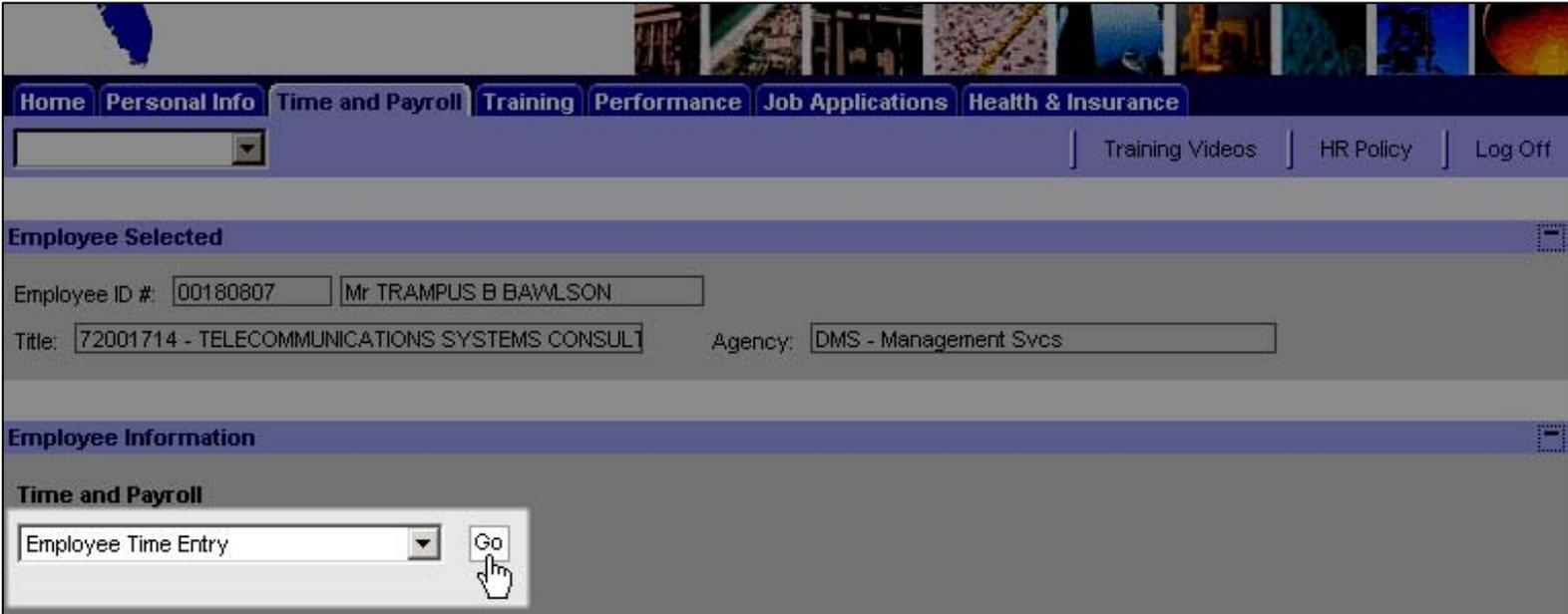
No alerts or activities at this time.

0/0

Check All Check Displayed Alerts Refresh List Remove Alert

# 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.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, Personal Info, Time and Payroll, Training, Performance, Job Applications, and Health & Insurance. Below the navigation bar is a search bar and links for Training Videos, HR Policy, and Log Off. The main content area is divided into sections: Employee Selected, Employee Information, and Time and Payroll. The Employee Selected section displays fields for Employee ID # (00180807), Name (Mr TRAMPUS B BAWLSON), Title (72001714 - TELECOMMUNICATIONS SYSTEMS CONSUL), and Agency (DMS - Management Svcs). The Time and Payroll section features a dropdown menu currently set to 'Employee Time Entry' and a 'Go' button with a hand cursor pointing to it.

# 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.

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

Training Videos HR Policy Log Off

### Employee Time Entry->Overview

	Payroll Period	Week Begin Date	Week End Date
<input checked="" type="radio"/>	05/05/2006-05/18/2006	05/12/2006	05/18/2006
<input type="radio"/>	05/19/2006-06/01/2006	05/19/2006	05/25/2006
<input type="radio"/>	05/19/2006-06/01/2006	05/26/2006	06/01/2006

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Menu New

### Employee Time Entry->Details

**Work Week :** 05/12/2006 - 05/18/2006

**Total Pay Period Hours :** 0.00

[Leave Balance Overview](#)

# How to Complete Your Timesheet Using Your Timesheet Template

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

**Employee Time Entry->Details**

**Work Week :** 06/02/2006 - 06/08/2006 **Total Pay Period Hours :** 0.00 [Leave Balance Overview](#)

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
				<b>Total</b>	0.00	0.00	0.00	0.00	0.00
				<b>Schedule</b>	8.00	0.00	0.00	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 author 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.

# 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	06/07 Wed
SST000H0010000000388	206		1000	* <input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	
SST000H0010000000388	209		1000	* <input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	
SST000H0010000000388	210		1000	* <input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	
SST000H0010000000388	222		1000	* <input type="checkbox"/>	2.00	0.00	0.00	0.00	0.00	
			0051	* <input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	
			0052	* <input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	
				* <input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	
				* <input type="checkbox"/>	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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	0051	<input type="text"/>	*	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0052	<input type="text"/>	*	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	*	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	*	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	*	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	*	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>
<b>Total</b>							2.00	0.00	0.00	0.00	0.00	<input type="text"/>
<b>Schedule</b>							8.00	0.00	0.00	8.00	8.00	<input type="text"/>

**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.*

# 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	<input type="checkbox"/>	8.00	0.00	0.00	8.00	4.00	0.00
			0051	<input type="checkbox"/>	0.00	0.00	0.00	0.00	4.00	8.00
<b>Total</b>					8.00	0.00	0.00	8.00	8.00	8.00
<b>Schedule</b>					8.00	0.00	0.00	8.00	8.00	8.00

**Comment:**

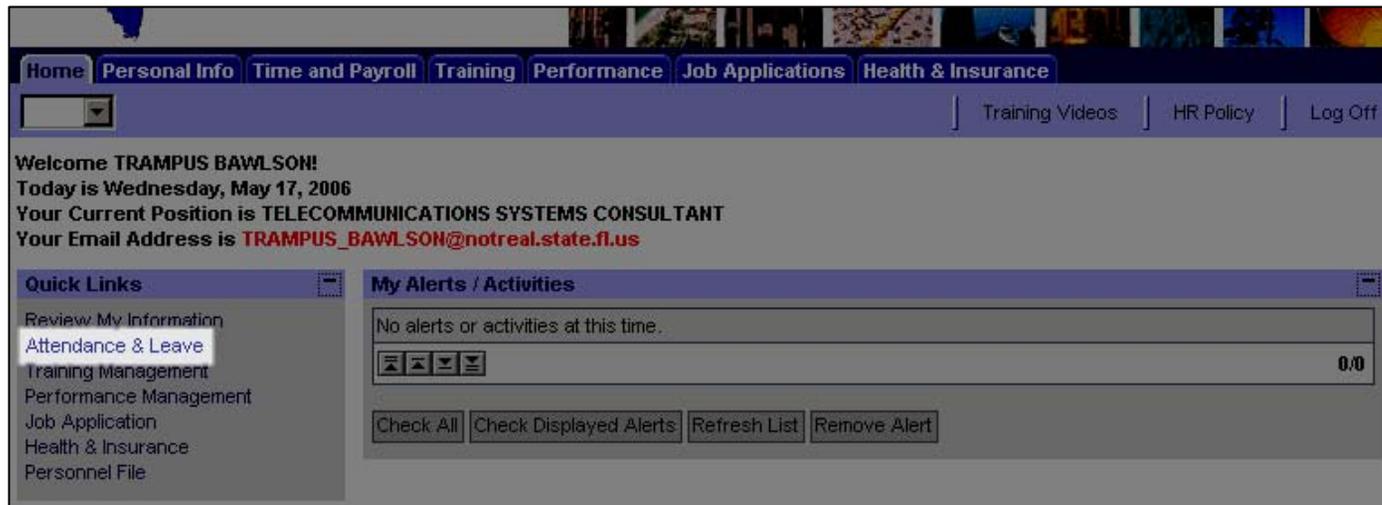
I hereby certify that I have reviewed this record and that it represents a true and correct record of hours worked, authorized overtime and authorized leave. Intentional falsification of this report shall be cause for dismissal in accordance with the Florida Administrative Code

\*\*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.

# 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.

The screenshot displays a web application interface with a navigation bar at the top containing tabs for Home, Personal Info, Time and Payroll, Training, Performance, Job Applications, and Health & Insurance. Below the navigation bar is a search field and links for Training Videos, HR Policy, and Log Off. The main content area is divided into sections: Employee Selected, Employee Information, and Time and Payroll. The Employee Selected section shows Employee ID #: 00180807 and Mr. TRAMPUS B BAWLSON. The Employee Information section shows Title: 72001714 - TELECOMMUNICATIONS SYSTEMS CONSUL and Agency: DMS - Management Svcs. The Time and Payroll section has a dropdown menu open, listing various options: Employee Time Entry, Employee Time Entry, Base Work Schedule Assignment, Leave and OT Request, Pay Info, One-Time Regular Payroll Pay, One-Time Pay Deductions, Recurring Pay Deductions, Recurring Pay Additives & Military Pay, Flexible Work Schedule, OT Election, and Leave Balance Overview. A mouse cursor is pointing at the 'Leave Balance Overview' option. A 'Go' button is visible next to the dropdown menu.

# How to Read the Leave Balance Overview Screen

Select the pay period you want to see.

The screenshot shows a web application interface for leave management. At the top, there are navigation tabs: Home, Personal Info, Time and Payroll, Training, Performance, Job Applications, and Health & Insurance. Below the tabs is a search bar and links for Training Videos, HR Policy, and Log Off. The main content area is titled "Leave Balance Overview->Overview" and contains a table for selecting a payroll period. The selected period is 05/05/2006-05/18/2006. Below the table are navigation controls and a "Menu" button. The bottom section is titled "Leave Balance Overview->Details" and contains a table of current balances.

Leave Balance Overview->Overview					
Payroll Period					
<input checked="" type="radio"/>	05/05/2006-05/18/2006				
<input type="radio"/>	04/21/2006-05/04/2006				
<input type="radio"/>	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

**Note: the personal holiday is 1 day. You must use it (or lose it) by June 30<sup>th</sup> 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	MILITARY LEAVE
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	MILITARY LEAVE
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

Buttons: 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	MILITARY
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	MILITARY
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	MILITARY LEAVE
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	MILITARY LEAVE
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	MILITARY LEAVE
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	MILITARY LEAVE
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	MILITARY
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	MILITARY
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	MILITARY
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	MILITARY
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

Buttons: 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	MILITARY LEAVE
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	MILITARY LEAVE
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

Buttons: 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	MILITARY LEAVE
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	MILITARY LEAVE
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

Buttons: 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	MILITARY LEAVE
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	MILITARY LEAVE
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

Buttons: 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	MILITARY LEAVE
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	MILITARY LEAVE
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

Buttons: 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	MILITARY
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	MILITARY
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

Buttons: Edit Save Cancel Goto Time Entry

# How to Request Leave or Overtime

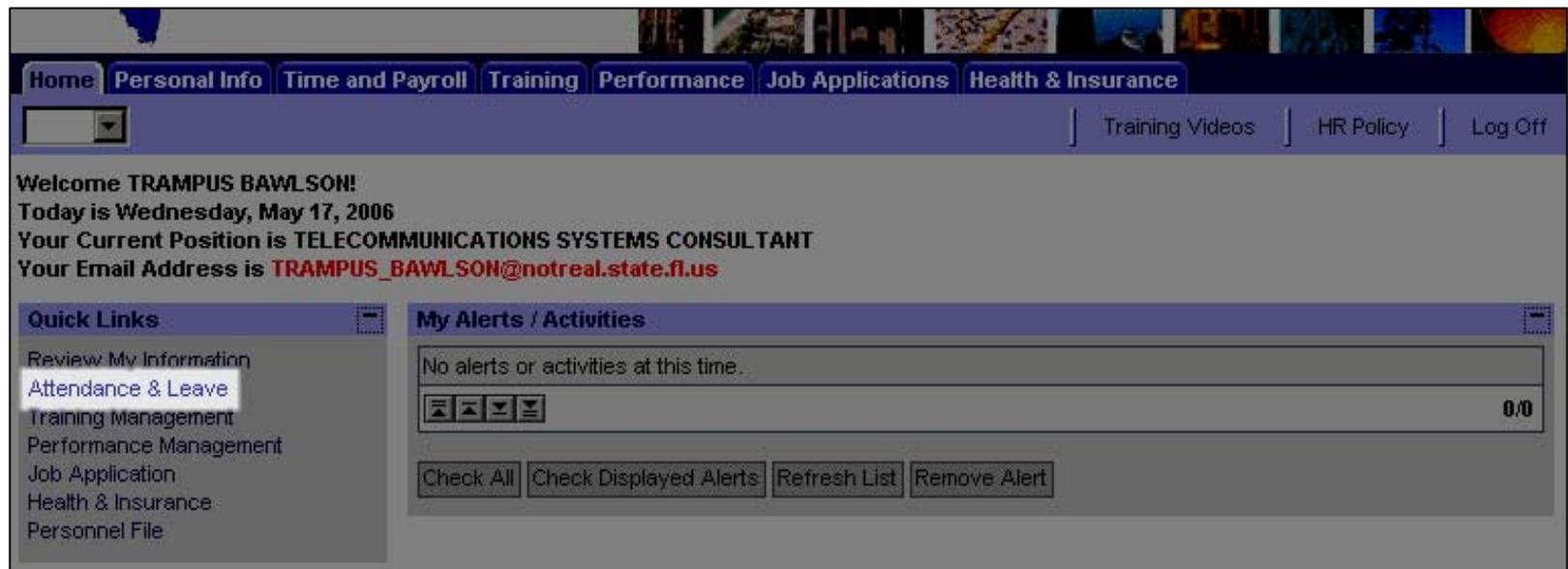
Before you take planned leave, you should submit a leave request to receive approval from your manager.

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.

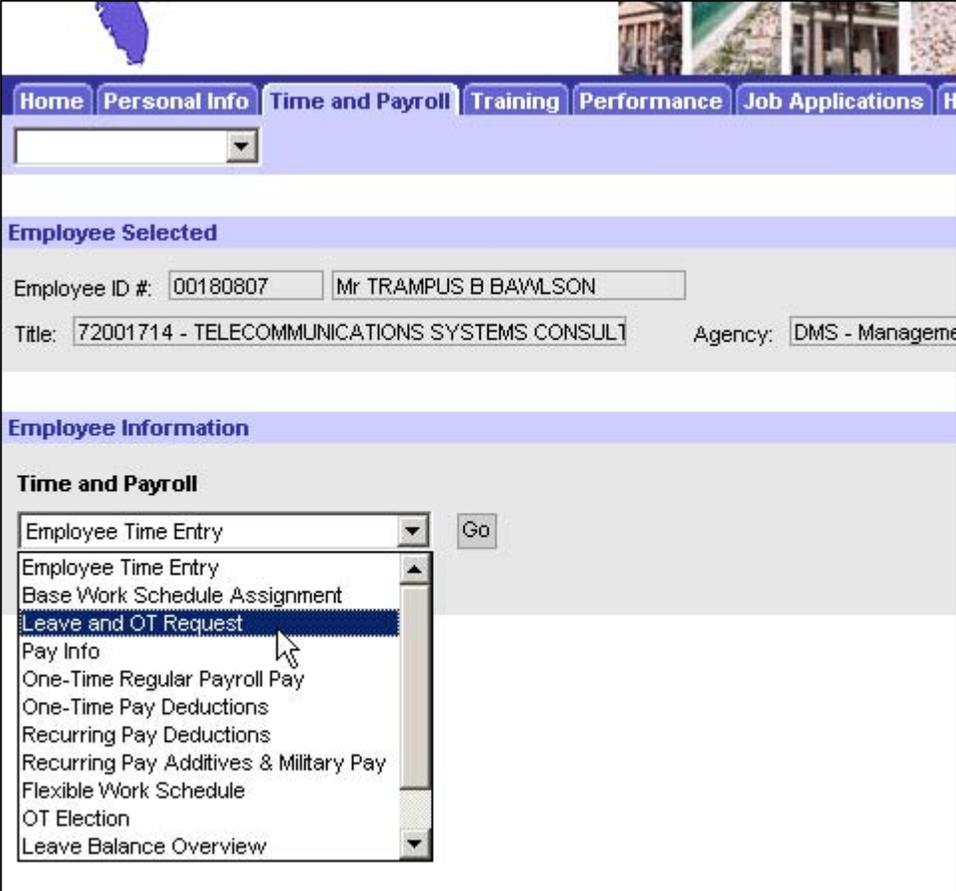
# How to Request Leave or Overtime

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.



The screenshot displays a web application interface with a navigation bar at the top containing tabs for Home, Personal Info, Time and Payroll, Training, Performance, and Job Applications. Below the navigation bar is a search dropdown menu. The main content area is titled 'Employee Selected' and shows the following information:

- Employee ID #: 00180807
- Mr TRAMPUS B BAWLSON
- Title: 72001714 - TELECOMMUNICATIONS SYSTEMS CONSULT
- Agency: DMS - Management

Below this information is the 'Employee Information' section, which includes a 'Time and Payroll' dropdown menu. The dropdown menu is open, showing the following options:

- Employee Time Entry
- Employee Time Entry
- Base Work Schedule Assignment
- Leave and OT Request
- Pay Info
- One-Time Regular Payroll Pay
- One-Time Pay Deductions
- Recurring Pay Deductions
- Recurring Pay Additives & Military Pay
- Flexible Work Schedule
- OT Election
- Leave Balance Overview

A mouse cursor is pointing at the 'Leave and OT Request' option. To the right of the dropdown menu is a 'Go' button.

# How to Request Leave or Overtime

Click EDIT in the lower left hand corner.

Annual Hours:	Sick Hours:	Regular Comp. Hours :	Special Comp. Hours :	Personal Holiday :
80.75	79.75	0.00	0.00	1.00

Request Type \*

Start Date \*

End Date \*

Hours \*

Status

Requestor Comments

Approver Comments

# 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.

Annual Hours:	Sick Hours:	Regular Comp. Hours :	Special Comp. Hours :	Personal Holiday :
80.75	79.75	0.00	0.00	1.00

Request Type:  ▼ \*

Start Date:  ▼ \*

End Date:  ▼ \*

Hours:  \*

Status:

Requestor Comments:

Approver Comments:

# 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.

	Request Type	FMLA	Start Date	End Date	Total Hours	Status	Requestor Comments	Approver Comments
<input type="radio"/>	ANNUAL LEAVE		06/19/2006	06/30/2006	80.00	approval still pending	Family trip to Tennessee	

1/1

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.

Leave and OT Request->Overview

	Request Type	FMLA	Start Date	End Date	Total Hours	Status	Requestor Comments	Approver Comments
<input type="radio"/>	ANNUAL LEAVE		06/19/2006	06/30/2006	80.00	approval still pending	Family trip to Tennessee	

1/1

Menu New

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

Leave and OT Request->Overview

	Request Type	FMLA	Start Date	End Date	Total Hours	Status	Requestor Comments	Approver Comments
<input type="radio"/>	ANNUAL LEAVE		06/19/2006	06/30/2006	80.00	approval still pending	Family trip to Tennessee	

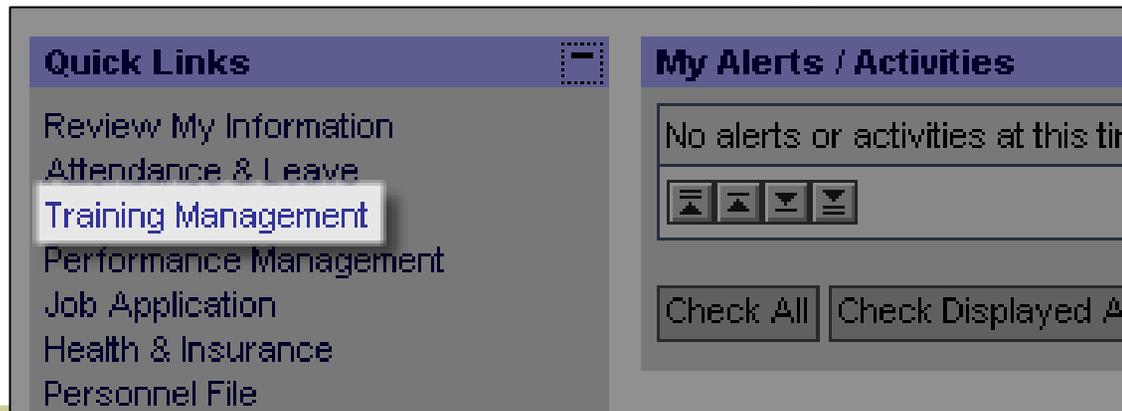
1/1

Menu **New**

# 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.

The screenshot displays a web interface for an Employee Home Page. On the left, there is a 'Quick Links' sidebar with a minus sign icon. It contains two links: 'Training History' and 'Training Course Links', with the latter highlighted by a white mouse cursor. The main content area is titled 'Employee Home Page' and contains the text 'Please select the area you would like to work with:'. Below this text are two options, each with a small image icon and a text label: 'Training History: View Training History' (with an icon of a hand pointing to a document) and 'Training Course Links: Links for Training Courses' (with an icon of a clock face).

# How to View Training Courses

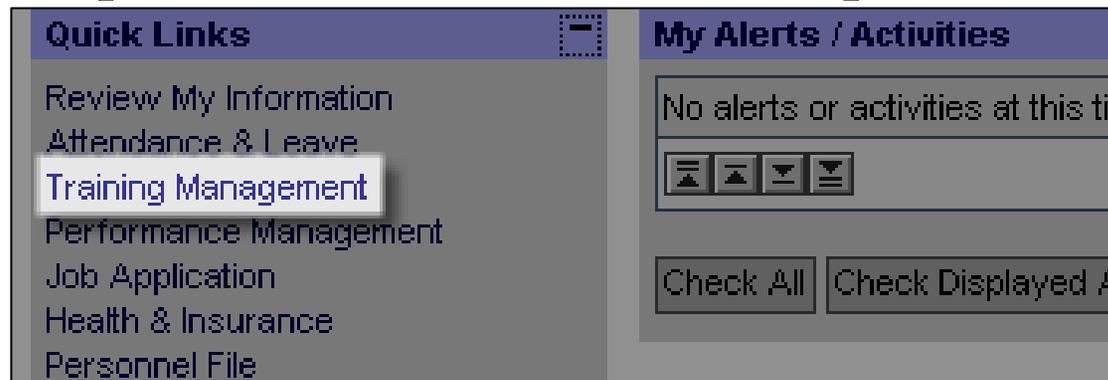
Click the format link for the course you wish to view. Flash video format (if your agency allows Flash) has narration of all slides in the presentation. The PDF presentation has no narration.

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

# How to View Your Training History

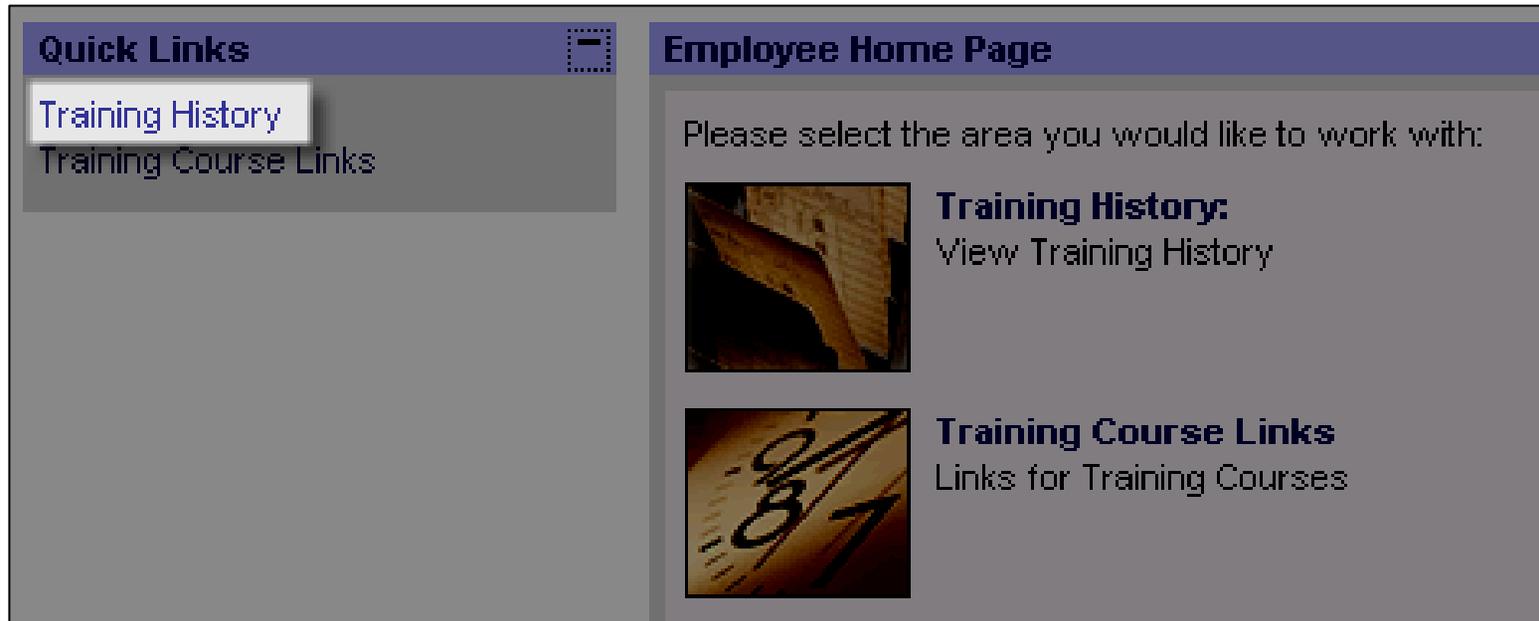
If your agency uses the training history through the People First system, you will be able to see the State of Florida and/or agency specific courses you have taken. **It is your responsibility to notify your supervisor when you have completed a course so that it can be recorded in the system.**

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.



The screenshot displays a web interface with two main sections. On the left, a 'Quick Links' sidebar contains a 'Training History' link, which is highlighted with a white mouse cursor, and a 'Training Course Links' link below it. On the right, the 'Employee Home Page' section features a heading 'Please select the area you would like to work with:' followed by two options. The first option is 'Training History: View Training History', accompanied by a small image of a hand pointing at a document. The second option is 'Training Course Links: Links for Training Courses', accompanied by a small image of a clock face.

# 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**

	<b>Course</b>	<b>Completion Date</b>	<b>Score</b>
<input type="radio"/>	Advanced Microsoft Word	03/13/2000	N/A
<input type="radio"/>	Introduction to Powerpoint A	06/08/2004	Pass
<input type="radio"/>	DMS Web Design	03/07/2006	Pass
			<b>1/2</b>

# Job Applications

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



The screenshot shows the State of Florida Job Search website interface. At the top left is the "PEOPLE First!" logo with a map of Florida. A horizontal menu bar contains the following tabs: Home, Management, Actions, Personal Info, Time and Payroll, Training, Staffing, Job Applications (highlighted), Health & Insurance, and Org Management. To the right of the menu are links for E-Newsletter, Training Videos, HR Policy, and Log Off. Below the menu is a search bar. The main content area features the Great Seal of the State of Florida on the left and a smaller "PEOPLE First!" logo on the right. A notice states "Required fields are denoted by \*". There are two main sections: "New Users" and "Returning Users". The "New Users" section includes the text "Register today and let new career opportunities find you! Give us a little information regarding your skills and desires and you may be rewarded with the opportunity of a lifetime!" and a "Register" button. The "Returning Users" section includes the text "If you are already registered with us, log in now to access your account, make changes, or check for matching vacancies." and an "E-mail:" label followed by an input field with a red asterisk.

# 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](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](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!**