



DMS People First E-Newsletter

Governor Charlie Crist ♦ Department of Management Services ♦ Secretary Linda South

December 2007

Volume 2, Number 4

In This Issue

- Time for the Holidays
- Service Center Holiday Hours
- State of Florida Job Site
- Address Screen Changes

Important Links

[People First Logon](#)

[Job Seekers](#)

[New Employees](#)

[State Employees](#)

[HR Practitioners](#)

[Contact People First](#)

[State Group Insurance](#)

[Division of Retirement](#)

[Human Resource Management](#)

[People First Training Videos](#)

Service Center Hours

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

Service Center Numbers

866-663-4735
866-221-0269 TTY

HAPPY HOLIDAYS!

The DMS People First Team wishes you and your family a safe and joyous holiday season!

Time for the Holidays

The state observes the following paid holidays in December and January for eligible employees:

- December 25, Christmas Day
- January 1, New Year's Day
- January 21, Dr. Martin Luther King, Jr. Day



When you complete your timesheet for these workweeks, you'll see the hour's type for state paid holiday hours, 1005. You'll also see the number of hours based on your Full Time Equivalency (FTE) and schedule for these holidays.

If you have questions about recording time or holiday hours, contact the Service Center at 866-663-4735 or [visit our website](#) for a video demonstration.

Service Center Holiday Hours

The Service Center will be open on Christmas Eve and New Year's Eve from 8:30 a.m. to 2:00 p.m. EST. It will be closed Christmas Day, New Year's Day, and Martin Luther King, Jr. Day.



State of Florida Job Site

Our online job site sees a lot of activity! Check out these stats since January of this year:

- Potential State employees viewed job postings 12,637,921 times.
- 206,326 people opened new applicant accounts.
- 1,035,970 people applied for a State job.
- 16,481 jobs posted.
- 10,379 jobs filled.

Go to jobs.myflorida.com or call 877-562-7287 for job information.

Important Reminders!

Employees Paid Biweekly

Submit your timesheet for the 12/14 through 12/27 pay period by 7:00 p.m. on Thursday, December 27.

Vision Insurance Participants

Under the State Group Insurance Program Vision Plan, you have until December 31st to see your eye doctor or purchase eyeglasses or contacts.

Choose Beneficiaries for Your Life Insurance Coverage

If you haven't updated your beneficiaries with Minnesota Life, log on to www.lifebenefits.com/florida. Remember that your list of beneficiaries on file with Prudential will not transfer to Minnesota Life on January 1, 2008.

Check Premium Deductions for January Coverage

Be sure your benefit elections will be correct for coverage beginning on January 1, 2008. Check your January premium deductions in People First.

1. Log on to People First.
2. Click the *Health and Insurance* tab.
3. Click *View Benefit Elections*.
4. Select *Overview*.
5. Enter 01/01/2008 or select from the calendar.
6. Click *View Details*.
7. Look at the column, "Monthly Cost." The amount should match the deduction on your December pay stub. If you're paid biweekly, your two deductions should equal the monthly cost.

Address Screen Changes

As of December 10, 2007, the People First system allows up to 30 characters on one line for your home, mailing and/or temporary street address.

Why is it important to update your address?

- Your address is used for your W-2 and benefits materials.

What should I do?

- Make sure your address is correct in the People First system. Remember that 30 characters are allowed in the street address field.

How to update your address:

1. Log in to People First.
2. Select the Personal Info tab.
3. From the Personal Info drop down menu, select Home Address, Mailing Address, or Temporary Address.
 - Home Address—this address is your physical address. Complete this screen, even if you don't receive mail here, because your agency may use it during an emergency.
 - Mailing Address—use this address if you receive mail somewhere other than your physical home, such as a post office box.
 - Temporary Address—use this address if you will receive mail somewhere other than your mailing or home address for a short time. Be sure to select an end date for the temporary address so that your State mail will go to your regular address in a timely manner.
4. Click GO.
5. To create a new address, click NEW.
6. To edit an existing address, click the radio button next to the address, then click EDIT in the lower left-hand corner.
7. Complete the fields and click SAVE. Fields with an asterisk are required.



Did you know?

People First will send all State correspondence to your address in this order: temporary address, mailing address, home address.

People First also sends a file to the Bureau of State Payrolls (BOSP) for your W-4. BOSP checks for addresses in the same order. If you don't have an active address recorded in People First, then no W-4 file will be sent to BOSP until you've added an address to one or more of these screens.

