



People First! E-Newsletter

Governor Jeb Bush ♦ Department of Management Services ♦ Secretary Tom Lewis, Jr.

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[Link to People First! Training Videos Webpage](#)

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Service Center Hours

Monday through Friday
8:30 a.m. to 5:30 p.m. EST

Service Center Numbers

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

Upcoming People First! E-Newsletter Topics:

Disaster Pay

On-Call and Call-Back

Regular Comp. Payable

Extraordinary Pay

Eligible Employees Paid for Holiday



The State pays its eligible employees for the Memorial Day Holiday, which falls on May 29th this year. When you complete your timesheet for this workweek, you will see that the hours type for state paid holiday hours, 1005, automatically pre-populates with the number of hours based on your FTE and schedule on Memorial Day.

What if you're scheduled to work on Memorial Day? If you work on the holiday and take off a different day during the period, you will have both your holiday hours shown as hours type 1005 and your hours worked shown as hours type 1000 on the observed holiday. For the day that you take off later in the period, the day will be blank to offset the holiday credit.

Some employees may have to use leave on the day off to supplement their holiday credit due to either their work schedule or FTE. If you have questions, please contact your supervisor or the People First Service Center.

To see a demonstration on how to complete your timesheet using the State paid holiday, click the link to People First! Training Videos on the left.

Timesheet Template Saves You Time

Did you ever think there had to be an easier way to complete your timesheet? Too many steps? Too many codes?

Now there is! The timesheet template is an excellent way for you to set up a reusable, customized form. You can create your form to reflect regular hours worked, leave, mentoring—anything you use frequently or think you might use in the future. If your position requires you to use charge objects, you'll love setting up your template one time and then reusing it each pay period.

You can apply your template to any pay period that does not have time saved to it, but you don't have to use it for every timesheet unless you want to. You can edit it at any time, as well. It truly is a flexible tool that will make the timesheet entry process flow more smoothly and quickly for you.

For demos, click the training videos link.

Did You Know?

Were you recently married or divorced? Do you have a new child by birth or adoption, or have you experienced some other life event that may affect your benefits?

If you answered yes to any of these questions, did you know that **you have 31 days to notify People First to change your coverage** to add or remove your dependent? After you have changed your coverage, you must submit documentation of relationship to support that change.

Documentation may include the following:

- Marriage license
- Divorce decree
- Birth certificate
- Adoption papers

You should send copies of your paperwork as soon as possible to the People First Service Center:

Fax: 904-828-6092 or mail to
People First Service Center
Post Office Box 6830
Tallahassee, FL 32314

Finally, if both you and your spouse are state government employees, be sure to include both of your names and employee ID numbers on your documentation so that each of your personnel files will be accurate.

If you have questions regarding your insurance coverage, contact the Service Center.

Update Your Personal Information

Have you changed phone numbers, moved, or changed your mailing address? Be sure to update your personal information in People First.



Currently, all statewide correspondence and retirement benefits information are mailed to your home address and open enrollment benefits information is sent to your mailing address, so be certain they are both up-to-date.

You should also check the information listed in your emergency contact screen—your family and friends may have changed their information recently, and your agency will look here first in case of emergency.

Finally, since tax season has ended, you may have discovered that you withheld too much or not enough for your federal income taxes. You may access the W-4/W-5 screen and change your withholding allowances and/or your fixed additional withholding amounts. For guidance on selecting the correct tax filing status, please go to www.irs.gov and review the W-4 and W-5 instructions.

For a demo on how to verify and edit your personal information, click the training videos link.

Training Videos Flashing Your Way

Soon you will have another option to view People First training videos: Macromedia Flash, a cross-platform movie file format that plays on any computer that supports the Flash Player. Simply put, most people who have the Internet have access to a Flash player.

The quality of production for these videos is far superior. They will open nearly instantaneously, as they do not have to download. Some videos will offer other features, such as a table of contents, which will allow you to jump from one section to another within the video.

The People First! team is truly excited to bring you these high quality training videos. Look for them at our website: http://dms.myflorida.com/workforce/people_first_initiative/training/people_first_training_videos.