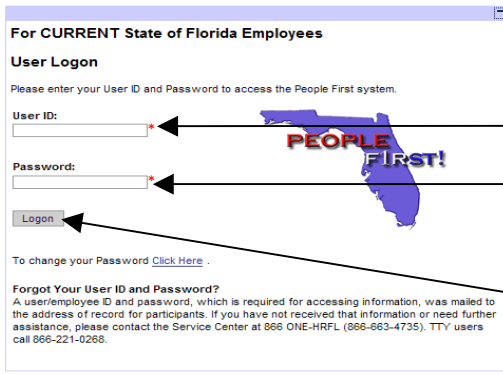


How Do I Access People First?

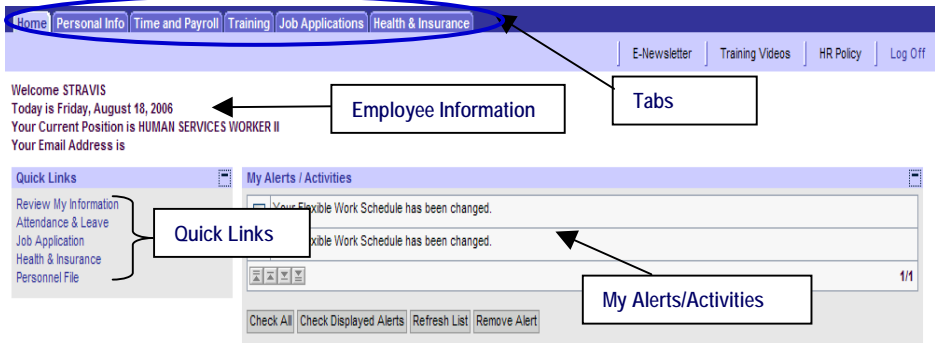
People First can be accessed at <https://peoplefirst.myflorida.com/logon.htm>



















- 1** Enter User ID: A preassigned, 6-digit number provided to you by your Manager or received in the User ID letter via the mail.
- 2** Enter Password: 7-digit number you have selected
- 3** Click Logon

People First Home Screen

When you first enter People First, you are brought to the Home Screen. There are four main areas of the Home Screen. **Employee Information** allows you to view your basic information. The **Tabs** and **Quick Links** direct you to specific sections that pertain to your employment. **My Alerts/Activities** provides you with current notifications and tasks that you may need to perform.



Standard Controls & Buttons

	Check Box	A box that when you click in it indicates you have made a selection.
	Radio Button	A circle that turns dark when you click on it, indicating you have made a selection.
	First Page/ Last Page	Directs the user to either the first page or last page of a series.
	Page Up/ Page Down	Directs the user one page up or one page down in a series.
	Minimize	Minimizes a window so that the user can no longer view it.
	Maximize	Opens up a window that has been previously minimized.
	Drill Down	Allows the user to view direct reports in the next level down.
	Required Field	Indicates a field that must be completed in order for the user to proceed.
	Tab	A place on a screen that you can click to access specific information.
	Link	A shortcut to a site, a file, or a category. Clicking on a link will bring the user to corresponding site or file.
	Open Field	Field that is open for entry or revision.
	Closed Field	Field that is closed for entry or revision, meaning it is view only.
	Drop-Down Box	A field that has a list of options from which to choose. Click on the arrow in order to search for or make a selection.
	Log Off	Allows the user to log off the system at any time.
	HR Policy	Directs the user to the site where they can view their benefits and HR policy information.
	Cancel	Cancels transaction and returns user to previous screen.



Personal Information Tab

The following actions are available from the Personal Information Tab:

- ◆ Access the Health & Insurance (Refer to the [Health & Insurance Tab](#) section.)
- ◆ View/Change Personal Or Work Related Information
 - ◆ **Personal Info**
 - ◆ Direct Deposit
 - ◆ Drivers License
 - ◆ EEO-Veteran-AAP
 - ◆ Emergency Contact
 - ◆ Employee Education/Languages
 - ◆ Work Info
 - ◆ Home/Mailing/Temporary Address
 - ◆ Fulfillment Document/History
 - ◆ I-9
 - ◆ Outside Employment
 - ◆ Professional Licenses & Certifications
 - ◆ Personal Info
 - ◆ W4/W5
 - ◆ **Work Info**
 - ◆ Action History
 - ◆ Appointment Status Details
 - ◆ Assigned Property
 - ◆ Background Check
 - ◆ DROP/Retirement
 - ◆ Drug Screening
 - ◆ Dual Employment
 - ◆ Exit Interview
 - ◆ Fingerprints
 - ◆ Key Service Dates
 - ◆ OPS Employee Data
 - ◆ Work Assignments
 - ◆ Tuition Waiver
 - ◆ Email Address
 - ◆ Work Address
- ◆ Time & Payroll (Refer to the [Time And Payroll Tab](#) section.)
- ◆ Completed Personnel Action Requests (PARs)

Training Tab

The following information is accessible on the Training tab:

- ◆ Training History
- ◆ Training Course Links

Time And Payroll Tab

The following information is accessible on the Time and Payroll tab:

- ◆ 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
- ◆ FMLA/FSWP Leave Request
- ◆ Gross Pay History

NOTE: This menu can also be accessed through the Personal Information tab.

Health & Insurance Tab

The following information is accessible on the Health & Insurance tab:

- ◆ View/Change Current Benefits
- ◆ Request Benefit Materials
- ◆ Obtain additional information on Benefit Plans

NOTE: This menu can also be accessed through the Personal Information tab.

Job Application Tab

The following information is accessible on the Job Application tab:

- ◆ View Open Requisitions
- ◆ Apply for Positions