

FLORIDA DEPARTMENT OF FINANCIAL SERVICES  
**BUREAU OF STATE PAYROLLS**  
**PAYROLL PREPARATION MANUAL**

# INTRODUCTION

## **Authority**

This manual contains the process for the administration of the Bureau of State Payrolls (BOSP), of the Division of Accounting and Auditing, State of Florida, Department of Financial Services. These instructions issued by the Chief Financial Officer to state agencies for preparing and submitting payroll and employee data, as well as schedules, tables, and codes used in the payroll system (PYRL). The payroll system is the official source of record for all payroll transactions. The Payroll Preparation Manual is the administrative authority in the absence of specific rules to the contrary. The preparation and modification of this manual is authorized by Section 120.52, Florida Statutes, and applies directly to all State personnel administering a payroll and indirectly to all State employees receiving wages.

## **Bureau of State Payrolls Mission Statement**

To accurately and timely pay state employees, properly report and remit tax and retirement contribution withholdings to all regulatory agencies, maintain and protect official state employee payroll records and other bureau assets, conduct payroll related audits and provide outstanding customer service with professionalism and dedication.

## **Overview – Section Summaries**

The Bureau of State Payrolls is comprised of three sections with related yet distinct duties and responsibilities. This information will be useful in navigating the Payroll Preparation Manual and provide helpful guidance in performing payroll associated activities.

## **Payroll Processing**

The Payroll Processing section processes 90 major payrolls and over 200 On-Demand payrolls annually, including leave payouts with deferred compensation, settlement agreements, retro-active payments and beneficiary payments. They ensure payments are processed both accurately and timely, while verifying the payments follow applicable laws, rules and regulations. The Payroll Processing section also maintains the collection system for involuntary payroll deductions such as Court Ordered Child Support and Alimony; Federal Wage Garnishments; State of Florida, Writ of Garnishments, Federal/State Student Loans; Bankruptcy, IRS Tax Levy and Ethic's Fines.

## **Employee Records**

The Employee Records section maintains all state employee payroll records, including managing the employee W4 record in the payroll system, processing miscellaneous payroll adjustments such as salary overpayments, retirement adjustments, non-cash adjustments and SSN corrections. They also control access to PYRL for all Statewide and Agency Access Control Custodians; granting and removing access, reviewing appropriate access levels, troubleshooting errors within the payroll system and resetting passwords. This section provides system support for the Employee Information Center (EIC) website, Tuition Waiver website and Consolidated Vendor Website. Additional duties include completing requests for payroll records and duplicate W2s, monitoring payments made to employees outside of the payroll system, managing all payroll deduction codes. They also conduct the annual State Agency Payroll Compliance Checklist review and various other quality assurance reviews to ensure that the employee payroll records are accurate and complete.

## **Taxation/Reconciliation**

The Taxation/Reconciliation section is responsible for the timeliness and accuracy of payroll tax deposits to the IRS, as well as, quarterly and yearly reporting for forms 941, 941-X, W-2, W-2c and 1099-MISC. They are responsible for processing requests from agencies for refunds of tax-sheltered deductions, including deferred compensation, dependent care, OPS Alternative Retirement and processing of employment tax refunds, tax collections, and retirement adjustments. The Taxation/Reconciliation section is also responsible for the balancing and remittance of the FRS funds to the Division of Retirement and the reconciliation of the Tax and Garnishment clearing trust funds.

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## A. OVERVIEW

This section includes the payroll schedules for the current calendar year. The Bureau of State Payrolls (BOSP) processes all online cancellations and adjustments daily, except for Saturday, Sunday, state holidays and special days marked on the annual Agency Payroll Calendar.

BOSP must receive any agency required payroll documentation by 12:00 noon prior to the payroll processing date identified in the schedules. See [Volume IV, Section 1, Payroll Overview](#), for more information.

BOSP must receive orders for federal tax levies, court ordered child support or other wage garnishments no later than 12:00 noon prior to the payroll processing date to be effective for that payroll. If a release or other change is to be implemented after the payroll is processed but before the payment date, that information must be received by BOSP no later than the day preceding the payment date.

## B. STATE HOLIDAYS

The table below shows state holidays for the 2025 calendar year. Processing dates, voucher dates and warrant dates may be adjusted if they fall on an observed state holiday.

| 2025 HOLIDAY SCHEDULE       |              |                   |
|-----------------------------|--------------|-------------------|
| Holiday                     | Day Observed | Date Observed     |
| Christmas Day               | Wednesday    | December 25, 2024 |
| New Year's Day              | Wednesday    | January 1, 2025   |
| Martin Luther King, Jr. Day | Monday       | January 20, 2025  |
| Memorial Day                | Monday       | May 26, 2025      |
| Independence Day            | Friday       | July 4, 2025      |
| Labor Day                   | Monday       | September 1, 2025 |
| Veterans Day                | Tuesday      | November 11, 2025 |
| Thanksgiving Day            | Thursday     | November 27, 2025 |
| Friday after Thanksgiving   | Friday       | November 28, 2025 |
| Christmas Day               | Thursday     | December 25, 2025 |
| New Year's Day              | Thursday     | January 1, 2026   |
| Martin Luther King, Jr. Day | Monday       | January 19, 2026  |

## C. PAYROLL SCHEDULES

The release date in the following schedules refers to the date that all payroll payments and related documents will be released to agencies. In accordance with instructions from the Department of Management Services, employees must be paid as follows:

1. Monthly – The last working day in the month. Workdays in the month may be used to calculate hourly rate of pay, if necessary.
2. Biweekly – The second Friday, following the end of the pay period. When a pay date falls on a holiday, the pay date will be the workday immediately preceding the holiday.

A warrant may not be delivered or otherwise made available to the payee before the date imprinted on the warrant.

| 2025 MONTHLY PAYROLL SCHEDULE                                 |            |                         |              |                                |                      |              |                                   |       |
|---|------------|-------------------------|--------------|--------------------------------|----------------------|--------------|-----------------------------------|-------|
| Payroll Period Covered  |            | Payroll Processing Date | Voucher Date | EFT Cancellation Deadline 11am | Warrant Release Date | Warrant Date | Work Days in Month and Foot Notes |       |
|   |            |                         |              |                                |                      |              |                                   |       |
| Begin   | End        |                         |              |                                |                      |              |                                   |       |
| 12/1/2024   | 12/31/2024 | 12/23/2024              | 12/24/2024   | 12/27/2024                     | 12/26/2024           | 12/31/2024   | 22                                |       |
| ** 01/06/2025 LAST DAY TO ADJUST 2024 W-2s **                 |            |                         |              |                                |                      |              |                                   | (2)   |
| 1/1/2025  | 1/31/2025  | 1/23/2025               | 1/24/2025    | 1/29/2025                      | 1/27/2025            | 1/31/2025    | 23                                | (4)   |
| 2/1/2025  | 2/28/2025  | 2/20/2025               | 2/21/2025    | 2/26/2025                      | 2/24/2025            | 2/28/2025    | 20                                | (4)   |
| 3/1/2025  | 3/31/2025  | 3/24/2025               | 3/25/2025    | 3/27/2025                      | 3/26/2025            | 3/31/2025    | 21                                |       |
| 4/1/2025  | 4/30/2025  | 4/23/2025               | 4/24/2025    | 4/28/2025                      | 4/25/2025            | 4/30/2025    | 22                                |       |
| 5/1/2025  | 5/31/2025  | 5/22/2025               | 5/23/2025    | 5/28/2025                      | 5/27/2025            | 5/30/2025    | 22                                | (6)   |
| 6/1/2025  | 6/30/2025  | 6/20/2025               | 6/23/2025    | 6/26/2025                      | 6/24/2025            | 6/30/2025    | 21                                | (4)   |
| 7/1/2025  | 7/31/2025  | 7/24/2025               | 7/25/2025    | 7/29/2025                      | 7/28/2025            | 7/31/2025    | 23                                |       |
| 8/1/2025  | 8/31/2025  | 8/21/2025               | 8/22/2025    | 8/27/2025                      | 8/25/2025            | 8/29/2025    | 21                                | (4)   |
| 9/1/2025  | 9/30/2025  | 9/22/2025               | 9/23/2025    | 9/26/2025                      | 9/24/2025            | 9/30/2025    | 22                                | (4)   |
| 10/1/2025   | 10/31/2025 | 10/24/2025              | 10/27/2025   | 10/29/2025                     | 10/28/2025           | 10/31/2025   | 23                                | (6)   |
| ** 10/31/2025 VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS ** |            |                         |              |                                |                      |              |                                   | (3)   |
| 11/01/2025  | 11/30/2025 | 11/19/2025              | 11/20/2025   | 11/24/2025                     | 11/21/2025           | 11/26/2025   | 20                                | (5,6) |
| 12/01/2025  | 12/31/2025 | 12/22/2025*             | 12/23/2025   | 12/29/2025                     | 12/24/2025           | 12/31/2025   | 23                                | (4)   |
| ** 01/06/2026 LAST DAY TO ADJUST 2025 W-2s in FLAIR **        |            |                         |              |                                |                      |              |                                   | (2)   |

| 2025 BIWEEKLY PAYROLL SCHEDULE                |            |                         |              |  |              |            |
|---|------------|-------------------------|--------------|--|--------------|------------|
| Payroll Period Covered                        |            | Payroll Processing Date | Voucher Date | EFT Cancellation Deadline - 11:00am & Warrant Release Date | Warrant Date | Foot Notes |
| Begin   | End        |                         |              |  |              |            |
| 11/8/2024                                     | 11/21/2024 | 11/21/2024              | 11/22/2024   | 11/25/2024   | 11/27/2024   |            |
| 11/22/2024                                    | 12/5/2024  | 12/9/2024               | 12/10/2024   | 12/11/2024   | 12/13/2024   |            |
| 12/6/2024                                     | 12/19/2024 | 12/20/2024              | 12/23/2024   | 12/24/2024   | 12/27/2024   | (4)        |
| ** 01/06/2025 LAST DAY TO ADJUST 2024 W-2s ** |            |                         |              |  |              | (2)        |
| 12/20/2024                                    | 1/2/2025   | 1/6/2025                | 1/7/2025     | 1/8/2025   | 1/10/2025    |            |
| 1/3/2025                                      | 1/16/2025  | 1/17/2025               | 1/21/2025    | 1/22/2025  | 1/24/2025    | (4)        |
| 1/17/2025                                     | 1/30/2025  | 2/3/2025                | 2/4/2025     | 2/5/2025   | 2/7/2025     |            |
| 1/31/2025                                     | 2/13/2025  | 2/17/2025               | 2/18/2025    | 2/19/2025  | 2/21/2025    |            |
| 2/14/2025                                     | 2/27/2025  | 3/3/2025                | 3/4/2025     | 3/5/2025   | 3/7/2025     |            |
| 2/28/2025                                     | 3/13/2025  | 3/17/2025               | 3/18/2025    | 3/19/2025  | 3/21/2025    |            |
| 3/14/2025                                     | 3/27/2025  | 3/31/2025               | 4/1/2025     | 4/2/2025   | 4/4/2025     |            |
| 3/28/2025                                     | 4/10/2025  | 4/14/2025               | 4/15/2025    | 4/16/2025  | 4/18/2025    |            |
| 4/11/2025                                     | 4/24/2025  | 4/28/2025               | 4/29/2025    | 4/30/2025  | 5/2/2025     |            |
| 4/25/2025                                     | 5/8/2025   | 5/12/2025               | 5/13/2025    | 5/14/2025  | 5/16/2025    |            |
| 5/9/2025                                      | 5/22/2025  | 5/23/2025               | 5/27/2025    | 5/28/2025  | 5/30/2025    | (1,4,6)    |
| 5/23/2025                                     | 6/5/2025   | 6/9/2025                | 6/10/2025    | 6/11/2025  | 6/13/2025    |            |
| 6/6/2025                                      | 6/19/2025  | 6/23/2025               | 6/24/2025    | 6/25/2025  | 6/27/2025    |            |
| 6/20/2025                                     | 7/3/2025   | 7/7/2025                | 7/8/2025     | 7/9/2025   | 7/11/2025    |            |
| 7/4/2025                                      | 7/17/2025  | 7/21/2025               | 7/22/2025    | 7/23/2025  | 7/25/2025    |            |
| 7/18/2025                                     | 7/31/2025  | 8/4/2025                | 8/5/2025     | 8/6/2025   | 8/8/2025     |            |



**2025 BIWEEKLY PAYROLL SCHEDULE**

| Payroll Period Covered   |            | Payroll Processing Date | Voucher Date | EFT Cancellation Deadline - 11:00am & Warrant Release Date | Warrant Date | Foot Notes |
|--|------------|-------------------------|--------------|--|--------------|------------|
| Begin  | End        |                         |              |  |              |            |
| 8/1/2025   | 8/14/2025  | 8/18/2025               | 8/19/2025    | 8/20/2025  | 8/22/2025    |            |
| 8/15/2025  | 8/28/2025  | 8/29/2025               | 9/2/2025     | 9/3/2025   | 9/5/2025     | (4)        |
| 8/29/2025  | 9/11/2025  | 9/15/2025               | 9/16/2025    | 9/17/2025  | 9/19/2025    |            |
| 9/12/2025  | 9/25/2025  | 9/29/2025               | 9/30/2025    | 10/1/2025  | 10/3/2025    |            |
| 9/26/2025  | 10/9/2025  | 10/13/2025              | 10/14/2025   | 10/15/2025   | 10/17/2025   |            |
| <b>** 10/31/2025 VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS **</b> |            |                         |              |  |              | (3)        |
| 10/10/2025   | 10/23/2025 | 10/27/2025              | 10/28/2025   | 10/29/2025   | 10/31/2025   | (1,6)      |
| 10/24/2025   | 11/6/2025  | 11/7/2025               | 11/10/2025   | 11/12/2025   | 11/14/2025   | (4)        |
| 11/7/2025  | 11/20/2025 | 11/20/2025              | 11/21/2025   | 11/24/2025   | 11/26/2025   | (4,5,6)    |
| 11/21/2025   | 12/4/2025  | 12/8/2025               | 12/9/2025    | 12/10/2025   | 12/12/2025   |            |
| 12/5/2025  | 12/18/2025 | 12/19/2025*             | 12/22/2025   | 12/23/2025   | 12/26/2025   | (4)        |
| <b>** 01/06/2026 LAST DAY TO ADJUST 2025 W-2s in FLAIR **</b>        |            |                         |              |  |              | (2)        |

**2025 SUPPLEMENTAL PAYROLL SCHEDULE**

| Monthly Contracted Hours   |       | Payroll Processing Date | Voucher Date | EFT Cancellation Deadline - 11:00 am & Warrant Release Date | Warrant Date | Foot Notes |
|--|-------|-------------------------|--------------|---|--------------|------------|
| Current  | Prior |                         |              |   |              |            |
| 176  | 176   | 12/3/2024               | 12/04/2024   | 12/05/2024  | 12/09/2024   |            |
| 176  | 184   | 12/17/2024              | 12/18/2024   | 12/19/2024  | 12/23/2024   |            |
| <b>** 01/06/2025 LAST DAY TO ADJUST 2024 W-2s **</b>                 |       |                         |              |   |              | (2)        |
| 176  | 184   | 12/30/2024              | 12/31/2024   | 1/2/2025  | 1/6/2025     | (4)        |
| 184  | 184   | 1/14/2025               | 1/15/2025    | 1/16/2025   | 1/21/2025    | (5)        |
| 184  | 184   | 1/28/2025               | 1/29/2025    | 1/30/2025   | 2/3/2025     |            |
| 160  | 168   | 2/11/2025               | 2/12/2025    | 2/13/2025   | 2/18/2025    | (5)        |
| 160  | 168   | 2/25/2025               | 2/26/2025    | 2/27/2025   | 3/3/2025     |            |
| 168  | 168   | 3/11/2025               | 3/12/2025    | 3/13/2025   | 3/17/2025    |            |
| 168  | 168   | 3/25/2025               | 3/26/2025    | 3/27/2025   | 3/31/2025    |            |
| 176  | 176   | 4/8/2025                | 4/9/2025     | 4/10/2025   | 4/14/2025    |            |
| 176  | 176   | 4/22/2025               | 4/23/2025    | 4/24/2025   | 4/28/2025    |            |
| 176  | 184   | 5/6/2025                | 5/7/2025     | 5/8/2025  | 5/12/2025    |            |
| 176  | 184   | 5/20/2025               | 5/21/2025    | 5/22/2025   | 5/27/2025    | (5)        |
| 168  | 160   | 6/3/2025                | 6/4/2025     | 6/5/2025  | 6/9/2025     |            |
| 168  | 160   | 6/16/2025               | 6/17/2025    | 6/18/2025   | 6/23/2025    | (4)        |
| 168  | 160   | 6/30/2025               | 7/1/2025     | 7/2/2025  | 7/7/2025     | (4)        |
| 184  | 184   | 7/15/2025               | 7/16/2025    | 7/17/2025   | 7/21/2025    |            |
| 184  | 184   | 7/29/2025               | 7/30/2025    | 7/31/2025   | 8/4/2025     |            |
| 168  | 176   | 8/12/2025               | 8/13/2025    | 8/14/2025   | 8/18/2025    |            |
| 168  | 176   | 8/26/2025               | 8/27/2025    | 8/28/2025   | 9/2/2025     | (5)        |
| 176  | 168   | 9/9/2025                | 9/10/2025    | 9/11/2025   | 9/15/2025    |            |
| 176  | 168   | 9/23/2025               | 9/24/2025    | 9/25/2025   | 9/29/2025    |            |
| 184  | 184   | 10/7/2025               | 10/8/2025    | 10/9/2025   | 10/14/2025   | (5)        |
| 184  | 184   | 10/21/2025              | 10/22/2025   | 10/23/2025  | 10/27/2025   |            |
| <b>** 10/31/2025 VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS **</b> |       |                         |              |   |              | (3)        |
| 160  | 168   | 11/4/2025               | 11/5/2025    | 11/6/2025   | 11/10/2025   |            |
| 160  | 168   | 11/18/2025              | 11/19/2025   | 11/20/2025  | 11/24/2025   |            |

| 2025 SUPPLEMENTAL PAYROLL SCHEDULE                    |       |                         |              |   |              |            |
|---|-------|-------------------------|--------------|---|--------------|------------|
| Monthly Contracted Hours                              |       | Payroll Processing Date | Voucher Date | EFT Cancellation Deadline - 11:00 am & Warrant Release Date | Warrant Date | Foot Notes |
| Current   | Prior |                         |              |   |              |            |
| 184   | 176   | 12/2/2025               | 12/3/2025    | 12/4/2025   | 12/8/2025    |            |
| 184   | 176   | 12/16/2025              | 12/17/2025   | 12/18/2025  | 12/22/2025   |            |
| ** 01/06/2026 LAST DAY TO ADJUST 2024 W-2s in FLAIR** |       |                         |              |   |              | (2)        |
| 184   | 176   | 12/23/2025*             | 12/24/2025   | 12/26/2025  | 12/30/2025   | (5)        |

| 2025 STATE ACTIVE DUTY/FL STATE GUARD (SAD/FSG) PAYROLL SCHEDULE |            |                         |              |  |              |           |
|--|------------|-------------------------|--------------|--|--------------|-----------|
| Payroll Period Covered   |            | Payroll Processing Date | Voucher Date | EFT Cancellation Deadline - 11:00am & Warrant Release Date | Warrant Date | Foot Note |
| Begin  | End        |                         |              |  |              |           |
| 11/1/2024  | 11/30/2024 | 11/27/2024              | 12/2/2024    | 12/3/2024  | 12/5/2024    |           |
| 12/1/2024  | 12/31/2024 | 12/13/2024              | 12/16/2024   | 12/17/2024   | 12/19/2024   |           |
| 12/1/2024  | 12/31/2024 | 12/27/2024              | 12/30/2024   | 12/30/2024   | 1/2/2025     |           |
| 1/1/2025   | 1/31/2025  | 1/10/2025               | 1/13/2025    | 1/14/2025  | 1/16/2025    |           |
| 1/1/2025   | 1/31/2025  | 1/24/2025               | 1/27/2025    | 1/28/2025  | 1/30/2025    |           |
| 2/1/2025   | 2/28/2025  | 2/7/2025                | 2/10/2025    | 2/11/2025  | 2/13/2025    |           |
| 2/1/2025   | 2/28/2025  | 2/21/2025               | 2/24/2025    | 2/25/2025  | 2/27/2025    |           |
| 3/1/2025   | 3/31/2025  | 3/7/2025                | 3/10/2025    | 3/11/2025  | 3/13/2025    |           |
| 3/1/2025   | 3/31/2025  | 3/21/2025               | 3/24/2025    | 3/25/2025  | 3/27/2025    |           |
| 4/1/2025   | 4/30/2025  | 4/4/2025                | 4/7/2025     | 4/8/2025   | 4/10/2025    |           |
| 4/1/2025   | 4/30/2025  | 4/18/2025               | 4/21/2025    | 4/22/2025  | 4/24/2025    |           |
| 5/1/2025   | 5/31/2025  | 5/2/2025                | 5/5/2025     | 5/6/2025   | 5/8/2025     |           |
| 5/1/2025   | 5/31/2025  | 5/16/2025               | 5/19/2025    | 5/20/2025  | 5/22/2025    |           |
| 5/1/2025   | 5/31/2025  | 5/30/2025               | 6/2/2025     | 6/3/2025   | 6/5/2025     |           |
| 6/1/2025   | 6/30/2025  | 6/12/2025               | 6/13/2025    | 6/16/2025  | 6/18/2025    | (5)       |
| 6/1/2025   | 6/30/2025  | 6/26/2025               | 6/27/2025    | 6/30/2025  | 7/2/2025     | (5)       |
| 7/1/2025   | 7/31/2025  | 7/11/2025               | 7/14/2025    | 7/15/2025  | 7/17/2025    |           |
| 7/1/2025   | 7/31/2025  | 7/25/2025               | 7/28/2025    | 7/29/2025  | 7/31/2025    |           |
| 8/1/2025   | 8/31/2025  | 8/8/2025                | 8/11/2025    | 8/12/2025  | 8/14/2025    |           |
| 8/1/2025   | 8/31/2025  | 8/22/2025               | 8/25/2025    | 8/26/2025  | 8/28/2025    |           |
| 9/1/2025   | 9/30/2025  | 9/5/2025                | 9/8/2025     | 9/9/2025   | 9/11/2025    |           |
| 9/1/2025   | 9/30/2025  | 9/19/2025               | 9/22/2025    | 9/23/2025  | 9/25/2025    |           |
| 10/1/2025  | 10/31/2025 | 10/3/2025               | 10/6/2025    | 10/7/2025  | 10/9/2025    |           |
| 10/1/2025  | 10/31/2025 | 10/17/2025              | 10/20/2025   | 10/21/2025   | 10/23/2025   |           |
| 10/1/2025  | 10/31/2025 | 10/31/2025              | 11/3/2025    | 11/4/2025  | 11/6/2025    |           |
| 11/1/2025  | 11/30/2025 | 11/14/2025              | 11/17/2025   | 11/18/2025   | 11/20/2025   |           |
| 11/1/2025  | 11/30/2025 | 11/26/2025              | 12/1/2025    | 12/2/2025  | 12/4/2025    | (4)       |
| 12/1/2025  | 12/31/2025 | 12/12/2025              | 12/15/2025   | 12/16/2025   | 12/18/2025   |           |
| 12/1/2025  | 12/31/2025 | 12/24/2025*             | 12/26/2025   | 12/29/2025   | 12/31/2025   | (5)       |

\* Note: December 2025 Payroll Dates are subject to change due to the FL PALM cutover schedule.

**D. DEFERRED COMPENSATION**

Deferred compensation files are loaded into the payroll system prior to the processing date for biweekly and monthly pay schedules. Any changes to deferred compensation are due prior to the load date. Additional questions in reference to Deferred Compensation can be addressed to the Division of Treasury's Bureau of Deferred Compensation.

| <b>2025 DEFERRED COMPENSATION LOAD SCHEDULE</b> |                           |            |  |                                |                     |                  |
|---|---------------------------|------------|--|--------------------------------|---------------------|------------------|
| <b>Description</b>                              | <b>Pay Period Covered</b> |            | <b>Deferred Compensation Load Date</b> | <b>Payroll Processing Date</b> | <b>Warrant Date</b> | <b>Foot Note</b> |
|   | <b>Begin</b>              | <b>End</b> |  |                                |                     |                  |
| MTHLY   | 12/01/2024                | 12/31/2024 | 12/16/2024                             | 12/23/2024                     | 12/31/2024          |                  |
| BIWK  | 11/22/2024                | 12/05/2024 | 11/27/2024                             | 12/09/2024                     | 12/13/2024          |                  |
| BIWK  | 12/06/2024                | 12/19/2024 | 12/12/2024                             | 12/20/2024                     | 12/27/2024          |                  |
| MTHLY   | 01/01/2025                | 01/31/2025 | 01/16/2025                             | 01/23/2025                     | 01/31/2025          |                  |
| BIWK  | 12/20/2024                | 01/02/2025 | 12/26/2024                             | 01/06/2025                     | 01/10/2025          |                  |
| BIWK  | 01/03/2025                | 01/16/2025 | 01/09/2025                             | 01/17/2025                     | 01/24/2025          |                  |
| MTHLY   | 02/01/2025                | 02/28/2025 | 02/13/2025                             | 02/20/2025                     | 02/28/2025          |                  |
| BIWK  | 01/17/2025                | 01/30/2025 | 01/23/2025                             | 02/03/2025                     | 02/07/2025          |                  |
| BIWK  | 01/31/2025                | 02/13/2025 | 02/06/2025                             | 02/17/2025                     | 02/21/2025          |                  |
| MTHLY   | 03/01/2025                | 03/31/2025 | 03/14/2025                             | 03/24/2025                     | 03/31/2025          |                  |
| BIWK  | 02/14/2025                | 02/27/2025 | 02/20/2025                             | 03/03/2025                     | 03/07/2025          |                  |
| BIWK  | 02/28/2025                | 03/13/2025 | 03/06/2025                             | 03/17/2025                     | 03/21/2025          |                  |
| MTHLY   | 04/01/2025                | 04/30/2025 | 04/15/2025                             | 04/23/2025                     | 04/30/2025          |                  |
| BIWK  | 03/14/2025                | 03/27/2025 | 03/20/2025                             | 03/31/2025                     | 04/04/2025          |                  |
| BIWK  | 03/28/2025                | 04/10/2025 | 04/03/2025                             | 04/14/2025                     | 04/18/2025          |                  |
| MTHLY   | 05/01/2025                | 05/31/2025 | 05/15/2025                             | 05/22/2025                     | 05/30/2025          | (6)              |
| BIWK  | 04/11/2025                | 04/24/2025 | 04/17/2025                             | 04/28/2025                     | 05/02/2025          |                  |
| BIWK  | 04/25/2025                | 05/08/2025 | 05/01/2025                             | 05/12/2025                     | 05/16/2025          |                  |
| BIWK  | 05/09/2025                | 05/22/2025 | 05/15/2025                             | 05/23/2025                     | 05/30/2025          | (6)              |
| MTHLY   | 06/01/2025                | 06/30/2025 | 06/13/2025                             | 06/20/2025                     | 06/30/2025          |                  |
| BIWK  | 05/23/2025                | 06/05/2025 | 05/29/2025                             | 06/09/2025                     | 06/13/2025          |                  |
| BIWK  | 06/06/2025                | 06/19/2025 | 06/12/2025                             | 06/23/2025                     | 06/27/2025          |                  |
| MTHLY   | 07/01/2025                | 07/31/2025 | 07/16/2025                             | 07/23/2025                     | 07/31/2025          |                  |
| BIWK  | 06/20/2025                | 07/03/2025 | 06/26/2025                             | 07/07/2025                     | 07/11/2025          |                  |
| BIWK  | 07/04/2025                | 07/17/2025 | 07/10/2025                             | 07/21/2025                     | 07/25/2025          |                  |
| MTHLY   | 08/01/2025                | 08/31/2025 | 08/14/2025                             | 08/21/2025                     | 08/29/2025          |                  |
| BIWK  | 07/18/2025                | 07/31/2025 | 07/24/2025                             | 08/04/2025                     | 08/08/2025          |                  |
| BIWK  | 08/01/2025                | 08/14/2025 | 08/07/2025                             | 08/18/2025                     | 08/22/2025          |                  |
| MTHLY   | 09/01/2025                | 09/30/2025 | 09/15/2025                             | 09/22/2025                     | 09/30/2025          |                  |
| BIWK  | 08/15/2025                | 08/28/2025 | 08/21/2025                             | 08/29/2025                     | 09/05/2025          |                  |
| BIWK  | 08/29/2025                | 09/11/2025 | 09/04/2025                             | 09/15/2025                     | 09/19/2025          |                  |
| MTHLY   | 10/01/2025                | 10/31/2025 | 10/16/2025                             | 10/24/2025                     | 10/31/2025          | (6)              |
| BIWK  | 09/12/2025                | 09/25/2025 | 09/18/2025                             | 09/29/2025                     | 10/03/2025          |                  |
| BIWK  | 09/26/2025                | 10/09/2025 | 10/02/2025                             | 10/13/2025                     | 10/17/2025          |                  |
| BIWK  | 10/10/2025                | 10/23/2025 | 10/16/2025                             | 10/27/2025                     | 10/31/2025          | (6)              |
| MTHLY   | 11/01/2025                | 11/30/2025 | 11/12/2025                             | 11/19/2025                     | 11/26/2025          | (6)              |
| BIWK  | 10/24/2025                | 11/06/2025 | 10/30/2025                             | 11/07/2025                     | 11/14/2025          |                  |
| BIWK  | 11/07/2025                | 11/20/2025 | 11/12/2025                             | 11/20/2025                     | 11/26/2025          | (6)              |
| MTHLY   | 12/01/2025                | 12/31/2025 | 12/16/2025                             | 12/22/2025                     | 12/31/2025          |                  |
| BIWK  | 11/21/2025                | 12/04/2025 | 11/26/2025                             | 12/08/2025                     | 12/12/2025          |                  |
| BIWK  | 12/05/2025                | 12/18/2025 | 12/11/2025                             | 12/19/2025                     | 12/26/2025          |                  |

**FOOTNOTES:**

- (1) Some miscellaneous deductions and contributions are taken only 24 times a year. BOSP will be responsible for implementing the non-deduction or contribution of premiums for the following codes:

| Deduction Code   | Vendor Name                           |
|--|---------------------------------------|
| 0042,<br>0054-0056   | Medical Reimbursement Account         |
| 0043, 0053   | Dependent Care Reimbursement Account  |
| 0044-0046,<br>0771-0777, 0782,<br>0788-0792                  | State Life Insurance                  |
| 0047-0049,<br>0063-0068,<br>0784-0787,<br>0796,<br>0798-0799 | State Health Insurance                |
| 0101-0103,<br>0105, 0107<br>0111-0113<br>0115, 0117          | Supplemental Pretax Insurance         |
| 0132   | Pretax Parking (JAC only)             |
| 0215   | Gabor Company                         |
| 0224   | Reliastar Life Insurance – Group Term |
| 0235   | American General Life Insurance       |

| Deduction Code | Vendor Name  |
|----------------|--|
| 0266           | Florida Prepaid Tuition Expense                        |
| 0267           | Florida College Investment Plan                        |
| 0275           | Reliastar Life Insurance – Uni Life                    |
| 0309           | Kennedy Township                                       |
| 0363           | Genworth Life & Annuity Insurance                      |
| 0370-0375      | American Heritage Supplemental Health & Life Insurance |
| 0399           | Marshall Township                                      |
| 0414           | Florida Council on Crime & Delinquency                 |
| 0461           | Hillsborough County Health Department                  |
| 0618           | Ameritas Life Dental                                   |
| 0696           | Florida State Fire Service Association                 |
|                |  |
| 0781           | Involuntary DSGI Insurance Reimbursement               |
|                |  |
|                |  |

- (2) January 6, 2025, Processing Deadline for 2024 Adjustments – Online cancellations and salary overpayments (collected by December 31, 2024) for 2024 payments must be approved by January 6, 2025, to be included on 2024 Form W-2.

January 6, 2026, Processing Deadline for 2025 Adjustments – Online cancellations and salary overpayments (collected by December 31, 2025) for 2025 payments must be approved by January 6, 2026, to be included on 2025 Form W-2.

- (3) October 31, 2025, Vehicle Fringe Benefit Reporting Period Ends – October 31, 2025, is the end of the reporting period for vehicle fringe benefits. Refer to the [Volume VI, Section 3](#), for specific instructions.
- (4) Denotes non-standard payroll processing date.
- (5) Denotes non-standard warrant date for payroll.
- (6) Denotes combined deferred compensation load for two payrolls.

**A. OVERVIEW**

This manual contains general information regarding the payroll process, as well as instruction to state agencies on preparing and submitting payroll and employee data. The payroll process combines the knowledge and efforts of an agency's human resource management (HRM) and payroll department personnel. To successfully process payroll, agency personnel must understand federal laws that drives the need for payroll, recognize the various agencies that participate and produce payroll, and know the steps involved in paying state employees.

This section of the Payroll Preparation Manual provides guidance on how payroll is set up and maintained. It also contains information on preparing and calculating payroll. The payroll setup process involves assigning earnings and deduction codes to employees for relevant labor distribution in the Florida Accounting and Information Resource (FLAIR) and accurate provision of benefits from insurance to retirement. Preparing payroll involves compiling files for the Bureau of State Payrolls (BOSP) for calculating pay in FLAIR's payroll component (PYRL).

**B. AUTHORITY**

The Chief Financial Officer is authorized to audit and resolve any wage claim against the State and issue salary warrants directing disbursement of monies from the State Treasury. It is the responsibility of the Bureau of State Payrolls' management to perform any payroll related tasks assigned by the Chief Financial Officer in his capacity as chief fiscal officer for the State of Florida.

It is a policy of the Bureau to adhere to Federal Law, including Fair Labor Standards Act (FLSA), Internal Revenue Code (IRC), Federal Insurance Contributions Act (FICA), and the Family and Medical Leave Act (FMLA), Florida Statutes, and the rules of the various pay plans. In the absence of specific legal authority to the contrary and properly adopted rules implementing that authority, Department of Management Services, Division of Personnel Management Services Rules of the Career Service System will be adhered to for the various pay plans.

The Bureau audits any wage payment which does not conform to established guidelines. In such circumstances, the Bureau requires the submitting agency to justify and document the requested wage payment. If justification and documentation is sufficient, the salary warrant is released to the agency. If justification and documentation is not sufficient, the salary warrant is cancelled by the Bureau.

**C. INTERESTED PARTIES**

Payroll starts with hiring personnel and continues with paying employees, but there are many roles that other state and federal agencies fulfill in completing the payroll process.

The IRS requires individuals to provide their social security number for proper identification and preparation of Form W-2, Wage and Tax Statement. Therefore, the BOSP requires new employees to furnish a valid social security number before making any salary payments. Agency personnel should also obtain a completed Form I-9, Employment Eligibility Verification, as required by the Department of Homeland Security. Forms I-9 should be maintained separately from employee personnel files and retained according to the U.S. Citizenship and Immigration Services retention requirements. Copies of acceptable documents are not necessary, only the verification that agency



personnel have examined the documentation. The only exceptions to this requirement are foreign nationals working in their resident countries. Agency personnel are encouraged to direct employees to complete a W-4 form for withholding tax purposes. The following table outlines the parties involved and the role they play in preparing payroll.

| <b>INTERESTED PARTIES FOR PROCESSING PAYROLL</b> |  |
|--|--|
| <b>Role</b>                                      | <b>Description</b>   |
| Agency Human Resource Office                     | <ul style="list-style-type: none"><li>• Sets up employee information</li><li>• Set up deduction codes</li></ul>  |
| Employee   | <ul style="list-style-type: none"><li>• Submits Form W-4 for withholding</li><li>• Submits timesheets promptly</li></ul>   |
| Manager  | <ul style="list-style-type: none"><li>• Approves timesheets</li></ul>  |
| Agency Payroll Office                            | <ul style="list-style-type: none"><li>• Prepares payroll file</li><li>• Posts time worked to People First</li></ul>  |
| Department of Management Services (DMS)          | <ul style="list-style-type: none"><li>• Provides personnel guidance</li><li>• Manages human resource services</li><li>• Administers benefits and the Florida Retirement System</li></ul> |
| People First/Highline (Legislature)              | <ul style="list-style-type: none"><li>• Submits the Payroll File to BOSP for processing.</li></ul>   |
| Department of Financial Services (DFS)           | <ul style="list-style-type: none"><li>• Validates and processes payroll</li><li>• Provides reports to agencies</li><li>• Remits tax and generates federal tax reports</li></ul>          |
| Internal Revenue Service (IRS)                   | <ul style="list-style-type: none"><li>• Receives tax remittances and quarterly tax reports</li></ul>   |
| Social Security Administration (SSA)             | <ul style="list-style-type: none"><li>• Receives annual earnings statements</li><li>• Maintains employment tax records</li></ul>   |

#### **D. PAYROLL CYCLE**

The payroll cycle is a seven-step process that continuously repeats from hire to separation.

1. **Employee Works:** The payroll cycle begins with the employee performing their assigned job duties and submitting a timesheet. Salaried employees are paid by exception, meaning that they are paid their full period wage amount prior to and without regard to submitting a timesheet. Timesheets are still necessary for accruing and tracking leave balances. Individuals hired as other personal services (OPS) employees receive hourly wages and their timesheets must be submitted prior to being paid.
2. **Approve Timesheet:** The employee's supervisor or agency designee approves employees' timesheets for accuracy and monitors employee attendance for overtime and leave without pay.
3. **Agency Reviews Preliminary Payroll Information:** Preliminary payroll information is available within People First. Reviewing the preliminary payroll information is a second-tier monitoring

process for leave usage and leave without pay. Authorized personnel within the agency may correct or stop payments through People First prior to submitting payroll requisitions to BOSP.

4. **BOSP Reviews, Processes and Approves Payroll:** BOSP receives the payroll requisition files and processes payroll. Prior to the actual warrant date, PYRL produces reports that enable BOSP to verify expected input to calculated output totals, look for audit errors and monitor fatal errors. BOSP notifies agencies when fatal errors result in dropped payments. After edits are applied to the payroll requisition and the payroll cycle continues, PYRL derives net pay by applying tax elections and rates, reducing pay for benefits and calculating deductions. See [Volume IV, Section 3, Payroll Calculation](#), for more information.

During this step of the payroll cycle, deductions may be limited either because the employee has not earned enough wages due to leave without pay or working too few hours or garnishments are limited due to the Consumer Credit Protection Act (CCPA).

Although federal tax reporting is done quarterly and annually, it is a continuous process. PYRL calculates both the employee and employer portions of payroll tax. BOSP monitors the tax liability daily and remits the tax deposit to the IRS in accordance with IRS deposit schedules.

5. **Agency Confirms and Records Approved Payroll Output:** PYRL produces a file output for every payroll requisition. Agencies use this file and other reports that are available through RDS. People First also produces reports that agencies should use to confirm payroll records. See RDS Reports at the end of this section for more information.

After agencies, have confirmed and approved all payroll, they may cancel incorrect payments; correct dropped payments; and adjust payments based on incorrect earnings, deduction and retirement codes.

6. **Post Payroll:** Payroll entries are posted by both BOSP and agencies. At the state level, PYRL posts accounting entries into Central FLAIR. Agencies are responsible for posting payroll entries into Departmental FLAIR at the agency level. Agencies are also responsible for verifying there is sufficient cash and budget for payroll. When BOSP notifies agencies of insufficient budget or cash and the agency has not corrected these by the given deadline, BOSP will clear negative balances on behalf of the agency. See item J. Negative Balances below for more information.
7. **Employee is Paid:** Direct deposit electronic funds transfers (EFT) are made and paper warrants are created for the agency to distribute.

## **E. PAYROLL FOUNDATION**

The Chief Financial Officer has the lawful authority to audit and settle all wage claims against the State. While a department may elect the Payroll by Exception or Noncalculated Payroll submission options, the Bureau reserves the right to examine all payroll data and resolve any variance.

The Bureau will examine payroll input documents and calculate employee payroll records to verify the accuracy of wage and deduction amounts. When a discrepancy exists between department and

the Bureau's records, the Bureau's records prevail. The burden is upon the department to prove otherwise.

The foundation of agency payroll is learning how payroll is initiated, the various types of payroll the state processes, and how payroll is authorized. After the foundation has been established, the payroll cycle begins.

## 1. PAYROLL SYSTEMS

There are two primary systems used to prepare and calculate payroll: People First and FLAIR Payroll (PYRL). People First is the state of Florida's human resource information system, managed by DMS. Agencies use People First and other HRM systems for both human resource and payroll functions.

Both the agency and the employee have responsibilities for setting up the employee profile. Before the payroll cycle even begins, agencies create a profile for new employees related to earnings, benefits and deductions. Employees are responsible for filling out W-4 elections and direct deposit designations in the People First System. The employee record is continuously maintained throughout the term of employment

The payroll system is PYRL, the payroll component of FLAIR managed by DFS. Gross wages are verified in PYRL from the payroll requisition file provided. Net pay is calculated based upon employee elections maintained in People First transmitted with the payroll file and mandatory deductions such as withholding tax, social security, etc. Other functions of PYRL include maintaining employee records for annual wage statements; compiling data for quarterly and annual wage and tax reporting; and serving as a collection subsystem for garnishments, benefits and mandatory deductions. All official payroll transactions are stored within FLAIR PYRL.

## 2. PAYROLL TYPES

The payroll type is a twofold description: it describes not only the timing of the payroll, but also the kind of compensation paid. All payroll is processed by BOSP.

BIWEEKLY AND MONTHLY: These payrolls have been established primarily for paying regular wages. When an agency is first established, the agency head, with the approval of the Executive Office of the Governor, determines whether their agency will be paid biweekly or monthly pursuant to section 110.113, F.S.

SUPPLEMENTAL: Supplemental payroll is used to pay an employee a regularly scheduled biweekly or monthly salary payment when the employee did not receive that payment. It is also used to make various supplemental payments as outlined in [Volume IV, Section 6](#), of this manual. The agency would use the supplemental payroll type in the following situations:

- a The employee's regular biweekly or monthly salary was issued in error and requires cancellation. A reissued payment must be submitted on a supplemental payroll or through the On-Demand Payroll System (On-Demand).

- b. An employee's regular biweekly or monthly salary was not issued due to an administrative or processing error. The employee data must be submitted for payment on a supplemental payroll or through On-Demand.
- c. The employee received payment for a regular biweekly or monthly payroll but is owed additional monies.
- d. The agency makes a nonrecurring payment. This includes, but is not limited to, monthly mileage allowance (this can only be paid on the supplemental payroll), annual leave and sick leave. See [Volume IV, Section 6](#), for additional supplemental payments.

STATE ACTIVE DUTY (SAD/FSG): This payroll processes 2 payment types:

1. Payments for airmen and soldiers of the Florida National Guard who were ordered to state active duty or who are in a training status for emergencies.
2. Payments for volunteers of the Florida State Guard who are called to duty or are in training.

The Department of Military Affairs is the only agency that uses this payroll type.

## **F. PAYROLL AUTHORIZATION FORM**

The integrity of the Chief Financial Officer's payroll system is a primary responsibility of the Bureau of State Payrolls (BOSP). The signature of any person on agency documents which require authentication for payroll must be authorized by the agency head, secretary or executive director of that agency.

The agency must submit the **DFS-A3-1930**, Authorized Signature Form, to BOSP. The Authorized Signature Form must bear the signature of the agency head, secretary or executive director and designate who is authorized to sign payroll documents submitted by the agency. The Authorized Signature Form is to include the signature of the authorized official or employee

It is the responsibility of the agency to notify the Bureau whenever there is a change in authorized personnel. If a new official or employee is to be authorized or an official or employee terminates or is no longer authorized to sign documents, the agency must submit a new Authorized Signature Form to update the Bureau's authorization file. If there is a new agency head, secretary, or executive director of an agency or if an agency head, secretary, or executive director terminates or is no longer authorized to designate who shall sign payroll documents, the agency must submit a new Authorized Signature Form to update the Bureau's authorized file.

## **G. BATCH CONTROL DOCUMENTS**

Batch control documentation must be sent to BOSP for the Hireback file, Legislature's payroll file and the State Active Duty/Florida State Guard (SAD/FSG) file. These files are not initiated through People First or entered as an On-Demand payment. This information is used by BOSP to verify the number of wage payments submitted on the file versus the number of payments processed. The Department of

Military Affairs must also submit The Payroll Certification Form **DFS-A3-1900**, with each 29-digit FLAIR account code submitted on the file.

Completed documentation must be provided to BOSP no later than 12:00 noon prior to the payroll processing date identified in the payroll schedules for payroll to process by the scheduled date. See [Volume III, Payroll Management Schedules](#), for payroll dates.

Only authorized signatures of state officials or employees will be allowed and accepted by BOSP as authentication of the Payroll Certification form.

## **H. PAYROLL INDICATORS**

Typically, payroll is processed using the specific payroll categories of 010000 (regular wages) or 030000 (OPS wages). Periodically, an agency will need to use an account code with a special category to pay salary/wages. When this occurs, the agency must submit a request to the Bureau Chief of State Payrolls requesting BOSP add a payroll indicator to the 29-digit FLAIR account code. The agency must also include a copy of the documentation that authorizes the payroll expenditures from the special category, as authorized in statute or by an appropriation bill, or the approval from the Governor's Office of Policy and Budget. BOSP will not be able to process any requests until all the appropriate information has been received.

## **I. DEFAULT ACCOUNT CODES**

Agency payroll is recorded in FLAIR-PYRL using information the agency records in People First or other HRM systems. If payroll transactions are submitted with an invalid account code or with an account code that has not been approved for payroll transactions, PYRL will use the agency's default account code. Below are the components of the default account code:

|    |    |    |        |          |     |         |    |
|----|----|----|--------|----------|-----|---------|----|
| L1 | GF | SF | FID    | BE       | IBI | CAT     | YR |
| XX | 74 | 2  | 605999 | XXXXXXXX | XX  | 3144000 | 00 |

- The L1 will be the L1 for the agency
- The budget entity will be the first budget entity number (in numeric order) for the state agency.
- The appropriations category of 314400 and must be titled, Payroll Default-FLAIR Use Only.
- The fund identifier 605999 must be titled Salary Clearing Trust Fund

Two days after the payroll is processed the report distribution system (RDS) generates a report with account code errors. The default payroll account code carries no cash or budget; transactions charged to this account will result in a negative balance. The agency must redistribute negative cash/budget posted to the default account code to another account that has sufficient cash and budget before the payroll warrant date. If the agency does not clear the negative balance by 1:00 PM of the payroll warrant date, BOSP will process a journal transfer (JT) to clear the negative. See [Volume III, Payroll Management Schedules](#), for payroll dates.



**J. NEGATIVE BALANCES**

If the agency charges payroll to an account with insufficient cash or budget or if transactions are posted to the payroll default account code, the account code will result in a negative balance. The BOSP will notify agencies of any negative cash or budget on the payroll release date, which is two days after the payroll processes or one day after an On-Demand processes and will send daily notifications until the agency has cleared the negative accounts.

If a state agency fails to take the necessary action to clear negative balances, including redistributing amounts from the payroll default account code, by 1:00 PM, on the payroll warrant date, BOSP will process journal transfers (JT) to redistribute the negative payroll charges to a FLAIR account code that has sufficient budget and cash. If an agency has numerous accounts with negative balances on the warrant date, BOSP will move the combined total of charges to an account with sufficient budget and cash. See [Volume III, Payroll Management Schedules](#), for payroll dates.

**K. REPORT DISTRIBUTION SYSTEM (RDS)**

There are numerous audit reports and fatal error reports produced after payroll processes. It is the agency's responsibility to review these reports after a payroll, cancellation or adjustment processes to determine the accuracy of pay, identify dropped payments and take corrective action. The agency should process the record on the next available payroll or process payment through the On-Demand System. Reports are available through the RDS.

Below are a few payroll reports, for a complete list of agency reports see L. RDS Access

| RDS REPORTS   |   |  |
|---|---|--|
| Report Name   | Purpose of Report   | Agency Action  |
| PSAJSALC PSARFAE – R**S:<br>Requisition Audit Errors by Type  | Displays payments that are over normal limits set by BOSP           | Verify that payments are correct or make any necessary adjustments                   |
| PSAJSALC PSARFAE – R**U:<br>Errors Group by SSN-fatal   | Displays all dropped payments                                       | Verify if payments should have dropped or process an On-Demand to correct the amount |
| PSARPAER – R**2:<br>Default Account Posting Detail  | Displays the amount of wages charged to the default payroll account | Redistribute the amount in the default account                                       |
| CNPPCSHA – **3E:<br>Cash Accounts<br>CNPPBUDA – **CF:<br>Budgetary Accounts<br>CNPPRECA – **3G:<br>Receipt Accounts | Displays accounts that have a negative cash or budget amount        | Clear the negative cash and budget   |

**L. RDS ACCESS**

Each agency has an RDS administrator with the capability to grant access to individual users within their agency. An RDS Administrator Guide can be found at: [1100rdsadmin.pdf \(myfloridacfo.com\)](#)

A list of payroll reports available in RDS may be viewed at: [Payroll \(myfloridacfo.com\)](http://Payroll(myfloridacfo.com))  
Open the Agency ID table to determine the RDS form id \*\* for your agency.



MyFloridaCFO

Information Technology

Home / FLAIR / RDS / Payroll

## Payroll Accounting RDS Forms

\*\* = Agency ID for Payroll Accounting RDS Reports (See Agency ID Table).

Last Updated May 23, 2019

| FORM REPORT NAME<br>ID (PROGRAM) | (AGENCY) REPORT TITLE                       |
|----------------------------------|---|
| P**0 PDLBPREC                    | PERCENT DELIMITED FILE FOR PAYROLL REGISTER |

## FUNCTIONALITY

RDS provides the user with the ability to view payroll reports online.

A detailed RDS End User Guide can be found at: [1000rdsenduser.pdf \(myfloridacfo.com\)](http://1000rdsenduser.pdf(myfloridacfo.com))  
The user can perform “search” and “find” inquiries, print all or parts of a report, and with additional software, have the ability to download information into a spreadsheet or document.

RDS reports remain active for a period of up to 30 days before being archived. Archiving is the process of storing the reports for later use. Reports can be archived for up to three years. Archived reports remain in the directory but must be restored to be viewed.

An “A” appears next to the report name to indicate that the report has been archived. The user has the capability to restore reports that are in an archived status in the report directory. Once the report is restored, an “R” will appear next to the report name indicating that the report is available to view.

The user must submit a request to the Help Desk to restore reports that no longer appear in the report directory but are within the three-year archival period.

## M. FILE 13 (F00013)

This is the primary file for agencies to review the actual data used to pay employees and which deductions were taken, as well as the data used for cancellations and adjustments. It may also be used to post entries into Departmental FLAIR.

If your agency has questions in reference to this file or wants to start receiving this file, please contact the DFS Help Desk at 850-413-3190.

**A. OVERVIEW**

Section 110.113(2), Florida Statutes (F.S.), requires that salary payments for all employees be paid by direct deposit unless the employee is hired as other personal services (OPS). Employees that are required to be paid by direct deposit may request an exemption if participating in direct deposit would result in hardship.

**B. DIRECT DEPOSIT**

Employees can go to their People First log in to authorize direct deposit requests, change direct deposit information, and stop direct deposit authorization. If an employee cannot access the direct deposit provision of People First, the employee must complete and submit Form **DFS-A1-26S**, Employee Direct Deposit Authorization, along with a copy of a valid government-issued identification card, such as a driver's license. These forms are forwarded to the Department of Financial Services (DFS), Bureau of Vendor Relations (BVR). See references at the end of this manual for BVR forms.

**C. ACCOUNT VERIFICATION**

Valid authorizations for direct deposit made in People First are active within eight business days. Direct deposit authorizations submitted with Form **DFS-A1-26S** will be processed within four to six weeks after BVR receives all documentation. The name in People First or on Form **DFS-A1-26S** must be the same as the name on the employee's Form W-4. Prior to an employee's direct deposit, BVR will verify the employee's information to the financial institution. Please contact BVR at 850.413.5517 for questions and information on direct deposits.

**A. PAYROLL TAX CALCULATION OVERVIEW**

This section provides general information on payroll taxation for regular and supplemental payrolls. [Volume VI, Section 3](#) provides information on the taxation of employee fringe benefits. [Volume V, Section 3](#) contains the information on employee Form W-4.

The withholding tax tables provided in this section of the Payroll Preparation Manual are excerpted from IRS Publication 15-T, Federal Income Tax Withholding Methods.

The FICA and Retirement tables are also available in this section of the Payroll Preparation Manual. Certain items are considered exempt from some or all taxes. Under Section 125 of the Internal Revenue code items considered as Pretax are exempt from Social Security, Medicare and Withholding Taxes.

Deferrals such as 403(b) annuity plans, the state's deferred compensation (457) plan and employee 3% retirement contributions are exempt from withholding taxes but are subject to Social Security and Medicare taxes. Deferrals are discussed in further detail in [Volume IV, Section 12](#) of this manual.

**B. WITHHOLDING TAX TABLES**

| ALLOWANCE TABLE<br>IF THE FORM W-4 IS<br>FROM 2019 OR EARLIER |           |             |
|---|-----------|-------------|
| NUMBER OF<br>WITHHOLDING<br>ALLOWANCES                        | BIWEEKLY  | MONTHLY     |
| 0   | \$0.00    | \$0.00      |
| 1   | \$165.00  | \$ 358.00   |
| 2   | \$ 330.00 | \$ 716.00   |
| 3   | \$ 495.00 | \$ 1,074.00 |
| 4   | \$ 660.00 | \$ 1,432.00 |
| 5   | \$ 825.00 | \$ 1,790.00 |

If over 5 withholding allowances, multiply amount of one withholding allowance by number of allowances claimed.

**2025 Percentage Method Tables for Automated Payroll Systems and Withholding on Periodic Payments of Pensions and Annuities**

| STANDARD Withholding Rate Schedules<br>(Use these if the Form W-4 is from 2019 or earlier, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked. Also use these for Form W-4P from any year.) |                |                                      |                       |   | Form W-4, Step 2, Checkbox, Withholding Rate Schedules<br>(Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked) |                |                                      |                       |  |
|--|----------------|--------------------------------------|-----------------------|---|--|----------------|--------------------------------------|-----------------------|--|
| If the Adjusted Annual Wage Amount on Worksheet 1A or the Adjusted Annual Payment Amount on Worksheet 1B is:   |                |                                      |                       |   | If the Adjusted Annual Wage Amount on Worksheet 1A is:   |                |                                      |                       |  |
| At least—  | But less than— | The tentative amount to withhold is: | Plus this percentage— | of the amount that the Adjusted Annual Wage or Payment exceeds— | At least—  | But less than— | The tentative amount to withhold is: | Plus this percentage— | of the amount that the Adjusted Annual Wage exceeds— |
| A  | B              | C                                    | D                     | E   | A  | B              | C                                    | D                     | E  |
| <b>Married Filing Jointly</b>  |                |                                      |                       |   | <b>Married Filing Jointly</b>  |                |                                      |                       |  |
| \$0  | \$17,100       | \$0.00                               | 0%                    | \$0   | \$0  | \$15,000       | \$0.00                               | 0%                    | \$0  |
| \$17,100   | \$40,950       | \$0.00                               | 10%                   | \$17,100  | \$15,000   | \$26,925       | \$0.00                               | 10%                   | \$15,000   |
| \$40,950   | \$114,050      | \$2,385.00                           | 12%                   | \$40,950  | \$26,925   | \$63,475       | \$1,192.50                           | 12%                   | \$26,925   |
| \$114,050  | \$223,800      | \$11,157.00                          | 22%                   | \$114,050   | \$63,475   | \$118,350      | \$5,578.50                           | 22%                   | \$63,475   |
| \$223,800  | \$411,700      | \$35,302.00                          | 24%                   | \$223,800   | \$118,350  | \$212,300      | \$17,651.00                          | 24%                   | \$118,350  |
| \$411,700  | \$518,150      | \$80,398.00                          | 32%                   | \$411,700   | \$212,300  | \$265,525      | \$40,199.00                          | 32%                   | \$212,300  |
| \$518,150  | \$768,700      | \$114,462.00                         | 35%                   | \$518,150   | \$265,525  | \$390,800      | \$57,231.00                          | 35%                   | \$265,525  |
| \$768,700  |                | \$202,154.50                         | 37%                   | \$768,700   | \$390,800  |                | \$101,077.25                         | 37%                   | \$390,800  |
| <b>Single or Married Filing Separately</b>   |                |                                      |                       |   | <b>Single or Married Filing Separately</b>   |                |                                      |                       |  |
| \$0  | \$6,400        | \$0.00                               | 0%                    | \$0   | \$0  | \$7,500        | \$0.00                               | 0%                    | \$0  |
| \$6,400  | \$18,325       | \$0.00                               | 10%                   | \$6,400   | \$7,500  | \$13,463       | \$0.00                               | 10%                   | \$7,500  |
| \$18,325   | \$54,875       | \$1,192.50                           | 12%                   | \$18,325  | \$13,463   | \$31,738       | \$596.25                             | 12%                   | \$13,463   |
| \$54,875   | \$109,750      | \$5,578.50                           | 22%                   | \$54,875  | \$31,738   | \$59,175       | \$2,789.25                           | 22%                   | \$31,738   |
| \$109,750  | \$203,700      | \$17,651.00                          | 24%                   | \$109,750   | \$59,175   | \$106,150      | \$8,825.50                           | 24%                   | \$59,175   |
| \$203,700  | \$256,925      | \$40,199.00                          | 32%                   | \$203,700   | \$106,150  | \$132,763      | \$20,099.50                          | 32%                   | \$106,150  |
| \$256,925  | \$632,750      | \$57,231.00                          | 35%                   | \$256,925   | \$132,763  | \$320,675      | \$28,615.50                          | 35%                   | \$132,763  |
| \$632,750  |                | \$188,769.75                         | 37%                   | \$632,750   | \$320,675  |                | \$94,384.88                          | 37%                   | \$320,675  |
| <b>Head of Household</b>   |                |                                      |                       |   | <b>Head of Household</b>   |                |                                      |                       |  |
| \$0  | \$13,900       | \$0.00                               | 0%                    | \$0   | \$0  | \$11,250       | \$0.00                               | 0%                    | \$0  |
| \$13,900   | \$30,900       | \$0.00                               | 10%                   | \$13,900  | \$11,250   | \$19,750       | \$0.00                               | 10%                   | \$11,250   |
| \$30,900   | \$78,750       | \$1,700.00                           | 12%                   | \$30,900  | \$19,750   | \$43,675       | \$850.00                             | 12%                   | \$19,750   |
| \$78,750   | \$117,250      | \$7,442.00                           | 22%                   | \$78,750  | \$43,675   | \$62,925       | \$3,721.00                           | 22%                   | \$43,675   |
| \$117,250  | \$211,200      | \$15,912.00                          | 24%                   | \$117,250   | \$62,925   | \$109,900      | \$7,956.00                           | 24%                   | \$62,925   |
| \$211,200  | \$264,400      | \$38,460.00                          | 32%                   | \$211,200   | \$109,900  | \$136,500      | \$19,230.00                          | 32%                   | \$109,900  |
| \$264,400  | \$640,250      | \$55,484.00                          | 35%                   | \$264,400   | \$136,500  | \$324,425      | \$27,742.00                          | 35%                   | \$136,500  |
| \$640,250  |                | \$187,031.50                         | 37%                   | \$640,250   | \$324,425  |                | \$93,515.75                          | 37%                   | \$324,425  |

**C. WITHHOLDING TAX CALCULATIONS**

**REGULAR WAGES** – Income taxes are withheld from regular wages utilizing the employee’s Form W-4 (Withholding Certificate). The first time an employee is paid without a Form W-4 on file, the system will build a skeletal Form W-4 record using the payroll input data. All subsequent payments will be taxed at the highest single rate until a Form W-4 is filed.

**SUPPLEMENTAL WAGE PAYMENTS** are taxed using a flat tax rate or the alternative tax method. When a supplemental payment processes through the payroll system both methods are used to calculate the withholding tax. The lesser of the two is the resulting tax amount. Some bonus and award payments are processed using only the flat tax rate method. The flat tax rate for calendar year 2025 remains unchanged at 22%.

Supplemental payments can only be taxed using the alternative tax method if there has been a previous regular wage payment in the same calendar year. See [Volume IV, Section 6](#) of this manual for additional information on supplemental payments.

The alternative tax method is calculated by adding the taxable gross of the last regular wage payment, plus any subsequent supplemental payments, plus the current supplemental payment. For the system to be able to do this, the pay cycles must be compatible (i.e. 1, 3 or 2, 4). Taxes are then calculated as if the total were a single payment using the Form W-4 data and the Withholding Tax tables effective on the payment date of the current supplemental payment. Taxes withheld from the



previously paid regular and supplemental wages are then subtracted from the calculated withholding amount to determine the alternative tax amount for the current supplemental payment. If the difference is less than the current flat tax rate applied to the taxable gross, then this is the amount that will be withheld from the supplemental wage payment.

**GROSS-UP PROCEDURES** – In some instances, an agency decides to pay all the taxes associated with a payment. This generally occurs with some bonus and award payments. There is a different divisor required dependent on whether the employee pays full FICA, Medicare only, no FICA, or no withholding tax. To arrive at the proper divisor, you must first do the following:

Take 100% and subtract the percentage of withholding tax to be paid (22% if not exempt); subtract the percentage of Social Security to be paid (currently 6.2%, if not exempt); and subtract the percentage of Medicare tax to be paid (currently 1.45%, if not exempt). The result is the divisor needed to determine gross salary.

$$100\% - 22\% - 6.2\% - 1.45\% = 70.35\%$$

Please note, if the payment is retirement contributory, the divisor calculation must include the employee's retirement contribution percentage.

Once you have your divisor, you then perform the following calculation: Desired Net Amount of Payment / Divisor = Gross Pay

**EXAMPLE:** Desired net is \$150.00 for an employee who pays all taxes.

$$\$150.00 / .7035 = \$213.22$$

$$\begin{aligned} \$213.22 \times 22\% &= \$46.91 && \text{Withholding tax} \\ \$213.22 \times 6.2\% &= \$13.22 && \text{Social Security tax} \\ \$213.22 \times 1.45\% &= \$3.09 && \text{Medicare tax} \\ \$213.22 - \$46.91 - \$13.22 - \$3.09 &= \$150.00 \end{aligned}$$

#### **D. RETIREMENT CODE TABLES & FICA CODE TABLES**

Employee contributions will be made on all payments with a warrant date on or after 7/1/2011. Contributions will be pre-tax (exempt only from withholding tax).

There are 5 deduction codes associated with the employee contribution:

- 0080 – Regular FRS participants
- 0082 – Participants in the PEORP program (investment plan)
- 0083 – Participants in the OAP program
- 0084 – Participants in the ORP program
- 0085 – OPS Alternative Retirement Plan

Certain employees are not subject to the employee retirement contribution, such as Deferred Retirement Option Program (DROP) participants assigned a retirement code beginning with the letter D and reemployed retirees covered by Florida Retirement System (FRS) pension plans rehired on or after July 1, 2010, who are not eligible for renewed membership, assigned a retirement code beginning with the letter U.

**PAYROLL PROCESSING****PAYROLL TAX CALCULATION**

As of July 1, 2017, new retirement codes have been established for retirees initially reemployed on or after July 1, 2010, who were in FRS investment plans and were rehired in a regularly established position. These employees' retirement codes were automatically changed from retirement codes beginning with the letter U to the new retirement codes beginning with the letter C. Reemployed retirees eligible for renewal in FRS investment plans are subject to the required employee retirement contribution.

The retirement rates in the table below are published by the Division of Retirement. Any change to retirement rate contributions must be provided by the Division of Retirement in writing and include the authority for the rate change to take effect. For any questions on retirement codes, please contact the Department of Management Services, Division of Retirement.

| <b>RETIREMENT CONTRIBUTION RATES EFFECTIVE JULY 1, 2024</b> |   |   |                                      |             |   |
|---|---|---|--------------------------------------|-------------|---|
| <b>RETIREMENT CODE</b>                                      | <b>EMPLOYEE CONTRIBUTION PERCENTAGE</b> | <b>EMPLOYER CONTRIBUTION PERCENTAGE</b> | <b>TOTAL RETIREMENT CONTRIBUTION</b> | <b>FICA</b> | <b>RETIREMENT DESCRIPTION</b>   |
| CA  | 3.00%                                   | 13.63%                                  | 16.63%                               | Y           | FRS Investment Plan – Renewed Rehired Retiree Regular Class                             |
| CB  | 3.00%                                   | 32.79%                                  | 35.79%                               | Y           | FRS Investment Plan – Renewed Rehired Retiree Special Risk Class                        |
| CC  | 3.00%                                   | 45.45%                                  | 48.45%                               | Y           | FRS Investment Plan – Renewed Rehired Retiree Judges-EOC                                |
| CE  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | FRS Investment Plan – Renewed Rehired Retiree Legislator-EOC                            |
| CG  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | FRS Investment Plan – Renewed Rehired Retiree Gov., Lt. Gov, or Cabinet-EOC             |
| CH  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | FRS Investment Plan – Renewed Rehired Retiree State Attorney, Public Defender – EOC     |
| CJ  | 3.00%                                   | 39.82%                                  | 42.82%                               | Y           | FRS Investment Plan – Renewed Rehired Retiree Special Risk Administrative Support Class |
| CM  | 3.00%                                   | 34.52%                                  | 37.52%                               | Y           | FRS Investment Plan – Renewed Rehired Retiree Senior Management Service Class (SMSC)    |
| DE  | N/A                                     | 12.64%                                  | 12.64%                               | Y           | Post-DROP Elected Official- FRS   |
| *DP   | N/A                                     | 21.13%                                  | 21.13%                               | Y           | DROP from FRS   |
| *DT   | N/A                                     | 21.13%                                  | 21.13%                               | N           | DROP from Teachers Retirement   |
| HA  | 3.00%                                   | 13.63%                                  | 16.63%                               | Y           | Florida Retirement Regular Member   |

**PAYROLL PROCESSING****PAYROLL TAX CALCULATION**

| <b>RETIREMENT CONTRIBUTION RATES EFFECTIVE JULY 1, 2024</b> |   |   |                                      |             |  |
|---|---|---|--------------------------------------|-------------|--|
| <b>RETIREMENT CODE</b>                                      | <b>EMPLOYEE CONTRIBUTION PERCENTAGE</b> | <b>EMPLOYER CONTRIBUTION PERCENTAGE</b> | <b>TOTAL RETIREMENT CONTRIBUTION</b> | <b>FICA</b> | <b>RETIREMENT DESCRIPTION</b>  |
| HB  | 3.00%                                   | 32.79%                                  | 35.79%                               | Y           | Florida Retirement Special Risk  |
| HC  | 3.00%                                   | 45.45%                                  | 48.45%                               | Y           | Florida Retirement Judges and Justices   |
| HD  | 3.00%                                   | 13.63%                                  | 16.63%                               | N           | F1/J1 Visas or Vow of Poverty for Reg. Member  |
| HE  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | Florida Legislators  |
| HF  | 3.00%                                   | 32.79%                                  | 35.79%                               | N           | F1/J1 Visas or Vow of Poverty for Special Risk   |
| HG  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | Governor, Lt. Gov., Cabinet  |
| HH  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | State Attorneys, Public Defenders  |
| HJ  | 3.00%                                   | 39.82%                                  | 42.82%                               | Y           | Administrative Class Special Risk  |
| HM  | 3.00%                                   | 34.52%                                  | 37.52%                               | Y           | Senior Management Service Class  |
| HP  | 3.00%                                   | 34.52%                                  | 37.52%                               | Y           | Active EOC Electing SMSC Coverage  |
| MA  | N/A                                     | N/A                                     | N/A                                  | Y           | No participation in FRS, Social Security and Medicare Only                                     |
| MM  | N/A                                     | N/A                                     | N/A                                  | M           | No participation in FRS – COVID19 Reemploy Essential Personnel – Medi Only                     |
| MR  | N/A                                     | N/A                                     | N/A                                  | Y           | No participation in FRS – COVID19 Reemploy Essential Personnel – Social Security and Medi Only |
| NA  | N/A                                     | N/A                                     | N/A                                  | N           | No participation in FRS, No Social Security or Medicare  |
| OM  | 3.00%                                   | 30.17%                                  | 33.17%                               | Y           | Optional Annuity Program for SMSC  |
| OP  | 3.00%                                   | 9.99%                                   | 12.99%                               | Y           | SUS – Optional Retirement Program  |
| OR  | 3.00%                                   | 30.17%                                  | 33.17%                               | Y           | Renewed Membership in SMS – OAP  |
| OS  | 3.00%                                   | 9.99%                                   | 12.99%                               | Y           | Re-Employed Optional Retirement Program  |
| PA  | 3.00%                                   | 13.63%                                  | 16.63%                               | Y           | PEORP – Regular Member   |

**PAYROLL PROCESSING****PAYROLL TAX CALCULATION**

| <b>RETIREMENT CONTRIBUTION RATES EFFECTIVE JULY 1, 2024</b> |   |   |                                      |             |  |
|---|---|---|--------------------------------------|-------------|--|
| <b>RETIREMENT CODE</b>                                      | <b>EMPLOYEE CONTRIBUTION PERCENTAGE</b> | <b>EMPLOYER CONTRIBUTION PERCENTAGE</b> | <b>TOTAL RETIREMENT CONTRIBUTION</b> | <b>FICA</b> | <b>RETIREMENT DESCRIPTION</b>                |
| PB  | 3.00%                                   | 32.79%                                  | 35.79%                               | Y           | PEORP – Special Risk                         |
| PC  | 3.00%                                   | 45.45%                                  | 48.45%                               | Y           | PEORP – Judges                               |
| PD  | 3.00%                                   | 13.63%                                  | 16.63%                               | N           | PEORP – Regular Member – F1/J1 VISA          |
| PE  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | PEORP – Florida Legislators                  |
| PF  | 3.00%                                   | 32.79%                                  | 35.79%                               | N           | PEORP – Special Risk – F1/J1 VISA            |
| PG  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | PEORP – Gov., Lt. Gov. and Cabinet           |
| PH  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | PEORP – St Attorneys & Pub Defenders         |
| PJ  | 3.00%                                   | 39.82%                                  | 42.82%                               | Y           | PEORP – Special Risk Admin. Support          |
| PM  | 3.00%                                   | 34.52%                                  | 37.52%                               | Y           | PEORP – Senior Management Service            |
| QA  | 3.00%                                   | 13.63%                                  | 16.63%                               | Y           | Renewed PEORP – Regular Member               |
| QC  | 3.00%                                   | 45.45%                                  | 48.45%                               | Y           | Renewed PEORP – Judges                       |
| QE  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | Renewed PEORP – Fla. Legislators             |
| QG  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | Renewed PEORP – Gov., Lt. Gov. and Cabinet   |
| QH  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | Renewed PEORP – St Attorneys & Pub Defenders |
| QM  | 3.00%                                   | 34.52%                                  | 37.52%                               | Y           | Renewed PEORP – Senior Management Service    |
| QP  | 3.00%                                   | 34.52%                                  | 37.52%                               | Y           | Renewed PEORP – SMS EOC                      |
| RA  | 3.00%                                   | 13.63%                                  | 16.63%                               | Y           | Renewed Retiree - Regular Member             |
| RC  | 3.00%                                   | 45.45%                                  | 48.45%                               | Y           | Renewed Retiree –Judicial Members            |
| RE  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | Renewed Retiree - Legislators                |
| RG  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | Renewed Retiree - Gov./Lt. Gov., & Cabinet   |
| RH  | 3.00%                                   | 62.97%                                  | 65.97%                               | Y           | Renewed Retiree - St. Attorney/Pub. Defender |

**PAYROLL PROCESSING****PAYROLL TAX CALCULATION**

| <b>RETIREMENT CONTRIBUTION RATES EFFECTIVE JULY 1, 2024</b> |   |   |                                      |             |  |
|---|---|---|--------------------------------------|-------------|--|
| <b>RETIREMENT CODE</b>                                      | <b>EMPLOYEE CONTRIBUTION PERCENTAGE</b> | <b>EMPLOYER CONTRIBUTION PERCENTAGE</b> | <b>TOTAL RETIREMENT CONTRIBUTION</b> | <b>FICA</b> | <b>RETIREMENT DESCRIPTION</b>            |
| RM  | 3.00%                                   | 34.52%                                  | 37.52%                               | Y           | Renewed Membership In SMS                |
| RP  | 3.00%                                   | 34.52%                                  | 37.52%                               | Y           | Renewed Membership for ESCOC in SMS      |
| UA  | N/A                                     | 6.84%                                   | 6.84%                                | Y           | Reemploy-Ret Regular                     |
| UB  | N/A                                     | 14.07%                                  | 14.07%                               | Y           | Reemploy-Ret Special Risk                |
| UC  | N/A                                     | 30.49%                                  | 30.49%                               | Y           | Reemploy-Ret Judge and Justices          |
| UE  | N/A                                     | 52.21%                                  | 52.21%                               | Y           | Reemploy-Ret Florida Legislator          |
| UG  | N/A                                     | 52.21%                                  | 52.21%                               | Y           | Reemploy-Ret.Gov. Lt. Gov & Cabinet      |
| UH  | N/A                                     | 52.21%                                  | 52.21%                               | Y           | Reemploy-Ret State Atty./Public Defender |
| UM  | N/A                                     | 25.90%                                  | 25.90%                               | Y           | Reemploy-Ret Senior Management Service   |
| ZA  | 7.50%                                   | N/A                                     | 7.50%                                | M           | OPS Alternative Retirement Plan          |
| ZM  | N/A                                     | N/A                                     | N/A                                  | M           | OPS Medicare Only                        |
| ZX  | N/A                                     | N/A                                     | N/A                                  | N           | OPS No Social Security, No Medicare      |
| ZZ  | N/A                                     | N/A                                     | N/A                                  | Y           | OPS Full Social Security & Medicare      |

\*\* Variable Individual Amounts      Y      =      Social Security and Medicare      M      =      Medicare Only  
    N      =      No Social Security, No Medicare

\*Use the DROP retirement code when paying leave at the retirement of the DROP participant

| <b>CONTRIBUTIONS FOR SOCIAL SECURITY AND HOSPITAL (MEDICARE) INSURANCE</b> |   |   |                                  |                                      |  |  |  |
|--|---|---|----------------------------------|--------------------------------------|--|--|--|
| <b>FOR THE<br/>TAX<br/>YEAR</b>  | <b>SOC SEC<br/>(OASDI) TAX<br/>RATE</b> | <b>HOSP(MED)<br/>INSURANCE<br/>TAX RATE</b> | <b>COMBINED<br/>CONTR. TOTAL</b> | <b>ANNUAL<br/>MAXIMUM</b>            |  |  |  |
|  |   |   |                                  | <b>SOC SEC<br/>(OASDI)<br/>GROSS</b> | <b>SOC SEC<br/>(OASDI)<br/>EMPLOYEE<br/>CONTR'TION</b> | <b>HOSP(MED)<br/>INSURANCE<br/>GROSS</b> | <b>HOSP(MED)<br/>EMPLOYEE<br/>CONTR'TION</b> |
| 2022 EMP'EE  | 6.20%                                   | 1.45%                                       | 7.65%                            | \$147,000.00                         | \$9,114.00   | NO LIMIT                                 | NO LIMIT                                     |
| EMP'ER   | 6.20%                                   | 1.45%                                       | 7.65%                            |                                      |  |  |  |
| 2023 EMP'EE  | 6.20%                                   | 1.45%                                       | 7.65%                            | \$160,200.00                         | \$9,932.40   | NO LIMIT                                 | NO LIMIT                                     |
| EMP'ER   | 6.20%                                   | 1.45%                                       | 7.65%                            |                                      |  |  |  |
| 2024 EMP'EE  | 6.20%                                   | 1.45%                                       | 7.65%                            | \$168,600.00                         | \$10,453.20  | NO LIMIT                                 | NO LIMIT                                     |
| EMP'EE   | 6.20%                                   | 1.45%                                       | 7.65%                            |                                      |  |  |  |
| 2025 EMP'EE  | 6.20%                                   | 1.45%                                       | 7.65%                            | \$176,100.00                         | \$10,918.20  | NO LIMIT                                 | NO LIMIT                                     |
| EMP'EE   | 6.20%                                   | 1.45%                                       | 7.65%                            |                                      |  |  |  |

### **E. FICA COVERAGE (Social Security and Medicare)**

Administration of the Social Security Coverage Program for public employees in Florida is the responsibility of the Department of Management Services, Division of Retirement. In 1951, they entered into a 218 Agreement (Federal-State Agreement) with the Social Security Administration for the coverage of public employees.

Under the terms of the 218 Agreement, full FICA coverage is required for all public employees with some exceptions. Members of the Teachers' Retirement System and members of Division A of the State and County Officers and Employees' Retirement System are exempt from FICA coverage. Also, our agreement does not cover employees hired solely to provide relief from unemployment; patients employed by a hospital, home or other institution; inmates employed by prisons; temporary employees hired for emergencies or natural disasters; and employees whose services would be exempt from FICA coverage if working for a private employer.

During payroll processing, the calculation of FICA taxes is determined by the retirement code used. See tables above for taxation rates and limits. The amounts remitted to the Social Security Administration for these taxes are required to be the product of the total covered wages multiplied by the combined employee and employer contribution percentages. To ensure that there is as little calculation variance as possible, the following is the procedure used to calculate these taxes for each individual:

### **SOCIAL SECURITY**

1. The year-to-date social security wages, including the current payment, is determined.
2. The year-to-date total social security will be calculated by multiplying the year-to-date social security wages by the total contribution rate. For 2025, this rate is 12.4 percent.
3. The resulting total amount due will be split into the employee and employer shares. Any odd cent due will be assigned to the employer share. For calendar year 2025, this is divided by the employer portion of 6.20 percent and the employee portion is 6.20 percent.

4. The amounts already paid by both the employee and employer will be subtracted from the respective year-to-date amounts due. The remainders will be the contributions charged to the current payment.

### **FEDERAL HOSPITAL INSURANCE (MEDICARE)**

Effective 2025, the total rate is 2.9 percent; 1.45 percent for employee and employer on wages up to \$200,000. Wages greater than \$200,000 will be taxed at 2.35% for employee deductions and 1.45% for employer contributions.

This calculation results in employee deductions and employer contributions, which are continually adjusting for rounding fractional cents. Both the employing agency and the employee may notice some very minor changes. The employer contribution may not be exactly equal to the employee deduction. In both individual cases and for the total payroll it may be more or less, depending on the rounding variance being corrected from the previous payroll. The employee deduction may vary by one cent from pay period to pay period on a constant salary amount. Or, it may vary once in a while as the rounding aggregates to the point when there is a one cent rounding variance upward.

### **OPS FICA (Social Security and Medicare) COVERAGE**

1. **MEDICARE ONLY COVERAGE (Retirement Code ZM and ZA)**
  - a. Employed as OPS and Salaried Employee – Employees would meet this definition if they were concurrently employed as OPS and salaried employees with the State of Florida. The OPS wages would not be subject to the Social Security tax.
  - b. Retirees from FRS – An OPS employee could qualify as a member of the FRS by having been previously employed with the State of Florida, if the employee has accrued a benefit under the FRS entitling the employee to an annual benefit commencing on or before his or her normal retirement age or date. Normal Retirement age or date is when a person becomes eligible to retire without a reduction of benefits, regardless of age. The OPS wages would not be subject to the Social Security tax.
2. **NO FICA (Social Security and Medicare) COVERAGE (Retirement Code ZX)**
  - a. Grandfather Clause – An employee's OPS wages may be exempt from all FICA coverage, if they have been continuously employed as a salaried employee with the State of Florida since March 31, 1986. They are not eligible for this exemption unless their OPS wages are also exempt from Social Security per #1) above. The salaried employee may have been employed with multiple state agencies and/or pay plans, provided there was no break in service.

This exemption would not apply to rehired retirees. When they retire, they cease to be continuously employed with the State of Florida.
  - b. All students who are half-time undergraduate or graduate students will qualify for the exclusion. This is without regard to the number of hours worked, the amount of pay, or the type of services performed.



This exemption does not apply to “career employees”. The definition of a career employee is an individual who is eligible to receive employer-matching contributions in a 403(b)-retirement plan, eligible for reduced tuition or classified by the university as a career employee.

This exemption does not apply to students who are not enrolled in classes during school breaks of more than 5 weeks (includes summer break). The exemption does not apply to postdoctoral fellows, medical residents, or medical interns because the IRS believes that “it cannot be assumed” that the services performed by these persons are incidental to their academic studies.

- c. Clients and inmates of a state hospital, home or institution who are also employees of those locales are exempt from the full FICA.

| OPS Retirement Codes |   |   |
|----------------------|---|---|
| ZA                   | Pays Medicare and OPS Alternative                               | Normal OPS employment (not a dual hire)   |
| ZM                   | Pays Medicare Only  | OPS employee but also holds FTE position <b>not</b> continuously employed prior to April 1, 1986. |
| ZX                   | Pays No Social Security, No Medicare and No OPS Alt. Retirement | OPS employee but also holds FTE position has been continuously employed prior to April 1, 1986.   |
| ZZ                   | Pays Social Security and Medicare                               | Only JAC and those agencies that have AmeriCorps employees may use this retirement code.          |

Certain nonresident aliens are exempt from full FICA. Please see [Volume V, Section 3](#) for information on individuals who qualify for this exemption.

The following tables define common payroll processing codes that are found in PYRL.

| PAY CYCLE CODES |                       |
|-----------------|-----------------------|
| Code            | Definition            |
| 1               | Biweekly              |
| 2               | Monthly               |
| 3               | Biweekly Supplemental |
| 4               | Monthly Supplemental  |

| MARITAL STATUS CODES |                           |
|----------------------|---------------------------|
| Code                 | Definition                |
| S                    | Single                    |
| M                    | Married                   |
| X                    | Married Filing Separately |
| H                    | Head of Household         |

| TYPE RATE OF PAY |  |
|------------------|--|
| Code             | Definition   |
| 1                | Period Rate  |
| 2                | Hourly Rate  |
| 3                | Overtime calculated at one (1) times the hours to pay                  |
| 4                | Overtime calculated at one and one half (1 1/2) times the hours to pay |
| 7                | Sick Leave - No retirement calculated                                  |

| APPOINTMENT CODES   |             |   |
|---|-------------|---|
| <b>Note: In all the following, the lower case “b” denotes the presence of a space</b> |             |   |
| Code  | Object Code | Definition  |
| 00  | 1100        | No Status Reported                                |
| 01  | 1100        | Provisional                                       |
| 02  | 1100        | Probationary                                      |
| 03  | 1100        | Permanent   |
| 04  | 1100        | Substitute  |
| 05  | 1100        | Salary Temporary Employment                       |
| 06  | 1100        | Emergency   |
| 07  | 1100        | Trainee   |
| 08  | 1100        | Out of Class Service                              |
| 09  | 1100        | Pay Plan other than 01 or 07                      |
| 10  | 1100        | Trainee (Recruitment)                             |
| 11  | 1100        | Trainee (Cooperative)                             |
| 12  | 1100        | Trainee (Vocational Rehabilitation)               |
| 13  | 1100        | Trainee (Return to Work)                          |
| 14  | 1100        | Trainee (Blind Services)                          |
| Ab  | 1210        | OPS Temporary Employment                          |
| Bb  | 1220        | OPS Seasonal Employment                           |
| Cb  | 1210        | OPS Board Members                                 |
| Db  | 1240        | OPS Student or Graduate Assistant                 |
| Fb  | 1210        | OPS Part-Time Academic Employment                 |
| Gb  | 1270        | OPS Medical Employees – Physicians and Osteopaths |
| Kb  | 1210        | OPS AmeriCorps                                    |

**NOTE:** Alphabetic codes denoted by a capital letter, followed by a space are OPS appointments or special positions only. For an OPS employee or a special earnings type, an alphabetic code must not be used for any purpose other than to designate the object code category.

| APPOINTMENT CODES FOR AWARDS/BONUSES |             |                                       |
|--------------------------------------|-------------|---------------------------------------|
| Code                                 | Object Code | Definition                            |
| BN                                   | 4980        | Lump Sum Bonus                        |
| FA                                   | 4980        | Faculty Superior Accomplishment Award |
| PB                                   | 4980        | Productivity Bonus                    |
| PS                                   | 4980        | Productivity Suggestion Bonus         |
| YE                                   | 4980        | Year-End Bonus Payments               |

| OTHER SPECIAL APPOINTMENT CODES |             |  |
|---------------------------------|-------------|--|
| Code                            | Object Code | Definition   |
| AD                              | 4210        | Adoption Benefit   |
| CC                              | 2640        | Class C Meals – Per an Executive Order Only  |
| CS                              | 1100        | Career Service December 24-Hour Annual Leave Payouts   |
| CT                              | 2640        | Class C Meals Training – Suspended Indefinitely  |
| DI                              | 4210        | DSGI – DISABILITY BENEFITS   |
| DI                              | 1100        | DSGI – REFUND PRETAX INS PREMIUMS  |
| DP                              | 1100        | DROP Annual Leave Payouts  |
| DS                              | 4980        | Direct Support Organizations (DOE only)  |
| FS                              | 7400        | U.S. Citizen/Resident Alien Qualified Fellowship. Numeric codes are for salaried positions only. |
| MM                              | 2650        | Monthly Mileage Allowance  |
| TA                              | 4991        | Toll Allowance   |
| UA                              | 4991        | Uniform/Tool Allowance   |
| VA                              | 4991        | Vehicle Insurance Allowance (03000) Category Only thru On-Demand System for OPS                  |

| COUNTY CODES |             |      |              |      |                    |
|--------------|-------------|------|--------------|------|--------------------|
| Code         | County Name | Code | County Name  | Code | County Name        |
| 1            | Alachua     | 27   | Hernando     | 53   | Polk               |
| 2            | Baker       | 28   | Highlands    | 54   | Putnam             |
| 3            | Bay         | 29   | Hillsborough | 55   | St. Johns          |
| 4            | Bradford    | 30   | Holmes       | 56   | St. Lucie          |
| 5            | Brevard     | 31   | Indian River | 57   | Santa Rosa         |
| 6            | Broward     | 32   | Jackson      | 58   | Sarasota           |
| 7            | Calhoun     | 33   | Jefferson    | 59   | Seminole           |
| 8            | Charlotte   | 34   | Lafayette    | 60   | Sumter             |
| 9            | Citrus      | 35   | Lake         | 61   | Suwannee           |
| 10           | Clay        | 36   | Lee          | 62   | Taylor             |
| 11           | Collier     | 37   | Leon         | 63   | Union              |
| 12           | Columbia    | 38   | Levy         | 64   | Volusia            |
| 13           | Dade        | 39   | Liberty      | 65   | Wakulla            |
| 14           | DeSoto      | 40   | Madison      | 66   | Walton             |
| 15           | Dixie       | 41   | Manatee      | 67   | Washington         |
| 16           | Duval       | 42   | Marion       | 83   | Washington, D.C.   |
| 17           | Escambia    | 43   | Martin       | 90   | Out of State North |
| 18           | Flagler     | 44   | Monroe       | 91   | Out of State South |
| 19           | Franklin    | 45   | Nassau       | 92   | Out of State A     |
| 20           | Gadsden     | 46   | Okaloosa     | 93   | Out of State B     |
| 21           | Gilchrist   | 47   | Okeechobee   | 94   | Out of State C     |
| 22           | Glades      | 48   | Orange       | 95   | Out of State D     |
| 23           | Gulf        | 49   | Osceola      | 96   | Out of State E     |
| 24           | Hamilton    | 50   | Palm Beach   | 98   | Out of State       |
| 25           | Hardee      | 51   | Pasco        | 99   | Out of Country     |
| 26           | Hendry      | 52   | Pinellas     |      |                    |

| PAY PLAN CODES |   |
|----------------|---|
| Code           | Definition  |
| 00             | Other - OPS   |
| 01             | Career Service  |
| 03             | Legislature   |
| 04             | School for Deaf & Blind   |
| 05             | Elected & Appointed Officials (Non-SMS Benefits - See codes 15 & 16)  |
| 06             | Military Affairs  |
| 07             | Exempt from Career Service  |
| 08             | Selected Exempt Service   |
| 09             | Senior Management Service   |
| 15             | Fixed Salary (SMS Benefits)   |
| 16             | Fixed Salary (SMS Benefits Plus Leave as defined in 60L-34(13) F.A.C.)  |
| 31             | Department of Lottery - Non-Managerial Employees (Career Service Comparable)  |
| 33             | Department of Lottery - Managerial Employees  |
| 81             | State Courts System (See code 86)   |
| 82             | State Attorneys (See code 87)   |
| 83             | Public Defenders (See code 88)  |
| 84             | Justice Administrative Commission non-attorney employees.<br>(some of the classifications receive employer paid insurance benefits.)              |
| 85             | Justice Administrative Commission/Capital Collateral Regional Council employees<br>(some of the classifications receive employer paid insurance). |
| 86             | State Courts System employees who receive employer paid insurance.  |
| 87             | State Attorney employees who are to receive employer paid insurance.  |
| 88             | Public Defender employees who are to receive employer paid insurance.   |
| 89             | The Office of Criminal Conflict and Civil Regional Counsel  |

| CLASS CODE RANGES AND DEFINED BENEFITS PER PAY PLAN |                                       |  |                     |  |                                 |        |            |  |            |
|---|---------------------------------------|--|---------------------|--|---------------------------------|--------|------------|--|------------|
| PAY PLAN  |                                       | VALID<br>OLOS                                    | CLASS CODE<br>RANGE |  | EMPLOYER PAID DSGI<br>INSURANCE |        |            | EMPLOYER PAID<br>LEGISLATIVE TYPE<br>INSURANCE |            |
| CODE  | NAME                                  |  |                     |  | LIFE                            | HEALTH | DISABILITY | DENTAL   | DISABILITY |
| 00  | Other                                 | Any  | N/A                 |  | Y                               | N      | N          | N  | N          |
| 01  | Career Service<br>(CS)                | 3100,<br>3700 thru<br>4890,<br>5000 thru<br>8000 | 0000 – 7711         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 7712 – 7712         |  | Y                               | Y      | N          | N  | N          |
|   |                                       |  | 7713 – 7714         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 7715 – 7715         |  | Y                               | Y      | N          | N  | N          |
|   |                                       |  | 7716 – 7717         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 7718 – 7718         |  | Y                               | Y      | N          | N  | N          |
|   |                                       |  | 7719 – 7721         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 7722 – 7722         |  | Y                               | Y      | N          | N  | N          |
|   |                                       |  | 7723 – 7723         |  | Y                               | Y      | N          | N  | N          |
|   |                                       |  | 7724 – 9999         |  | Y                               | N      | N          | N  | N          |
| 03  | Legislature                           | 1100   | 0000 – 9997         |  | Y                               | Y      | N          | Y  | Y          |
|   |                                       |  | 9998 – 9998         |  | Y                               | N      | N          | Y  | Y          |
|   |                                       |  | 9999 – 9999         |  | Y                               | N      | N          | Y  | Y          |
| 04  | School for the<br>Deaf & the<br>Blind | 4890   | 0000 – 9999         |  | Y                               | N      | N          | N  | N          |
| 05  | Elected &<br>Appointed                | 2100 thru<br>4890,<br>5000 thru<br>8000          | 0000 – 9804         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 9805 – 9806         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 9807 – 9808         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 9809 – 9809         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 9810 – 9811         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 9812 – 9812         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 9813 – 9813         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 9814 – 9814         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 9815 – 9815         |  | Y                               | Y      | Y          | N  | N          |
|   |                                       |  | 9816 – 9816         |  | Y                               | N      | N          | N  | N          |
|   |                                       |  | 9817 – 9817         |  | Y                               | Y      | Y          | N  | N          |
|   |                                       |  | 9818 – 9999         |  | Y                               | N      | N          | N  | N          |
| 06  | Military<br>Affairs                   | 6200   | 0000 – 9999         |  | Y                               | N      | N          | N  | N          |
| 07  | Exempt From<br>Career Service         | 3100,<br>Leased<br>employees                     | 0000 – 9999         |  | Y                               | Y      | N          | Y  | Y          |
| 08  | Select Exempt<br>Service (SES)        | 3100 thru<br>4890,<br>5000 thru<br>8000          | 0000 – 9999         |  | Y                               | Y      | Y          | N  | N          |
| 09  | Senior<br>Management                  | 3100 thru<br>4890,                               | 0000 – 9999         |  | Y                               | Y      | Y          | N  | N          |

| CLASS CODE RANGES AND DEFINED BENEFITS PER PAY PLAN |  |                   |                     |  |                                 |        |            |  |
|---|--|-------------------|---------------------|--|---------------------------------|--------|------------|--|
| PAY PLAN  |  | VALID<br>OLOS     | CLASS CODE<br>RANGE |  | EMPLOYER PAID DSGI<br>INSURANCE |        |            | EMPLOYER PAID<br>LEGISLATIVE TYPE<br>INSURANCE |
| CODE  | NAME   |                   |                     |  | LIFE                            | HEALTH | DISABILITY | DENTAL<br>DISABILITY                           |
|   | Service (SMS)                                | 5000 thru<br>8000 |                     |  |                                 |        |            |  |
| 15  | Fixed Salary –<br>SMS Benefits               | 2100 thru<br>8000 | 0000 – 9999         |  | Y                               | Y      | Y          | N<br>N   |
| 16  | Fixed Salary –<br>SMS Benefits<br>Plus Leave | 2100 thru<br>8000 | 0000 – 9999         |  | Y                               | Y      | Y          | N<br>N   |
| 31  | Department of<br>Lottery                     | 36XX              | 0000 – 9999         |  | Y                               | Y      | N          | Y<br>Y   |
| 33  | Department of<br>the Lottery                 | 36XX              | 0000 – 9999         |  | Y                               | Y      | N          | Y<br>Y   |
| 81  | State Courts<br>System                       | 22XX              | 0000 – 9999         |  | Y                               | N      | N          | N<br>N   |
| 82  | State Attorneys                              | 21XX              | 0000 – 9999         |  | Y                               | N      | N          | N<br>N   |
| 83  | Public<br>Defenders                          | 21XX              | 0000-9999           |  | Y                               | N      | N          | N<br>N   |
| 84  | Justice<br>Administrative<br>Commission      | 21XX              | 0000 – 0099         |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 0100 -0100          |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 0101 – 0199         |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 0200 – 0200         |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 0201 – 0299         |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 0300 – 0300         |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 0301 – 1440         |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 1441 – 1441         |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 1442 - 1444         |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 1445 – 1445         |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 1446 - 1536         |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 1537 – 1537         |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 1538 - 1701         |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 1702 – 1702         |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 1703 - 1708         |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 1709 -1710          |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 1711 - 1712         |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 1713 - 1715         |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 1716 -1802          |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 1803 - 1803         |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 1804 – 1804         |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 1805 – 1805         |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 1806 - 1807         |  | Y                               | N      | N          | N<br>N   |
|   |  |                   | 1808 - 1808         |  | Y                               | Y      | N          | N<br>N   |
|   |  |                   | 1809 - 3376         |  | Y                               | N      | N          | N<br>N   |



| CLASS CODE RANGES AND DEFINED BENEFITS PER PAY PLAN |   |               |                     |  |                                 |        |            |  |            |
|---|---|---------------|---------------------|--|---------------------------------|--------|------------|--|------------|
| PAY PLAN  |   | VALID<br>OLOS | CLASS CODE<br>RANGE |  | EMPLOYER PAID DSGI<br>INSURANCE |        |            | EMPLOYER PAID<br>LEGISLATIVE TYPE<br>INSURANCE |            |
| CODE  | NAME                                    |               |                     |  | LIFE                            | HEALTH | DISABILITY | DENTAL   | DISABILITY |
|   |   |               | 3377 – 3377         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 3378 – 4004         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 4005 – 4005         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 4006 – 4006         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 4007 – 4008         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 4009 – 7005         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 7006 – 7006         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 7007 – 8001         |  | Y                               | N      | N          | N  | N          |
| 84  | Justice<br>Administrative<br>Commission | 21XX          | 8002 – 8002         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8003 – 8004         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8005 – 8005         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8006 – 8339         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8340 – 8340         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8341 – 8349         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8350 – 8350         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8351 – 8359         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8360 – 8360         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8361 – 8369         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8370 – 8370         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8371 – 8380         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8381- 8381          |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8382 – 8501         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8502 – 8503         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8504 – 8699         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8700 – 8702         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8703 – 8703         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8704 – 8704         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8705 -8706          |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8707 – 8707         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8708 – 8708         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8709 – 8711         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 8712 – 8818         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 8819 – 8819         |  | Y                               | Y      | Y          | N  | N          |
|   |   |               | 8820 – 9808         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 9809 – 9809         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 9810 – 9814         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 9815 - 9815         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 9816 – 9818         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 9819 – 9819         |  | Y                               | Y      | Y          | N  | N          |
|   |   |               | 9820 – 9828         |  | Y                               | Y      | N          | N  | N          |
|   |   |               | 9829 – 9829         |  | Y                               | N      | N          | N  | N          |
|   |   |               | 9830 -9831          |  | Y                               | Y      | N          | N  | N          |

| CLASS CODE RANGES AND DEFINED BENEFITS PER PAY PLAN |  |               |                     |  |                                 |        |            |  |
|---|--|---------------|---------------------|--|---------------------------------|--------|------------|--|
| PAY PLAN  |  | VALID<br>OLOS | CLASS CODE<br>RANGE |  | EMPLOYER PAID DSGI<br>INSURANCE |        |            | EMPLOYER PAID<br>LEGISLATIVE TYPE<br>INSURANCE |
| CODE  | NAME   |               |                     |  | LIFE                            | HEALTH | DISABILITY | DENTAL<br>DISABILITY                           |
|   |  |               | 9832 – 9900         |  | Y                               | N      | N          | N  |
|   |  |               | 9901 – 9903         |  | Y                               | Y      | N          | N  |
|   |  |               | 9904 – 9908         |  | Y                               | N      | N          | N  |
|   |  |               | 9909 – 9909         |  | Y                               | Y      | N          | N  |
|   |  |               | 9910 – 9997         |  | Y                               | N      | N          | N  |
|   |  |               | 9998 – 9998         |  | Y                               | Y      | N          | N  |
|   |  |               | 9999 – 9999         |  | Y                               | N      | N          | N  |
| 85  | Capital<br>Collateral<br>Regional<br>Council                           | 21XX          | 0000 – 4372         |  | Y                               | N      | N          | N  |
|   |  |               | 4373 – 4373         |  | Y                               | Y      | N          | N  |
|   |  |               | 4374 – 4666         |  | Y                               | N      | N          | N  |
|   |  |               | 4667 – 4667         |  | Y                               | Y      | N          | N  |
|   |  |               | 4668 – 4800         |  | Y                               | N      | N          | N  |
|   |  |               | 4801 – 4801         |  | Y                               | Y      | Y          | N  |
|   |  |               | 4802 – 4802         |  | Y                               | N      | N          | N  |
|   |  |               | 4803 – 4803         |  | Y                               | Y      | Y          | N  |
|   |  |               | 4804 – 4804         |  | Y                               | N      | N          | N  |
|   |  |               | 4805 – 4806         |  | Y                               | Y      | Y          | N  |
|   |  |               | 4807 – 4808         |  | Y                               | N      | N          | N  |
|   |  |               | 4809 – 4809         |  | Y                               | Y      | Y          | N  |
|   |  |               | 4810 – 4810         |  | Y                               | N      | N          | N  |
|   |  |               | 4811 – 4811         |  | Y                               | Y      | Y          | N  |
|   |  |               | 4812 – 4899         |  | Y                               | N      | N          | N  |
|   |  |               | 4900 – 4900         |  | Y                               | Y      | Y          | N  |
|   |  |               | 4901 – 9999         |  | Y                               | N      | N          | N  |
| 86  | State Courts<br>System – Paid<br>Insurance                             | 22XX          | 0000 – 9999         |  | Y                               | Y      | Y          | N  |
| 87  | State Attorney<br>– Paid<br>Insurance                                  | 21XX          | 0000 – 9999         |  | Y                               | Y      | Y          | N  |
| 88  | Public<br>Defender –<br>Paid Insurance                                 | 21XX          | 0000 – 9999         |  | Y                               | Y      | Y          | N  |
| 89  | The Office of<br>Criminal<br>Conflict and<br>Civil Regional<br>Counsel | 21XX          | 9001-9808           |  | Y                               | N      | N          | N  |
|   |  |               | 9809-9909           |  | Y                               | Y      | N          | N  |
|   |  |               | 9971-9973           |  | Y                               | N      | N          | N  |
|   |  |               | 9998-9998           |  | Y                               | Y      | N          | N  |

**PAYROLL PROCESSING****PAYROLL PROCESSING CODES**

The following table defines the Earnings Codes available for use in the payroll system, the taxability associated with the specific earnings code, if it is retirement contributory, if it is appropriate for an OPS payment and if an earnings code can be paid through the On Demand system.

| <b>EARNINGS CODES</b> |                                 |                   |                 |                                   |                                    |                  |                  |                   |            |                            |                        |
|-----------------------|---------------------------------|-------------------|-----------------|-----------------------------------|------------------------------------|------------------|------------------|-------------------|------------|----------------------------|------------------------|
| <b>ERN CODE</b>       | <b>EARNING CODE DESCRIPTION</b> | <b>GROSSES</b>    |                 |                                   |                                    |                  |                  |                   | <b>OPS</b> | <b>ON DEMAND</b>           |                        |
|                       |                                 | <b>FICA GROSS</b> | <b>W2 GROSS</b> | <b>W2 GROSS SUBJ FLAT/ALT TAX</b> | <b>W2 GROSS SUBJ IRS TAX TABLE</b> | <b>RET GROSS</b> | <b>PEN GROSS</b> | <b>CASH GROSS</b> |            | <b>OD PAY AGENCY INPUT</b> | <b>OD PAY BOSP APR</b> |
| 9101                  | TRAVEL, NON-CASH TAXABLE        | Y                 | Y               | N                                 | N                                  | N                | N                | N                 | N          | N                          | N                      |
| 9102                  | MEMBERSHIPS, NON-CASH TAXABLE   | Y                 | Y               | N                                 | N                                  | N                | N                | N                 | N          | N                          | N                      |
| 9103                  | TAXABLE TUITION WAIVER          | Y                 | Y               | N                                 | N                                  | N                | N                | N                 | N          | N                          | N                      |
| 9104                  | CELL PHONE, NON-CASH TAXABLE    | Y                 | Y               | N                                 | N                                  | N                | N                | N                 | N          | N                          | N                      |
| 9105                  | STATE SUGGESTION AWARD          | Y                 | Y               | Y                                 | N                                  | N                | N                | Y                 | N          | Y                          | Y                      |
| 9106                  | UNIFORM ALLOWANCE               | Y                 | Y               | Y                                 | N                                  | N                | N                | Y                 | Y          | Y                          | N                      |
| 9108                  | ANNUAL LEAVE PAID               | Y                 | Y               | Y                                 | N                                  | Y                | N                | Y                 | N          | Y                          | N                      |
| 9109                  | NONCASH VEHICLE FRINGE BENEFITS | Y                 | Y               | N                                 | N                                  | N                | N                | N                 | N          | N                          | N                      |
| 9110                  | STATE SUPERIOR ACCOMP AWARD     | Y                 | Y               | Y                                 | N                                  | N                | N                | Y                 | Y          | Y                          | N                      |
| 9111                  | SPECIAL COMP LEAVE PAID         | Y                 | Y               | Y                                 | N                                  | N                | N                | Y                 | N          | Y                          | N                      |
| 9112                  | OPS NONRECURRING CASH PAY       | Y                 | Y               | Y                                 | N                                  | N                | N                | Y                 | Y          | Y                          | N                      |
| 9113                  | FL NATIONAL GUARD ALLOWANCE     | N                 | N               | N                                 | N                                  | N                | N                | Y                 | Y          | Y                          | Y                      |
| 9114                  | STATE AWARD NONCASH             | Y                 | Y               | Y                                 | N                                  | N                | N                | N                 | N          | N                          | N                      |
| 9115                  | DSO/AWARDS/SPEC PAY             | Y                 | Y               | Y                                 | N                                  | N                | N                | Y                 | Y          | Y                          | N                      |
| 9116                  | TIP INCOME SUBJECT TO FICA      | Y                 | Y               | N                                 | Y                                  | N                | N                | N                 | N          | N                          | N                      |
| 9117                  | ON CALL FEES CURRENT YEAR       | Y                 | Y               | Y                                 | N                                  | Y                | Y                | Y                 | Y          | Y                          | N                      |
| 9119                  | LUMP SUM IN LIEU OF RAISE       | Y                 | Y               | Y                                 | N                                  | Y                | Y                | Y                 | Y          | Y                          | Y                      |
| 9121                  | SPEC COMP IN LIEU OF OVERTIME   | Y                 | Y               | Y                                 | N                                  | Y                | N                | Y                 | Y          | Y                          | N                      |
| 9123                  | SICK LEAVE PAID                 | Y                 | Y               | Y                                 | N                                  | N                | N                | Y                 | N          | Y                          | N                      |

| EARNINGS CODES |                               |            |          |                            |                             |           |           |            |     |                     |                 |
|----------------|-------------------------------|------------|----------|----------------------------|-----------------------------|-----------|-----------|------------|-----|---------------------|-----------------|
| ERN CODE       | EARNING CODE DESCRIPTION      | GROSSES    |          |                            |                             |           |           |            | OPS | ON DEMAND           |                 |
|                |                               | FICA GROSS | W2 GROSS | W2 GROSS SUBJ FLAT/ALT TAX | W2 GROSS SUBJ IRS TAX TABLE | RET GROSS | PEN GROSS | CASH GROSS |     | OD PAY AGENCY INPUT | OD PAY BOSP APR |
| 9124           | OVERTIME                      | Y          | Y        | Y                          | N                           | Y         | Y         | Y          | Y   | Y                   | N               |
| 9127           | EXTRA ST COMP & SUPPLEMENTS   | Y          | Y        | Y                          | N                           | Y         | Y         | Y          | Y   | Y                   | N               |
| 9130           | RETROACTIVE PAYMENTS          | Y          | Y        | Y                          | N                           | Y         | Y         | Y          | Y   | Y                   | Y               |
| 9131           | MILITARY LEAVE PAYMENTS       | Y          | Y        | Y                          | N                           | Y         | Y         | Y          | N   | N                   | N               |
| 9132           | EXCESS MILEAGE RATE PAY       | N          | Y        | N                          | N                           | N         | N         | Y          | Y   | N                   | N               |
| 9133           | DISABILITY BEN SUBJ TO FICA   | Y          | Y        | N                          | Y                           | N         | N         | Y          | N   | Y                   | N               |
| 9134           | DISABILITY BENEFITS-NO FICA   | N          | Y        | N                          | Y                           | N         | N         | Y          | N   | Y                   | N               |
| 9135           | STANDARD MILEAGE RATE PAY     | N          | N        | N                          | N                           | N         | N         | Y          | Y   | N                   | N               |
| 9136           | TIP INCOME MEDICARE ONLY      | Y          | Y        | N                          | Y                           | N         | N         | N          | Y   | N                   | N               |
| 9137           | NON-CASH EDUCATION BENEFITS   | Y          | Y        | Y                          | N                           | N         | N         | N          | N   | N                   | N               |
| 9138           | FIREFIGHTERS INCENTIVE PAY    | Y          | Y        | Y                          | N                           | Y         | Y         | Y          | Y   | Y                   | N               |
| 9139           | EXCEL. IN TEACH. AWARD - CASH | Y          | Y        | Y                          | N                           | N         | N         | Y          | Y   | Y                   | Y               |
| 9140           | ADOPTION ASSIST NON-QUAL      | Y          | Y        | Y                          | N                           | N         | N         | Y          | N   | Y                   | N               |
| 9142           | EMPLOYER PURCH RET CREDIT     | Y          | Y        | Y                          | N                           | N         | N         | N          | N   | N                   | N               |
| 9146           | TIP INCOME – NO FICA          | N          | Y        | N                          | Y                           | N         | N         | N          | Y   | N                   | N               |
| 9147           | CLASS C MEALS                 | Y          | Y        | Y                          | N                           | N         | N         | Y          | Y   | Y                   | Y               |
| 9148           | CLASS C MEALS - TRAINING      | Y          | Y        | Y                          | N                           | N         | N         | Y          | Y   | N                   | N               |
| 9149           | ADDITIONA COMP FOR CONVERSION | Y          | Y        | N                          | Y                           | Y         | Y         | Y          | N   | N                   | N               |
| 9150           | MONTHLY MILEAGE ALLOWANCE     | Y          | Y        | Y                          | N                           | N         | N         | Y          | Y   | Y                   | N               |
| 9151           | ANNUAL LEAVE OVER 500 HRS     | Y          | Y        | Y                          | N                           | N         | N         | Y          | N   | N                   | N               |
| 9153           | NRA NONQUALIFIED F/S - CASH   | N          | N        | N                          | N                           | N         | N         | Y          | Y   | Y                   | N               |
| 9154           | EDUCATION LOAN MEDICAL        | Y          | Y        | Y                          | N                           | N         | N         | Y          | Y   | Y                   | N               |

| EARNINGS CODES |                                  |            |          |                            |                             |           |           |            |     |                     |                 |
|----------------|----------------------------------|------------|----------|----------------------------|-----------------------------|-----------|-----------|------------|-----|---------------------|-----------------|
| ERN CODE       | EARNING CODE DESCRIPTION         | GROSSES    |          |                            |                             |           |           |            | OPS | ON DEMAND           |                 |
|                |                                  | FICA GROSS | W2 GROSS | W2 GROSS SUBJ FLAT/ALT TAX | W2 GROSS SUBJ IRS TAX TABLE | RET GROSS | PEN GROSS | CASH GROSS |     | OD PAY AGENCY INPUT | OD PAY BOSP APR |
| 9158           | SESSION SUBSISTENCE ALLOW        | Y          | Y        | Y                          | N                           | N         | N         | Y          | N   | Y                   | N               |
| 9159           | EXCESS INTRADISTRICT EXPENSE     | Y          | Y        | Y                          | N                           | N         | N         | Y          | N   | Y                   | N               |
| 9160           | TAXABLE TRAVEL                   | Y          | Y        | Y                          | N                           | N         | N         | Y          | N   | Y                   | N               |
| 9161           | REGULAR COMP IN LIEU OF OVERTIME | Y          | Y        | Y                          | N                           | Y         | N         | Y          | N   | Y                   | N               |
| 9163           | TOLL ALLOWANCE                   | Y          | Y        | Y                          | N                           | N         | N         | Y          | Y   | Y                   | N               |
| 9164           | EMPLOYEE SALES INCENTIVES        | Y          | Y        | Y                          | N                           | N         | N         | Y          | N   | Y                   | N               |
| 9166           | NRA INDEPENDENT CONTRACTOR       | N          | N        | N                          | N                           | N         | N         | Y          | Y   | N                   | N               |
| 9167           | VEHICLE INSURANCE ALLOWANCE      | Y          | Y        | Y                          | N                           | N         | N         | Y          | Y   | Y                   | N               |
| 9170           | SALARY/WAGES                     | Y          | Y        | N                          | Y                           | Y         | Y         | Y          | N   | Y                   | N               |
| 9171           | OPS WAGES                        | Y          | Y        | N                          | Y                           | N         | N         | Y          | Y   | Y                   | N               |
| 9172           | CRIMINAL JUSTICE INCENTIVE PAY   | Y          | Y        | Y                          | N                           | Y         | Y         | Y          | N   | Y                   | Y               |
| 9173           | STATE ACTIVE DUTY WAGES          | Y          | Y        | Y                          | N                           | N         | N         | Y          | Y   | Y                   | Y               |
| 9174           | LEAD WORKER                      | Y          | Y        | N                          | Y                           | Y         | Y         | Y          | N   | N                   | N               |
| 9175           | SHIFT DIFFERENTIAL               | Y          | Y        | N                          | Y                           | Y         | Y         | Y          | N   | N                   | N               |
| 9176           | FL STATE GUARD WAGES             | Y          | Y        | Y                          | N                           | N         | N         | Y          | Y   | Y                   | Y               |
| 9179           | RETIREMENT CONTRIB REFUND        | N          | Y        | Y                          | N                           | N         | N         | Y          | N   | N                   | N               |
| 9180           | CHILD WELFARE LOAN FORGIVENESS   | Y          | Y        | Y                          | N                           | N         | N         | Y          | Y   | Y                   | N               |
| 9182           | MILITARY PAY SUPPLEMENT          | Y          | Y        | N                          | Y                           | Y         | Y         | Y          | N   | Y                   | N               |
| 9183           | NONCASH HOUSING/CLOTHING BENEFIT | Y          | Y        | N                          | N                           | N         | N         | N          | N   | N                   | N               |
| 9184           | NRA NON-QUAL F/S NON-CASH        | N          | N        | N                          | N                           | N         | N         | N          | Y   | N                   | N               |
| 9185           | TERMINATION PAY                  | Y          | Y        | Y                          | N                           | N         | N         | Y          | N   | Y                   | Y               |
| 9186           | ANNUNITY – HLTH INS SUBSIDY      | N          | Y        | N                          | Y                           | N         | N         | Y          | N   | N                   | N               |
| 9187           | BONUS/AWARDS (GROSS-UP)          | Y          | Y        | Y                          | N                           | N         | N         | Y          | Y   | Y                   | Y               |

| EARNINGS CODES |                                    |               |             |  |   |              |              |               |     |                           |                       |
|----------------|------------------------------------|---------------|-------------|--|---|--------------|--------------|---------------|-----|---------------------------|-----------------------|
| ERN<br>CODE    | EARNING CODE<br>DESCRIPTION        | GROSSES       |             |  |   |              |              |               | OPS | ON DEMAND                 |                       |
|                |                                    | FICA<br>GROSS | W2<br>GROSS | W2<br>GROSS<br>SUBJ<br>FLAT/ALT<br>TAX | W2<br>GROSS<br>SUBJ IRS<br>TAX<br>TABLE | RET<br>GROSS | PEN<br>GROSS | CASH<br>GROSS |     | OD PAY<br>AGENCY<br>INPUT | OD PAY<br>BOSP<br>APR |
| 9188           | BONUS/AWARDS<br>(NOT GROSS-UP)     | Y             | Y           | Y                                      | N                                       | N            | N            | Y             | Y   | Y                         | Y                     |
| 9191           | REFUND PRETAX<br>INS PREMIUMS      | Y             | Y           | Y                                      | N                                       | N            | N            | Y             | N   | Y                         | N                     |
| 9192           | MANUAL PAYMENT                     | Y             | Y           | Y                                      | N                                       | Y            | N            | Y             | Y   | N                         | N                     |
| 9193           | POST JUDGEMENT<br>INTEREST         | N             | Y           | N                                      | N                                       | N            | N            | Y             | Y   | N                         | N                     |
| 9194           | QUALIFIED MOVING<br>EXP-VENDOR     | N             | N           | N                                      | N                                       | N            | N            | Y             | N   | N                         | N                     |
| 9195           | QUALIFIED MOVING<br>EXP-EMPLOYEE   | N             | N           | N                                      | N                                       | N            | N            | Y             | N   | N                         | N                     |
| 9196           | NON-QUAL MOVING<br>EXP-VENDOR      | Y             | Y           | Y                                      | N                                       | N            | N            | Y             | N   | N                         | N                     |
| 9197           | NON-QUAL MOVING<br>EXP - EMPLOYEE  | Y             | Y           | Y                                      | N                                       | N            | N            | Y             | N   | N                         | N                     |
| 9198           | TAX REFUND                         | N             | N           | N                                      | N                                       | N            | N            | Y             | Y   | N                         | N                     |
| 9199           | OPS ALT RET<br>REFUND              | N             | Y           | Y                                      | N                                       | N            | N            | Y             | Y   | N                         | N                     |
| 9501           | HEALTH SAVINGS<br>ACCT REVERSAL    | Y             | Y           | Y                                      | N                                       | N            | N            | Y             | N   | N                         | N                     |
| 9502           | HEALTH SAVINGS<br>ACCT REFUND CY   | Y             | Y           | Y                                      | N                                       | N            | N            | Y             | N   | N                         | N                     |
| 9503           | HEALTH SAVINGS<br>ACCT REVERSAL PY | N             | N           | N                                      | N                                       | N            | N            | Y             | N   | N                         | N                     |
| 9504           | HEALTH SAVINGS<br>ACCT REFUND PY   | N             | N           | N                                      | N                                       | N            | N            | Y             | N   | N                         | N                     |
| 9560           | BACK PAY<br>REIMBURSEMENT<br>OF UC | N             | N           | N                                      | N                                       | N            | N            | Y             | Y   | N                         | N                     |
| 9579           | PY RETIREMENT<br>CONTRIB REFUND    | N             | Y           | Y                                      | N                                       | N            | N            | Y             | N   | N                         | N                     |
| 9580           | EMPLOYEE<br>REFUND POST-<br>TAX    | N             | N           | N                                      | N                                       | N            | N            | N             | Y   | N                         | N                     |
| 9599           | PY OPS ALT RET<br>REFUND           | N             | Y           | Y                                      | N                                       | N            | N            | Y             | Y   | N                         | N                     |

**VALID RELATIONSHIPS OF PAYROLL ACCOUNT CODES AND RETIREMENT CODES:**

**The payroll system is designed with edits in place to ensure that payments are not made from incorrect categories. This is based on the Retirement Code on the record.**

Listed below are “VALID RELATIONSHIP of PAYROLL ACCOUNT CODES and RETIREMENT CODES” edits and resets that will occur based on account category, retirement codes and appointment codes.

1. For Account Category Codes beginning in 01 or 03:
  - a. If Account category begins in 01, Retirement code must NOT be ZA, ZZ, ZM, ZX or Invalid and Appointment Status must be 00 through 12.
    - 1) If Retirement code is ZA, ZZ, ZM, or ZX or Invalid, it will be reset to HA.
    - 2) If Appointment Status is NOT 00 through 12, it will be reset to 00.
  - b. If Account category begins in 03, Retirement Code must be ZA, ZZ, ZM, or ZX and Appointment Status must be Ab thru Kb.
    - 1) If Retirement Code is NOT ZA, ZZ, ZM or ZX, it will be reset to ZZ.
    - 2) If Appointment Status is NOT Ab thru Kb, it will be reset to Ab.
2. For account categories that **do not** begin in 01 or 03 (these are "Special" or Fixed Capital Outlay accounts), the account category cannot be used by the system to establish valid relationships. The Retirement Code must then be used to validate the entries.
  - a. If Retirement Code is a valid code and NOT ZA, ZM, ZX, or ZZ, then Appointment Status must be a value of 00 thru 12. If the Retirement Code is other than ZA, ZM, ZX, or ZZ and Appointment Status is not a valid numeric code, then Appointment Status will be reset to 00.
  - b. If the Retirement Code is ZA, ZM, ZX, or ZZ, then Appointment Status must be a value of Ab thru Fb. If Retirement Code is ZA, ZM, ZX, or ZZ and Appointment Status is not a valid alphabetic code, then Appointment Status will be reset to Ab.



**A. GENERAL INFORMATION**

IRS Publication 15, Circular E, Employer's Tax Guide, provides that Worker's Compensation (WC) payments are not to be treated as earnings subject to a deduction for Withholding, Social Security or Medicare contributions.

**NOTE:** Upon the employee's return to active employment, the employee may be entitled to receive full retirement credit for the period the employee received Workers' Compensation benefits.

Employees receiving workers' compensation payments should in all circumstances receive the workers' compensation check. To receive a report of these payments for your Agency contact the Division of Risk Management: <http://www.myfloridacfo.com/Risk/WCC/index.htm>.

If an employee is to receive wages in addition to the workers' compensation payment, the total of the workers' compensation payment and the wages should never exceed the gross wages the employee would have received if the injury or illness had not occurred. (Exception: Some payments made under Section 440.15(3), F.S., Workers' Compensation Law, may not be applicable. Contact the Division of Risk Management for a determination.)

**B. WAGE PAYMENTS IN ADDITION TO WORKERS' COMPENSATION PAYMENTS**

Pursuant to Rule 60L-34.0061, F.A.C., a Career Service, SES, SMS employee who sustains a worker's compensation injury, shall be carried in full-pay status for up to forty work hours without being required to use accrued leave, beginning immediately following the onset of the injury.

The following is information for Agencies that utilize the People First System. More information can be found on the Dept. of Management Services Website.

On the employee's timesheet in People First, the agency should use leave code 0065 – ADMIN-Workers' Comp Leave for the first 40 hours for an employee who sustains a job-connected disability that is compensable under Chapter 440, Florida Statutes. It can also be used for an additional 48 hours to cover appointments to health care providers, physical therapy, and similar activities provided such activities are directly related to the employee's Workers' Compensation injury.

On the employee's timesheet in People First, the agency should use leave code 0060 -LWOP Worker' Comp. Leave without pay for an employee after the 40-hour period of ADMIN-Workers' Comp leave with pay, if the employee is still unable to return to work due to a Temporary Total Disability or a Temporary Partial Disability. Such leave may be used in combination with accrued leave or to cover the entire absence after the employee has exhausted all accrued leave.

The employee may elect to use accrued sick, compensatory, or annual leave in an amount necessary to achieve full-pay status. The employee's annual hourly rate (annual salary/2080) shall be used to determine the number of leave hours needed to supplement the Workers' Compensation payments. However, the combination of the workers' compensation benefits and the wages should never exceed the gross wages the employee would have received if the injury or illness had not occurred. The leave hours would need to be recorded on the employee's timesheet and approved before the regular payroll processes for the employee to receive the additional wages.

If the employee elects to not receive wages in addition to their workers' compensation benefit, the leave without pay hours should be recorded on the employee's timesheet in People First using hours

type 0060 – Workers' Comp LWOP. It is important to complete the correct PAR to ensure the employee will receive payment for holidays (1/3 of their holiday credit on timesheet for the holiday) as well as continue to receive their leave accruals.

If the employee elects to receive some wages in addition to their workers' compensation benefit, accrued leave hours would have to be used. The hours that the employee does not want to be compensated for would need to be recorded on the employee's timesheet using hours type 0060 - Workers' Comp LWOP. All hours would need to be recorded on the employee's timesheet and approved before the regular payroll processes for the employee to receive the additional wages.

Once the employee returns to work full-time, the agency needs to complete a MV017 – Return from LOA Without Pay PAR with reason code Return from LOA Without Pay.

### **C. LEAVE CHARGED TO EMPLOYEE RECEIVING WORKERS' COMPENSATION BENEFITS**

It is critical that leave computations involving workers' compensation payments be done correctly, since State personnel rules preclude the employee from receiving total payments which are greater than what the employee would receive from a normal salary payment. The method of calculating workers' compensation payments is fixed by Florida Statutes for both private and public employers and cannot be changed to suit the State's situation. Because the workers' compensation payments are paid on a pre-determined schedule, which may differ with the BOSP payroll schedule, the amount of the weekly benefit may not be known prior to the time the employee is to receive the next salary warrant. Therefore, it may be necessary to recalculate and adjust leave credits after the employee has received both the workers' compensation check and the payroll warrant.

When a review of the employee's record shows they were charged for more leave than was necessary to bring the employee up to the normal salary payment, the excess leave charge should be credited back to the employee. If it is determined that an employee was overpaid, the agency should enter the "Refund for Overpayment of Salary", in the on-line system, and obtain the amount due from the employee. Refer to [Volume V, Section 6](#), Refund for Overpayment of Salary.

### **D. WORKERS' COMPENSATION OVERPAYMENT MADE BY THE INSURANCE COMPANY**

Occasionally, an insurance company will make an overpayment involving a workers' compensation payment and is due a refund from the employee. If Division of Risk Management is unable to collect the overpayment from the employee, assistance in collecting the overpayment will be requested of the employing agency.

The agency should notify the employee of the error and the amount of overpayment. Payroll deduction(s) can be set up using deduction code 0582, Risk Management Recovery of State Funds. Agencies should refer to The Division of Risk Management for information pertaining to the lawful amount to deduct.

### **E. ADDITIONAL RETIREMENT LIABILITY DUE TO WORKERS' COMPENSATION**

Employees who have been receiving WC are entitled to retirement credit for the WC period (effective July 1, 1990) if, immediately upon recovery, they return for at least one calendar month to

active employment in a regular established position with an FRS participating employer or retire on disability retirement. Creditable service includes all WC periods when temporary total or temporary partial WC payments are received. Employees are not eligible to receive retirement credit for WC after they have reached maximum medical improvement and begin to receive wage loss payments, or their employment has been terminated.

If the employee is getting WC payments and salary payments at approximately the same time, there may be an overlap in regular wage payments and the WC benefit payments which should be audited by the agency. This could indicate an employee who is on WC in one agency and working in another agency. The term “FRS participating employer” means any state, county, city or local entity which participates in the FRS.

The adjustments recording the retirement liability and contributions should be processed using the on-line retirement adjustment system. Details on the use of that system can be found in [Volume V, Section 8](#) of this manual.

**A. OVERVIEW**

Supplemental payments should be processed through People First which will be submitted on the next regular or supplemental payroll file.

The On-Demand Payroll System can be used to pay certain payments. However, to use the On-Demand System a current W4 must be on file.

Unless otherwise noted, nonrecurring compensation payments are wages subject to income tax withholding and deductions for Social Security and Medicare taxes. The payments will be included as income on the employees' W-2 and are considered supplemental payments and subject to either the alternative withholding tax method or the flat tax method unless the employee claims "exempt" on a current W-4 form. F.S 121.021 defines what type of compensation shall be included for retirement contributions.

Note: Care should be exercised with the coding combinations for pay plan, retirement code, appointment status and class code to ensure proper payment

Below is a list of supplemental payments.

| <b>SUPPLEMENTAL PAYMENTS</b> |  |
|------------------------------|--|
| <b>EARNINGS CODE</b>         | <b>DESCRIPTION</b>   |
| 9106                         | Uniform/Tool Allowances  |
| 9108                         | Annual Leave Paid including 24-Hour Leave Payout (Dec. only)             |
| 9111                         | Special Compensatory Leave Paid – Retirement Non-Contributory            |
| 9112                         | OPS Nonrecurring Cash Payment  |
| 9117                         | On Call Fees   |
| 9119                         | Lump Sum Payment In lieu of Salary Increase                              |
| 9121                         | Special Compensatory Leave In lieu of Overtime – Retirement Contributory |
| 9123                         | Sick Leave Paid Upon Termination   |
| 9124                         | Overtime   |
| 9127                         | Extra State Compensation & Supplements                                   |
| 9130                         | Retroactive Payments   |
| 9131                         | Military Leave Payment   |
| 9133                         | Disability Benefits subject to FICA taxes (OLO 7200 Only)                |
| 9134                         | Disability Benefits not FICA taxable (OLO 7200 Only)                     |
| 9138                         | Firefighters Incentive Payments  |
| 9140                         | Adoption Benefits – Nonqualified (OLO 6000 Only)                         |
| 9150                         | Monthly Mileage Allowances (Supplemental Payroll Only)                   |
| 9158                         | Session Subsistence Allowance (OLO 1100 Only)                            |
| 9160                         | Taxable Travel (OLO 1100 Only)   |
| 9161                         | Regular Compensatory Leave Paid In lieu of Overtime                      |
| 9163                         | Toll Allowance Payments  |
| 9164                         | Sales Incentive Bonus - Quarterly (OLO 3600 Only)                        |
| 9172                         | Criminal Justice Incentive Program (CJIP)                                |

|      |  |
|------|--|
| 9185 | Termination Pay  |
| 9187 | Bonus/Award (Gross-Up)                                     |
| 9188 | Bonus/Award (Not subject to Gross-Up)                      |
| 9191 | Refunds Pretax Insurance Premiums (BOSP and OLO 7200 Only) |
| 9192 | Manual Payment (BOSP Only)                                 |

**B. UNIFORM/TOOL ALLOWANCES: EARNING CODE 9106**

Payments for uniform/tool allowances must be in accordance with 60L-32.004 - Perquisites in the Florida Administrative Code, these policies and procedures are to be followed relating to the approval of uniforms, clothing, laundry services, footwear, and tools to be furnished as perquisites to state officers or employees.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Appointment status code must be "UA".

The payments will appear on payroll reports by agency disbursement code and object code 4991.

Payment is not retirement contributory.

**C. ANNUAL LEAVE: EARNING CODE 9108**

Payment for accrued and unused annual leave must be made in accordance with Florida Statutes, Rules of the Career Service System, rules of other pay plans, or other legal authority by which an employee is to be compensated. In the absence of specific rules for the pay plan, the limits in the Career Service System will be applied.

Payments must be submitted by the department for which the employee last worked and at the hourly rate on the employee's date of termination or retirement. All payments for accrued annual leave shall be in lump sum, and the employee shall not be carried on the payroll beyond the last day of actual work. Payments may be included with the agency's regular payroll, supplemental payroll or via the On-Demand System.

The maximum numbers of hours of Annual Leave that may be paid upon termination by pay plan are determined by the Department of Management Services and can be found on their website.

Note: The General Appropriations Act provides that payment of accumulated and unused annual leave shall not exceed a maximum of 480 hours of actual payment to each employee. The Department of Management Services Division of Retirement procedures allow the payment of Annual Leave at the time an employee enters the Deferred Retirement Option Program (DROP) and upon termination of DROP. This is if "he/she has earned additional

annual leave which combined with the original payment does not exceed the maximum lump sum payment allowed...”.

Payment for annual leave can be made when an employee enters the DROP and/or upon termination, provided the total does not exceed the maximum allowed.

Payments of annual leave made upon entering DROP must use the employee’s pre-DROP retirement code and an Appointment Status Code of “DP”. The leave payment shall be based on the hourly rate of pay at the time the employee effectively retired, which precedes their entry date into DROP. This is based on the fact that the employee is retiring on the last day of the month, and this payment is retirement contributory.

Payments made upon termination from DROP must be coded with the DROP retirement code, and this payment is not retirement contributory.

### **24-HOUR DECEMBER ANNUAL LEAVE PAYOUTS**

Each December, a permanent career service employee shall be entitled, subject to available funds, to a payout of up to 24 hours of unused annual leave in accordance with F.A.C. 60L-34.0041(4)(b) and F.S. 110.219(7). The following limitations apply for employees to be eligible for these payments:

After the payout, the employee’s annual leave balance must be at least twenty-four hours. The cumulative payout shall not exceed the lifetime maximum allowed (240 hours) as described in Chapter 60L-34.0041(6)(a), Florida Administrative Code. The employee must be a permanent career service employee, have been continuously employed by the State of Florida for at least twelve months or will have twelve months of continuous service on or before December 1 of the payment year.

Agencies must submit these payments with appointment status code “CS”, on a payroll warrant dated in December. The payments may be submitted via People First or via the On-Demand Payroll System. The earning code is 9108.

The payroll file (F0013) will contain earnings code 9108 (Annual Leave) with appointment status code “CS”.

Payment is retirement contributory.

#### **D. SPECIAL COMPENSATORY LEAVE OTHER: EARNING CODE 9111**

Payment for accrued and unused special compensatory leave upon separation or transfer to another agency or pay plan, made more than 11 months following the months it was earned must be made in accordance with Florida Statutes, Rules of the Career Service System, rules of other pay plans, or other legal authority, by which an employee is to be compensated. In the absence of specific rules for the pay plan, the limits in the Career Service Rules will be applied. Refer to the Florida Administrative Code.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Payment is not retirement contributory.

**E. OTHER NONRECURRING CASH PAYMENTS (OPS only): EARNING CODE 9112**

This earning code has been established for agencies that employ individuals for Other Personal Services (OPS) with an employee-employer relationship on an intermittent or casual basis, such as poll clerks, test proctors, ushers, lifeguards, camp counselors, etc. This is not to be used to pay normal OPS wages not fitting the description of intermittent basis.

Payments for Other Personal Services must be in accordance with Florida Statutes - Sections 110.131 and 216.262(1)(c), Florida Administrative Code, and the Payroll Preparation Manual.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Payments must not be submitted prior to work or services being completed.

Payment is not retirement contributory.

**F. ON CALL FEES: EARNING CODE 9117**

Payments must be submitted in accordance with the policies and procedures of the employing agency, as specified in Chapter 110.209, Florida Statutes, Florida Administrative Code, and rules adopted by the agencies.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Payments must be submitted as rate and hours only.

Payment is retirement contributory.

**G. LUMP SUM PAYMENT IN LIEU OF SALARY INCREASE: EARNING CODE 9119**

Lump sum payment in lieu of salary increase may be made in accordance with the annual appropriations act and rules of the pay plan. Agency head approval is required.

Prior to being loaded into People First, the agency must send BOSP a list of employees receiving the payment, and the agency's authorization to make the payment. If the employee owes child support arrears, BOSP must send the employee name and the payment amount to



the Dept. of Revenue, Child Support Enforcement Section to make the determination of the amount to withhold for child support arrears.

If the payment is processed using the On-Demand System, this payment will go into the BOS status, see [Volume IV, Section 9](#) for further instructions

Payment is retirement contributory.

#### **H. SPECIAL COMPENSATORY AND FLSA COMPENSATORY LEAVE : EARNING CODE 9121**

Payments made to employees for accrued and unused special compensatory leave earned within 11 months immediately prior to payment must meet all applicable criteria and be processed in accordance with Department of Management Services, Section 60L-34.0031 or 60L-34.0044, Florida Administrative Code, or rules of the appropriate pay plan. Payments made to employees for accrued and unused FLSA compensatory leave in lieu of overtime pertain only to employees filling included positions and must be processed in accordance with the Florida Administrative Code and Fair Labor Standards Act. This leave type may be paid in the intervals provided in applicable rules or collective bargaining agreements, upon separation, transfer to another agency or pay plan, or at the time an employee enters the DROP program.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Payment is retirement contributory.

#### **I. SICK LEAVE PAYMENTS: EARNING CODE 9123**

Payments made to employees for sick leave upon termination must meet the criteria and be processed in accordance with Section 110.122 (agency may use the Division of Retirement's form (RBB3), Florida Statutes; F.A.C; or rules of the appropriate pay plan.

Provided the retirement or termination occurs after 10 years of creditable state employment, all sick leave payment policies must provide terminal pay for accumulated and unused sick leave to each employee for the following:

Normal or regular retirement (for all reasons except disability or death)  
Termination of employment with State Government

Terminal pay allowable for all unused sick leave accumulated on or after October 1, 1973, shall not exceed a maximum of 480 hours for actual payment  
Payments of terminal sick leave are not to be considered in any state-administered retirement system as salary payments.

F.S. 110.122 (5) Any employee:

- (a) Who is found guilty in a court of competent jurisdiction of committing, aiding, or abetting any embezzlement or theft from the employee's employer or bribery in connection with the employment, committed prior to retirement or 10-year normal creditable termination.
  - (b) Whose employment is terminated by reason of the employee having admitted committing, aiding, or abetting an embezzlement or theft from his or her employer or by reason of bribery.
  - (c) Who, prior to 10-year normal creditable termination or retirement is adjudged by a court of competent jurisdiction to have violated any state law against strikes by public employees; or
  - (d) Who has been found guilty by a court of competent jurisdiction of violating any state law prohibiting strikes by public employees,
- shall forfeit all rights and benefits under this section. An employee whose employment terminates as a result of an act committed subject to this subsection shall not be given credit for unused sick leave accumulated prior to termination should the employee be reemployed at a later date.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

If processed through On-Demand, the type rate of pay must be 7.

Payment is not retirement contributory.

#### **J. OVERTIME PAYMENT: EARNING CODE 9124**

Payment for overtime work pertains only to employees filling included positions.

Overtime is defined as the hours of work, excluding holidays and leave with pay, required more than 40 hours during the workweek or more than the number of hours indicated in an extended work period, or other plan, approved by the Department of Management Services.

Payments made to employees for overtime worked must meet the criteria and be processed in accordance with F.A.C. and/or rules of the appropriate pay plan. The U.S. Department of Labor, Code of Federal Regulations, 29 CFR 778.106, general rule for payment of overtime compensation states "overtime compensation earned in a particular workweek must be paid on the regular pay day for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until sometime after the regular pay period, however, the requirements of the Act will be satisfied if the employer pays the excess overtime compensation as soon after the regular pay period as is practicable."

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Payments must be submitted as hourly rate only.

Payment is retirement contributory.

**K. EXTRA STATE COMPENSATION/SUPPLEMENTS: EARNING CODE 9127**

Payment requisition submissions are restricted to the Florida School for the Deaf and Blind and these payments must be in accordance with Section 242.331, Florida Statutes, 6D-1.002, Florida Administrative Code and rules of the pay plan.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Payment is restricted to gross pay only.

Payment is retirement contributory.

**L. RETROACTIVE PAYMENT - EARNING CODE 9130**

The use of this earning code is restricted to two prior pay period(s) salary under payments (older than last pay period), due to clerical or administrative error, where the employee received a regular salary payment and is owed additional monies, and for two prior pay period(s) where the employee received no salary payment and is owed a regular salary payment(s).

If a salary underpayment is for the current or immediately previous pay period, it is considered a retroactive payment.

An agency shall not establish a retroactive effective date for any salary action. Please refer to FS 215.425 which states "No extra compensation shall be made to any officer, agent, employee, or contractor after the service has been rendered or the contract made." The increase in pay is effective on or after the date of written approval.

If an employee is promoted and adequate funds are not available due to budget limitations at the time of promotion to grant a promotional increase, a promotional increase may be granted when funds subsequently become available, provided the increase is granted within 12 months following the date of promotion. In no case can the promotional increase be made effective back to the date of promotion.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

The agency must submit a manual payroll request to the BOSP for all other retroactive salary underpayment(s) which are retirement contributory. Effective February 1, 2024, actions taken by the agency to correct underpayments will be limited to a two (2) year period immediately

following the date of the original payment period. Refer to Section 95.11, F.S.

For instructions and required forms to submit a manual payment request for a retroactive payment please refer to [Volume IV, Section 10, Backpay/Settlement/Retroactive Pay/Manual Payroll.](#)

Payment is retirement contributory.

**M. MILITARY LEAVE PAYMENT: EARNING CODE 9131**

Payment of military leave must be in accordance with the Rules and Regulations of the Career Service System if the employee is filling a Career Service position as defined in Section 110.205, Florida Statutes. State officers or employees filling positions in other pay plans or exempt positions must be paid in accordance with Section 115.07, Florida Statutes, and rules adopted by the pay plan administrator or the governing body of the employing department.

The use of Military Leave Payment is restricted to payments for "Military Leave" and "Active Military Service Leave" as described in Sections 60K-5.033, 60K-5.036, Florida Administrative Code. Leave payments for reserve or guard training should not utilize this code.

Any employee, (except an employee who is a commissioned reserve officer/reserve enlisted personnel in the United States armed forces or National Guard, or who is probationary, in a temporary position, employed on a temporary basis), qualifies for this type of payment. The person must be drafted, volunteer or be ordered to active military duty under Title 10 of the United States Code, Section 673b, not active duty training. Such persons shall be granted leave upon presentation of proper documentation. The first 30 calendar days of such leave shall be with full pay and benefits, and the remainder approved military leave without pay.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission, this payment is not allowed via the On-Demand System.

Payment must be submitted as rate and hours only and is retirement contributory.

**N. DISABILITY INSURANCE BENEFITS FICA WAGES: EARNING CODE 9133 (OLO 7200 ONLY)**

This earning code was established for the Department of Management Services for the payment of disability insurance benefits subject to Social Security and Medicare tax withholding. Payments for disability benefits must be made in accordance with Sections 110.219 and 240.209, Florida Statutes, and the Florida Administrative Code.

Payments for disability insurance benefits are submitted via the On-Demand Payroll System by the Department of Management Services. (OLO 7200 ONLY).

Payment is not retirement contributory.

**O.     DISABILITY INSURANCE BENEFITS - NON-FICA WAGES: EARNING CODE 9134 (OLO 7200 ONLY)**

This earning code was established for the Department of Management Services for the payment of disability insurance benefits that is not subject to Social Security and Medicare tax withholding.

Payments for disability benefits must be made in accordance with Sections 110.219 and 240.209, Florida Statutes, and the Florida Administrative Code.

Payments for disability insurance benefits are submitted via the On-Demand Payroll System by the Department of Management Services (OLO 7200 ONLY).

Payment is not retirement contributory.

**P.     FIREFIGHTERS INCENTIVE PAYMENTS: EARNING CODE 9138**

This earning code was established for agencies that employ firefighters. Payments to these employees must meet the criteria and be processed in accordance with Chapter 633.382, Florida Statutes, and Sections 4A-37.082 - 4A-37.089, Florida Administrative Code.

These payments are set up as recurring payment through People First and are paid on the employee's normal payroll cycle. Biweekly employees are paid 26 times a year.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Payment is retirement contributory.

**ADOPTION BENEFITS - NONQUALIFIED: EARNINGS CODE 9140**

**Q.**

Effective July 1, 2015, the Adoption Benefit Program for qualifying state employees was reestablished by Chapter 2015-130, Laws of Florida, §409.1664, F.S., and is administered by the Department of Children and Families.

Payments must be processed via the On-Demand System

Retirement code must be "MA."

Status code must be "AD".

Pay cycle must be a 3 or 4

Class Code must be "0000"

Rate of Pay must be "1"

Contract hours are required

Payment is restricted to gross pay only

Payment is not retirement contributory.

**R. MONTHLY MILEAGE ALLOWANCE: EARNING CODE 9150**

Section 112.061(7)(f), Florida Statutes provides that the agency head may grant monthly allowances in fixed amounts for use of privately-owned automobiles on official business in lieu of the mileage rate. Allowances granted shall be reasonable, considering the customary use of the automobile, the roads customarily traveled, and whether any of the expenses incident to the operation, maintenance, and ownership of the automobile are paid from state funds.

Appointment status code must be "MM".  
Pay cycle must be a 3 or 4  
Payment is restricted to gross pay only.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Payments will appear on payroll reports by agency disbursement code and object code 2650.

Payment is not retirement contributory.

**S. SESSION SUBSISTENCE ALLOWANCE (OLO 1100 ONLY): EARNING CODE 9158**

Payments for session subsistence allowance must be made in accordance with Chapters 11.12 and 11.13, Florida Statutes.

Payments are restricted to the Legislature; FLAIR org code at level 1 must be "11".  
Enter "Session Subsistence Allowance" in the type of payment field.  
Retirement code must be "MA".  
Appointment status code must be "SS".  
Class code is "0000".

Payment is restricted to gross pay only.

The payments will appear on payroll reports by agency distribution code and object code 2610.

Payment is not retirement contributory.

**T. TAXABLE TRAVEL (OLO 1100 ONLY): EARNING CODE 9160**

Payments for taxable travel must be made in accordance with Chapters 11.12, 11.13, and 112.061, Florida Statutes.

Payments are restricted to the Legislature; FLAIR org code at level 1 must be "11".  
Type of payment is "Taxable Travel".  
Retirement code must be "MA".  
Appointment status code must be "TT".  
Class code is "0000".

Payment is restricted to gross pay only.

The payments will appear on payroll reports by agency distribution code and object code 2610.

Payment is not retirement contributory.

**U. REGULAR COMPENSATORY LEAVE FOR EXCESS WORK HOURS: EARNING CODE 9161**

Payment of accrued and unused regular compensatory leave pertains only to Career Service employees filling excluded positions and must be made in accordance with the Florida Administrative Code. The Department of Management Services must approve the Agency plan prior to payment.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Payments must be submitted as rate and hours only.

Payment is retirement contributory.

**V. TOLL ALLOWANCES: EARNING CODE 9163**

Payment requests may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Appointment status code must be "TA".

Payment is restricted to gross pay only.

Payment is not retirement contributory.

**W. SALES INCENTIVE BONUSES - QUARTERLY (OLO 3600 ONLY): EARNING CODE 9164**

This earning code was established for the Lottery Sales Incentive Program quarterly payments in accordance with Section 24.120(6), Florida Statutes.

Payments for quarterly sales incentive bonuses must be made in accordance with Florida Statutes and the rules of the pay plan.

Appointment status code is "LQ".

Payment is restricted to gross pay only.

Payments will appear on payroll reports by agency disbursement code and object code 4980.

Payment is not retirement contributory.

#### **X. CRIMINAL JUSTICE INCENTIVE PAY - EARNING CODE 9172**

This earning code was established for agencies that employ sworn law enforcement and correctional officers. Payments to these employees must meet the criteria and be processed in accordance with 943.22 Florida Statutes, 11b-14.002 and 11B-14.003 of the Florida Administrative Code.

These payments are set up as a recurring payment through People First and are paid on the employee's normal payroll cycle. Biweekly employees are paid 26 times a year.

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Payments are submitted as contracted hours compared to hours worked in the pay period.

Payment is retirement contributory.

#### **Y. TERMINATION PAY - LEGISLATIVE BRANCH TERMINATION PAY DUE TO LAYOFF - CAREER SERVICE EMPLOYEES: EARNING CODE 9185**

Payments for termination pay must be made in accordance with Florida Statutes, Rules of the Career Service System, rules of other pay plans, or other legal authority by which an employee is to be compensated. In the absence of specific rules for the pay plan, the limits in the Career Service System will be applied.

Termination pay for legislative branch employees shall be in accordance with Section 11.12, Florida Statutes and rules of the pay plan.

Termination pay due to layoff for career service employees shall be in accordance with Sections 110.201, 110.227 and 295.085, Florida Statutes and Florida Administrative Code. The



employee shall be given at least 14 days notice of layoff or in lieu thereof, two weeks pay or a combination of days notice or pay. The payment shall be at the employee's current base rate of pay. The maximum number of hours permitted is 80.

Backup documentation should include proper approval as authorized by the pay plan. Documentation for career service employees should include the date of notification of layoff and the effective date of the layoff.

Payment - Legislature - may submit as gross pay or rate and hours

Payments - Career Service - submit as rate and hours only

Payments may be included with the agency's regular payroll submission, supplemental payroll submission or via the On-Demand System.

Payment is not retirement contributory.

**Z. BONUS/AWARD (GROSS-UP): EARNING CODE 9187**

The use of this earning code is restricted to payments for lump sum bonus or awards for which the agency is going to pay the employment taxes. Payments must be in accordance with Florida Statutes and Florida Administrative Code. Lump sum salary bonuses may be provided only if specifically appropriated. See [Volume IV, Section 3](#) for the Gross-Up procedure.

Prior to being loaded into People First, the agency must send BOSP a list of employees receiving the payment, and the agency's authorization to make the payment. If the employee owes child support arrears, BOSP must send the employee name and the bonus amount to the Dept. of Revenue, Child Support Enforcement Section to make the determination of the amount to withhold for child support arrears.

If the payment is processed using the On-Demand System, this payment will go into the BOS status, see [Volume IV, Section 9](#) for further instructions.

Payments will appear on payroll reports by agency disbursement code and object code 4980.

Payment is not retirement contributory.

**AA. BONUS/AWARD (NOT SUBJECT TO GROSS-UP) EARNING CODE 9188**

The use of this earning code is restricted to payments for lump sum bonus or awards. Payments must be in accordance with Florida Statutes and Florida Administrative Code, and specifically appropriated.

Prior to being loaded into People First, the agency must send BOSP a list of employees

receiving the payment, and the agency's authorization to make the payment. If the employee owes child support arrears, BOSP must send the employee name and the bonus amount to the Dept. of Revenue, Child Support Enforcement Section to make the determination of the amount to withhold for child support arrears.

If the payment is processed using the On-Demand System, this payment will go into the BOS status, see [Volume IV, Section 9](#) for further instructions.

Payments will appear on payroll reports by agency disbursement code and object code 4980.

Payment is not retirement contributory.

**AB. REFUNDS PRETAX INSURANCE PREMIUMS (OLO 7200 ONLY):  
EARNING CODE 9191**

The use of this earning code is restricted to the Department of Management Services for refunds of pretax insurance premiums and is processed via the On-Demand Payroll System.

Pay Plan is "01".

Retirement code must be "MA".

Appointment status is "00".

Class code is "0000".

Pay cycle is "4".

Payment is restricted to gross pay only.

Payment is not retirement contributory.

**AC. MANUAL PAYMENT: EARNINGS CODE 9192**

The use of this earning code is restricted to BOSP.

This earnings code is used when agencies request payment for a settlement agreement or back-pay of wages for an employee, when issued a legally binding written order stating that the employee is to receive such payments; a retroactive payment for an employee resulting from an underpayment of wages and is attributable to a specific pay period.

See [Volume IV, Section 10](#), of this manual for the processing requirements and retirement contributory status for these types of payments.

**A. GENERAL INFORMATION**

**Class C travel reimbursements can only be paid to state employees who get tasked to participate in emergency/disaster situations via a Governor's Executive Order.**

Section 112.061, F.S., provides for the payment of travel to public officers and employees of the State. The head of the Agency, or his or her designated representative, from whose funds the traveler is paid, must approve all travel. Travel expenses shall be limited to those expenses necessarily incurred by the traveler in the performance of a public purpose authorized by law to be performed by the Agency.

Class C travel is defined as travel for short or day trips where the traveler is not away from his or her official headquarters overnight. A traveler shall not be reimbursed on a per diem basis for Class C travel but shall receive subsistence as provided by Section 112.061(5)(b), F.S. Allowance for meals shall be based on the following schedule and amounts:

- Breakfast - When travel begins before 6 a.m. and extends beyond 8 a.m. - \$6.00
- Lunch - When travel begins before 12 noon and extends beyond 2 p.m. - \$11.00
- Dinner - When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel  
Occurs during nighttime hours due to special assignment - \$19.00

No one, whether traveling out of state or in state shall be reimbursed for any meal or lodging including in a convention or conference registration fee paid by the state.

- B. Class C Travel Reimbursements must be paid using the On-Demand System in PYRL. All disaster related Class C Travel reimbursement requests submitted and approved by agencies in the On-Demand System will go into "BOS" Status. This means Bureau of State Payrolls' (BOSP) approval is required.**

The On-Demand approval request must include the following information:

- Copy of the Office of the Governor Executive Order.
- Agency Supplemental Emergency Order that activates them to perform disaster related duties

**C. On Demand Code:**

- Earnings Code "9147" (Class C Meals).
- Appointment Status Code "CC" (Class C Meals).
- Reason Code "98" (Exec Order Class C Travel Reimbursement).
- The beginning and ending travel dates for all reimbursements.

**Special Note:** Class C travel reimbursements are taxable. Any Class C travel transactions recorded in Departmental FLAIR will be rejected by the Bureau of Auditing

## A. OVERVIEW

The Criminal Justice Incentive Program (CJIP), as approved by the Legislature in 1977 and amended in 1980 and 1981, is designed to give supplemental salary payments to law enforcement and correctional officers to reward educational and other career development activities that go beyond minimum position requirements. For additional information on the elements of these payments, refer to F.S. 943.22. The Division of Criminal Justice Standards and Training within the Florida Department of Law Enforcement establish rules to properly administer the program. The Bureau of State Payrolls (BOSP) is responsible for auditing these payments. The payments to State law enforcement officers became effective September 1, 1977, and on January 1, 1982, State correctional officers became eligible for the program.

The Criminal Justice Incentive Program pay is handled as a recurring supplemental payment. When an officer receives their **monthly** salary payment, they will also receive their monthly CJIP payment. When an officer receives their regular **biweekly** salary payment, they will receive their biweekly CJIP payment.

**Example:** If the monthly CJIP amount for the biweekly employee is \$130.00, the employee will receive \$60.00 every biweekly pay period.  
 **$\$130.00 \times 12 / 26 = \$60.00$ .**

**11B-14.002(4)3 F.A.C.,** Salary incentive payments paid to officers employed by the State of Florida shall begin in the first full calendar month following the initial date of eligibility.

**Example:** Officer becomes eligible for the incentive payment 2/5/2018, the recurring payment in the People First System must be set up 3/1/2018.

## B. CJIP PAYMENT AMOUNTS

CJIP payments are based on three different criteria. The officer can be eligible to earn an amount from any of the criteria below, however the maximum combined amount allowed annually is \$1,560.00. The payment may not exceed \$130.00 per month or \$60.00 per biweekly pay period.

### 1. AMOUNT FOR BASIC CERTIFICATION:

An employee is eligible to receive the basic certification amount up to \$300.00 per year if they received their original certification prior to July 1, 1980.

### 2. AMOUNT FOR CAREER DEVELOPMENT HOURS:

An employee will receive \$20.00 for every 80 hours of FDLE approved courses completed, up to \$1,440.00 per year.

Example:

|                                    |                                     |
|------------------------------------|-------------------------------------|
| 0000 - 0079 course hours - \$00.00 | 0080 - 0159 course hours - \$20.00  |
| 0160 - 0239 course hours - \$40.00 | 0240 - 0319 course hours - \$60.00  |
| 0320 - 0399 course hours - \$80.00 | 0400 - 0479 course hours - \$100.00 |
| 480+ course hours \$120.00         |                                     |

**3. EDUCATION AMOUNTS:**

If the employee has:

Associate degree up to \$360.00 per year

Bachelor's degree or higher up to \$960.00 per year

No education incentive payments shall be made for any state law enforcement or correctional position for which the class specification requires the minimum of a 4-year degree, or higher pursuant to 943.22(2)(e) F.S.

**C. CALCULATING LEAVE WITHOUT PAY (LWOP)**

When an officer is suspended without pay, or takes any leave of absence without pay, the salary incentive payment for the month in which the suspension or leave of absence occurs, shall be pro-rated by the hours paid within the pay period. When an officer is paid while on workers' compensation they are entitled to salary incentive payments in the same proportion as a paid salary, pursuant to Section 943.22(2)(h), F.S.

| <b>Occurrence</b> | <b>Example</b>   | <b>Calculations</b>   |
|-------------------|--|---|
| <b>Monthly</b>    | <ul style="list-style-type: none"> <li>• April 2018 has 168 Contracted Hours in the Month.</li> <li>• Employee earns \$80.00 a month.</li> <li>• Employee has 15 hours of LWOP for the month of April 2018.</li> </ul> | <p>168 Contracted Hours<br/>- 15 Hours of LWOP</p> <hr/> <p>153 hours worked for month of April</p> <p>153 hours worked/ 168 contracted hours * \$80.00<br/>CJIP gross rate = \$72.86</p> |
| <b>Biweekly</b>   | <ul style="list-style-type: none"> <li>• For a Biweekly employee with 80 Contracted Hours.</li> <li>• Employee earns \$36.92 each biweekly pay period.</li> <li>• Employee has 15 hours of LWOP.</li> </ul>            | <p>80 Contracted Hours<br/>- 15 Hours of LWOP</p> <hr/> <p>65 Hours worked for the pay period</p> <p>65 Hours worked/ 80 contracted hours * \$36.92<br/>CJIP gross rate = \$30.00</p>     |

**NOTE:**

Employee's that work over 80 hours are still contracted for 80 hours, not 84 or 85, etc. Employees on these schedules are still hired at the normal biweekly rate. The regular salary payments are grossed up from the 80 hours salary to pay up to 84 or 85 hours.

CJIP amounts are still based on 80 hours, not 84 or 85, as 80 is considered having worked the full hours for the biweekly period.

The correct way to calculate CJIP for someone whose work more than an 80 hour schedule is:  
 $30/80 * \$36.92 = \$13.85$ .

**D. FLAIR CJIP FATAL EDITS:**

**The following errors can be found on RDS report R\*\*O. (\*\* is the first two bytes of the agency's OLO)**

1. When setting up the recurring payment in People First, the 29-digit FLAIR Account Code Category must be **103290** on all CJIP payments, except for The Florida School for the Deaf and Blind, which is **104166**.  
Fatal Error Message:  
"FLAIR ACCOUNT CODE CATEGORY IS INVALID FOR CJIP PAYMENTS – RECORD DROPPED"
2. Employee must be in a full-time position.  
Fatal Error Message:  
"CJIP PAYMENT-EMPLOYEE MUST BE FULL-TIME TO RECEIVE – RECORD DROPPED"
3. OPS positions are not eligible.  
Fatal Error Message:  
"OPS - NOT ELIGIBLE FOR CJIP PAYMENT- RECORD DROPPED"
4. Senior Management (SMS) are not eligible  
Fatal Error Message:  
"SENIOR MANAGEMENT - NOT ELIGIBLE FOR CJIP PAYMENTS - RECORD DROPPED"
5. Employee must have a current W4 in FLAIR.  
Fatal Error Message:  
"NO W-4 ON FILE – RECORD DROPPED"
6. If the amount submitted on the payroll requisition file (F0001) from People First and the amount calculated in the payroll system is more than a 10-cent difference, the payment will drop.  
Fatal Error Message:  
"BEG HRS /CNTRT HRS \* RATE PLUS ENDHRS /CNTRT HRS \* RATE  
0.00 EXCEED .10 LMT FOR GRS"

**E. RETROACTIVE CJIP PAYMENTS**

When Agencies discover an administrative error, they may submit retroactive CJIP payments using the On-Demand system for the immediate two pay period. Any retroactive CJIP payments dating back past this period must be submitted following the retroactive payment instructions in [Volume IV, Section 10](#) of this manual.

Florida Administrative code 11B-14.002(6) no longer allows retroactive CJIP Payments. Employees receive educational salary incentive payments when the employee provides notification to the

employing agency of eligibility as indicated on the transcript approval, or the date of certification, whichever is later.

Employee can receive training salary incentive payments after the date of certification but will be effective when the employee notified the agency of his/her eligibility.

**F. References**

F.S. 943.22. Gives FDLE the authority to establish rules to properly administer the program.

F.A.C 11B-14.001 (Definitions)

F.A.C 11B-14.002- (General Program Provisions)

F.A.C 11B-14.003 (Authorized Salary Incentive Payments)

F.A.C 11B-14.005 (Annual Salary Incentive Compensation Report).

**A. OVERVIEW**

The On-Demand function is a feature of PYRL in FLAIR. This feature may be used to process payments for emergency situations and is designed to produce a payment within two business days after the payment has been approved. Payments may be processed outside of the regularly scheduled payroll cycle. However, payments through the On-Demand system are not to replace the normal payroll process. Every effort should be made to process payments through People First (PF) or other human resource management (HRM) systems before processing these payments.

On-Demand requisitions are processed nightly Monday through Friday, except for state holidays and certain days during fiscal and calendar year-end. If, for any reason, the Bureau of State Payrolls (BOSP) is unable to process On-Demands on any given day, agencies will be notified. At fiscal end of year and calendar end of year, all calculated On-Demand records remaining after the final On-Demand payroll is processed, will be purged. Agencies are responsible for ensuring their records are approved before 5:00 p.m., Eastern Standard Time (EST). BOSP approval is required if the On-Demand is in a status of BOS. With these On-Demands the agency must send an email to [BOSPPayProcessing@myfloridacfo.com](mailto:BOSPPayProcessing@myfloridacfo.com), requesting BOSP approve the payment, along with an explanation of why the payment is being made. Requests must be sent no later than 4:00 p.m. EST to ensure BOSP has enough time to audit and approve the payment the same day. If the payment is not approved by 5:00 p.m. EST, the payment will be delayed.

On-Demand payments are not recorded in People First. The agency must update the employee record in PF or other HRM systems and cancel any resulting Supplemental payments. Any time a leave payment is made using On-Demand, the agency must update the leave balances in People First to reflect the reduction resulting from that payment. BOSP recommends that agencies review the Annual Leave Payment History screen in PYRL before processing annual leave payments. See [Volume V, Section 2](#) for additional information.

**Audit of Wage Claims** - 17.29(1) FS. Gives the Chief Financial Officer the authority to set policy.

- 1) The Chief Financial Officer is authorized to audit and resolve any wage claim against the State and issue salary warrants directing disbursement of monies from the State Treasury.
- 2) The Bureau may require that any document which supports a payroll related transaction be sent to the Bureau.
- 3) The Bureau audits any wage payment which does not conform to established guidelines. In such circumstances, the Bureau requires the submitting agency to justify and document the requested wage payment. If justification and documentation is sufficient, the salary warrant is released to the agency. If justification and documentation is not sufficient, the salary warrant is cancelled by the Bureau.

**B. REQUIRED AND COMMON USES:****REQUIRED USES**

On-Demand must be used for the following payments:



1. Awards/Bonus payments:
  - a) If the employee receiving the payment has Child Support Arrears, the payment must be processed through the On-Demand System. (see additional instructions below for these type payments).
2. Class C Travel Reimbursements:
  - a) Agencies must use the On-Demand System to submit their disaster related Class C Travel reimbursements. All disaster related Class C Travel reimbursement requests submitted and approved by agencies in the On-Demand System will go into “BOS” Status. This means Bureau of State Payrolls’ (BOSP) approval is required.
  - b) Agencies must provide all Vouchers for Reimbursement of Travel Expenses, a copy of the Office of the Governor Executive Order, and any agency Supplemental Emergency Order that activates them to perform disaster related duties to the Bureau Chief of the Bureau of State Payrolls before any reimbursements can be processed.
    - Agencies must use:
    - Earnings Code “9147” (Class C Meals).
    - Appointment Status Code “CC” (Class C Meals).
    - On Demand Reason Code “98” (Exec Order Class C Travel Reimbursement).
    - Enter the beginning and ending travel dates for all reimbursements.

**Special Note:** Class C travel reimbursements are taxable. Any Class C travel transactions recorded in Departmental FLAIR will be rejected by the Bureau of Auditing.

3. Elected official’s fee payments: See [Volume IV, Section 16](#), Board Members, and Commissioners Fee Payments, for more information. Agencies that do not use People First must submit fees to elected officers and officials through On-Demand.

### COMMON USES

1. Fatal errors: Errors in the regular payroll cycle that have caused a pay record to drop from processing.
2. Warrant Cancellations: Errors in the regular payroll cycle that require cancellation and reissuance of the payroll warrant.
3. Supplemental payments: See [Volume IV, Section 6](#), Supplemental Payments. Most supplemental payments may be submitted with the agency’s regular pay cycle.
4. Administrative or processing error: Such as LWOP, timesheet errors, pay changes, PAR not processed timely, etc. every effort should be made to process these payments with the next supplemental payroll cycle.

**Common errors to avoid when processing On-Demand payments:**

- Not cancelling the original EFT warrant or not having the original paper warrant in hand prior to approving the On-Demand. This could result in an overpayment.
- An On-Demand payment issued to replace a regularly scheduled payment and approved too soon will result in the employee receiving the warrant before the originally scheduled warrant date.
- Forgetting to request BOSP to approve On-Demands in BOS status.

**C. EARNINGS CODES AND DEDUCTION CODES**

1. The following earnings codes will force an On-Demand record into BOS Status, which requires BOSP approval. The agency should notify BOSP and forward all necessary documentation to [BOSPPayProcessing@myfloridacfo.com](mailto:BOSPPayProcessing@myfloridacfo.com) so that the payment is approved timely.
  - a) 9105 State Suggestion Award  
This payment type is restricted to 99 or less payments per pay period through the On-Demand System. Prior to processing, the agency must send BOSP the documentation authorizing this payment to, [BOSPPayProcessing@myfloridacfo.com](mailto:BOSPPayProcessing@myfloridacfo.com). If there are 100 payments or more please review [Volume IV, Section 6](#) of this manual.
  - b) 9119 Lump Sum In Lieu of Raise  
This payment type is restricted to 99 or less payments per pay period through the On-Demand System. Prior to processing, the agency must send BOSP the documentation authorizing this payment to, [BOSPPayProcessing@myfloridacfo.com](mailto:BOSPPayProcessing@myfloridacfo.com). If there are 100 payments or more please review [Volume IV, Section 6](#) of this manual.
  - c) 9130 Retroactive Payments  
These can be processed On-Demand for the previous two pay periods. Any retroactive payment dating back beyond that time must be processed via Manual Payroll per [Volume IV, Section 10](#) of the Payroll Manual.
  - d) 9139 Excellence In Teacher Awards – Cash  
This payment type is restricted to 99 or less payments per pay period through the On-Demand System. Prior to processing, the agency must send BOSP the documentation authorizing this payment to, [BOSPPayProcessing@myfloridacfo.com](mailto:BOSPPayProcessing@myfloridacfo.com). If there are 100 payments or more please review [Volume IV, Section 6](#) of this manual.
  - e) 9147 Class C Meals- (see example above)
  - f) 9172 Criminal Justice Incentive Pay  
CJIP payments processed through On-Demand must be processed for each pay period owed. Any CJIP payments dating back further than 2 pay periods must be processed via Manual Payroll per [Volume IV, Section 10](#) of the Payroll Manual.

g) 9185 Termination Pay

Payments for termination pay must be made in accordance with Florida Statutes, Rules of the Career Service System, rules of other pay plans, or other legal authority by which an employee is to be compensated. In the absence of specific rules for the pay plan, the limits in the Career Service System will be applied. Termination pay for legislative branch employees shall be in accordance with Section 11.12, Florida Statutes and rules of the pay plan. Termination pay due to layoff for career service employees shall be in accordance with Sections 110.201, 110.227 and 295.085, Florida Statutes and Florida Administrative Code. The employee shall be given at least 14 days' notice of layoff or in lieu thereof, two weeks' pay or a combination of days' notice or pay. The payment shall be at the employee's current base rate of pay. The maximum number of hours permitted is 80.

h) 9187 Bonus/Awards (Gross-Up)

This payment type is restricted to 99 or less payments per pay period through the On-Demand System. Prior to processing, the agency must send BOSP the documentation authorizing this payment to, [BOSPPayProcessing@myfloridacfo.com](mailto:BOSPPayProcessing@myfloridacfo.com). If there are 100 payments or more please review [Volume IV, Section 6](#) of this manual.

i) 9188 Bonus/Awards (Not Gross-Up)

This payment type is restricted to 99 or less payments per pay period through the On-Demand System. Prior to processing the agency must send BOSP the documentation authorizing this payment to, [BOSPPayProcessing@myfloridacfo.com](mailto:BOSPPayProcessing@myfloridacfo.com). If there are 100 payments or more please review [Volume IV, Section 6](#) of this manual.

2. The following deduction codes will force an On-Demand record into BOS Status.

- a) Deduction code 0041 – State Treasury-Deferred Compensation
- b) Deduction code 0223 – Ethics Fines
- c) Deduction code 0225 – Internal Revenue Service
- d) Deduction code 0333 – Student Loan Repayment - Federal
- e) Deduction code 0600 – Court Ordered Support/Bankruptcy
- f) Deduction code 0610 – Debt Garnishment
- g) All agency revolving fund deduction codes

**D. REISSUING A PAYMENT VIA ON-DEMAND SYSTEM AFTER CANCELLATION THAT INCLUDES MISC. DEDUCTIONS**

If a payroll submission error is discovered and the agency cancels the employee's warrant/EFT with intent to reissue the employee's payment in the On-Demand system, the following steps should be taken to avoid a duplicate payment to the miscellaneous deduction vendor.

1. The agency will need to sign on to the Payroll Main Menu and access the Directory Maintenance Menu as described in Volume V, Section 4, to identify the indicator in the T/W Switch field.

2. If the T/W Switch indicator is an X (Consolidated) or W (Warrant) then the agency may use their deduction code that has been assigned for recovering state funds so the payroll deducted funds will be returned to the agency instead of duplicating the payment to the vendor.
3. If the vendor receives a duplicate payment, the agency must follow the procedures in [Volume V, Section 4](#) of this manual for requesting a refund from the vendor.
4. If the T/W Switch indicator is a T (Transfer) then the funds will automatically transfer back to the agency upon cancellation of the employee's payroll warrant/EFT and no additional action is needed.

There is a deduction setting report for agency use in the Report Distribution System (RDS) P\*\*Q.

If you do not have access to this report, please request access from your agency RDS Administrator.

#### **E. ON-DEMAND PAYROLL SYSTEM ACCESS**

On-Demand is accessed through the Payroll Main Menu in PYRL. The agency access control custodian must assign appropriate security levels for agency personnel accessing On-Demand to maintain separation of duties and preserve the integrity of the wage payment. For instance, personnel adding the On-Demand payment may not also be the approver of the record. Appropriate access for personnel submitting an On-Demand wage payment requisition includes Add (AD), Inquiry/Modify (IS, IT, IU) and Initiate Salary Calculate (SC). Appropriate access for personnel approving an On-Demand record includes Inquiry/Approval (ES, ET, EU). Please see [Volume V, Section 1](#), Payroll System Access, for more information.

#### **F. ADDING A RECORD**

The first step in processing a payment requisition through On-Demand is adding the salary requisition record. A salary requisition may be added in one of two ways. The first method is to pull the employee's information into On-Demand using a prior warrant number and warrant date. This method is preferable, as it will greatly reduce the amount of data entry required when adding the requisition. It is recommended that the most recent payment data be used to add the record. The second method is to build the entire payment requisition record. Use this method if the employee has not been paid in the past 13 months. All the required data must be input for the On-Demand payment, increasing the amount of data entry and time spent adding the record.

1. Access On-Demand from the Payroll Main Menu by entering OD (ON-DEMAND PAYROLL) at the prompt and press enter.

```

                                PAYROLL MAIN MENU
SEL
CA  CANCELLATIONS AND ADJUSTMENTS
CS  COLLECTIONS SYSTEM
DC  DEFERRED COMP. AUTH. FILE - BOSP & DEF. COMP
DM  DIRECTORY MAINTENANCE MENU
EI  EMPLOYEE INFORMATION
OD  ON-DEMAND PAYROLL
RD  RETIREMENT DROP
TR  TAX REPORTING
W4  W4 MAINTENANCE MENU

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
QUIT

```

- a. If adding a record for an employee who has payment detail in the past 13 months, from the On-Demand main menu, enter AD (ADD PAYROLL REQUISITION RECORD), the Tax ID (social security number), warrant date formatted MMDDYYYY without dashes, and warrant number in the prompts at the bottom of the screen from the employee's previous payment detail record and press enter.

```

Aug 29,23          ***** ON DEMAND PAYROLL *****          PODMMENU 09:55 AM
Code | Functions
-----|-----
AD | ADD PAYROLL REQUISITION RECORD
BK | ADD BACKPAY REQUISITION RECORD
BI | INQUIRY/APPROVAL BACKPAY/SETTLEMENT RECORDS
SG | PRETAX REFUNDS/DISABILITY REQUISITION MENU
IS | INQUIRY REQUISITION BY STATUS CODE
IT | INQUIRY REQUISITION BY TAX ID
IU | INQUIRY REQUISITION BY USER ID
ES | INQUIRY/APPROVAL EMPLOYEE DETAIL BY STATUS
ET | INQUIRY/APPROVAL EMPLOYEE DETAIL BY TAX ID
EU | INQUIRY/APPROVAL EMPLOYEE DETAIL BY USER ID
SC | INITIATE SALARY CALCULATE PROCESS
? | HELP
. | TERMINATE

CODE: AD TAX-ID: 999999999 STAT: USER OLO 0000
WARRANT DATE: 08312023 WARRANT NUMBER: 1234567
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN FLIP

```

If a previous record was available, most of the information from that record will display on the next screen. Most of these fields can be modified, as needed.

```

Enter information to be added
PODNRD ***** ON DEMAND PAYROLL ***** PODMRD
Aug 29,23 - PAYROLL REQUISITION - 10:03 AM
FIRST NAME MI LAST NAME OLO 6100
TAX ID TAX ID TYPE CODE S PAYCYCLE 2 YTD SOC SEC GR 56120.42
RET CD HA AD COMP CD AD COMP AMT #PRDS 1 YTD MED GR 28060.21
CNTY CD 37 APPT CD 02 CONTR CAT H CONTR HRS 168.00 PP 01 AU
CLASS CD 2256 PAY FTE 1.000 PAY PER BEG / / PAY ORG 61100503001
TOT FTE 1.000 PAY PER END / / DEPT/DIV 61 / 10
TAKE INS? INS CODES: 01 - 22 - 1 11 REVOLVING FUND POSN ID 000215
REASON CODE: REASON DESCRIPTION:
ERN TP BEG RATE BEG HRS END RATE END HRS TP ROP PAY AMOUNT
PAY ONE 9170 4349.69 168.00 1 4349.69
PAY TWO
PAY THREE
PAY FOUR
MISCELLANEOUS DEDUCTIONS-CODE AND AMOUNT
0771 4.70 0103 67.04 0107 11.68 0049 15.00 0060 263.87
0062 61.71 0080 130.49 0050 181.71
ACCOUNT CODE 61502573003610301000001000000 ID 0310001037 STATUS ADD
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN
    
```

- b. If you are adding a record without previous payment detail, from the On-Demand main menu, enter AD (ADD PAYROLL REQUISITION RECORD) and the tax ID in the prompts at the bottom of the screen for the employee record and press enter.

```

Aug 29,23 ***** ON DEMAND PAYROLL ***** PODMMENU 10:11 AM
Code | Functions
+-----+-----+
AD | ADD PAYROLL REQUISITION RECORD
BK | ADD BACKPAY REQUISITION RECORD
BI | INQUIRY/APPROVAL BACKPAY/SETTLEMENT RECORDS
SG | PRETAX REFUNDS/DISABILITY REQUISITION MENU
IS | INQUIRY REQUISITION BY STATUS CODE
IT | INQUIRY REQUISITION BY TAX ID
IU | INQUIRY REQUISITION BY USER ID
ES | INQUIRY/APPROVAL EMPLOYEE DETAIL BY STATUS
ET | INQUIRY/APPROVAL EMPLOYEE DETAIL BY TAX ID
EU | INQUIRY/APPROVAL EMPLOYEE DETAIL BY USER ID
SC | INITIATE SALARY CALCULATE PROCESS
? | HELP
. | TERMINATE
+-----+-----+
CODE: AD TAX-ID: 999999999 STAT: USER OLO 0000
WARRANT DATE: WARRANT NUMBER:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN FLIP
    
```

If a previous payment record was not available to pull the employee detail, all but the name and state insurance data must be entered.

```

Enter information to be added
***** ON DEMAND PAYROLL *****
PODNRD Aug 29,23 - PAYROLL REQUISITION - 10:13 AM
FIRST NAME MI LAST NAME OLO
TAX ID TAX ID TYPE CODE S PAYCYCLE YTD SOC SEC GR 82107.46
RET CD AD COMP CD AD COMP AMT #PRDS YTD MED GR 41053.73
CNTY CD APPT CD CONTR CAT CONTR HRS PP 00 AU
CLASS CD 0000 PAY FTE PAY PER BEG / / / PAY ORG
TOT FTE PAY PER END / / / DEPT/DIV / 00
TAKE INS? INS CODES: 01 - 05 - 1 11 REVOLVING FUND POSN ID 000000
REASON CODE: REASON DESCRIPTION:
ERN TP BEG RATE BEG HRS END RATE END HRS TP ROP PAY AMOUNT
PAY ONE
PAY TWO
PAY THREE
PAY FOUR
MISCELLANEOUS DEDUCTIONS-CODE AND AMOUNT
0103 47.24 0788 6.90 0042 100.00
ACCOUNT CODE ID STATUS ADD
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN
    
```

- After all data has been added, press enter. If there are errors, system edits will prompt the user to make corrections. Once all errors are corrected, PYRL will return the user to the On-Demand main menu with the message “RECORD added successfully”.

## G. ON-DEMAND DATA ELEMENTS

The information on the screen contains fields for codes that determine how net pay will be calculated. The On-Demand Payroll Requisition screen contains the following fields:

Note: Payroll Processing Codes can be found in [Volume IV, Section 4](#), unless description indicates otherwise.

| ON-DEMAND DATA ELEMENTS |                   |          |  |
|-------------------------|-------------------|----------|--|
| Field                   | Title             | Required | Description  |
| PAYCYCLE                | Pay Cycle         | Y        | A 2-digit code indicating a regular wage payment or a supplemental wage payment<br><br>01 – Biweekly Regular Wage Payment<br>02 - Monthly Regular Wage Payment<br>03- Biweekly Supplemental Payment<br>04- Monthly Supplemental Payment  |
| RET CD                  | Retirement Code   | Y        | This is the employee’s retirement code established by the Division of Retirement based on the employee’s status. Use the employee’s retirement code, which is determined by your HR office. The retirement code could change based on the supplemental earning type. Please see <a href="#">Volume IV, Section 6</a> of this manual for supplemental payments. |
| #PRDS                   | Number of Periods | Y        | This is the number of periods being paid, and should always be 1.  |



| ON-DEMAND DATA ELEMENTS |                             |          |  |
|-------------------------|-----------------------------|----------|--|
| Field                   | Title                       | Required | Description  |
| CNTY CD                 | County Code                 |          | This is the 2-digit county code representing the county of employment for the employee being paid. A list of these codes can be located in <a href="#">Volume IV, Section 4</a> of this manual.  |
| APPT CD                 | Appointment Status Code     | Y        | Unless otherwise indicated by the type of payment being made, this should be the employee's current status code. For example, 03 represents' permanent employment status for salaried employees.   |
| CONTR CAT               | Contract Category           |          | This indicates the type of employee and should contain the employee's normal contract category code. This code is used in calculating state life insurance. Refer to <a href="#">Volume IV, Section 13</a>   |
| CONTR HRS               | Contract Hours              |          | The contract hours for the payment period and is required when making a payment using a period rate of pay.  |
| PP                      | Pay Plan                    | Y        | This is the 2-digit pay plan code used to indicate the benefits class, etc. the employee is in. Refer to <a href="#">Volume IV, Section 4</a> for more information on these codes.   |
| CLASS CD                | Class Code                  | Y        | This should be the employee's regular class code.  |
| PAY FTE                 | Full-Time Equivalent        | Y        | This field can be entered as hundredths of an FTE but cannot be greater than 1.00.   |
| PAY PER BEG             | Pay Period Beginning Date   | Y        | This is the beginning date of the pay period.  |
| PAY ORG                 | Organization Code           | Y        | This is the 11-digit FLAIR organization code used to determine the order that the warrants are sorted.   |
| TOT FTE                 | Total FTE                   | Y        | This field should equal the employee's total FTE.  |
| PAY PER END             | Pay Period Ending Date      | Y        | This is the pay period ending date.  |
| DEPT/DIV                | Department or Division Code | Y        | This must equal the agency's organization levels 1 and 2.  |
| TAKE INS?               | Insurance Question          | Y        | This field is asking if you want to process health and/or life insurance for an eligible employee. Answering Y or N to this question has no impact on miscellaneous insurance deductions (e.g., dental, vision, disability). If miscellaneous insurance deductions are not desired, these deduction codes and amounts must be deleted from the miscellaneous deductions section of the record. |
| INS CODES               | Insurance Codes             |          | These are the health and life insurance codes. If Y is entered for the insurance question and the employee wants one times the premium deducted from pay, no further action is required.   |



| ON-DEMAND DATA ELEMENTS |   |          |   |
|-------------------------|---|----------|---|
| Field                   | Title   | Required | Description   |
| REVOLVING FUND          | Revolving Fund Code                                 |          | This option is no longer available for agency use.  |
| POSN ID                 | Position Number                                     | Y        | This is the employee's position number.   |
| REASON CODE             | On-Demand Reason Code                               | Y        | This code, along with the corresponding description, provides the explanation of why On-Demand is being used for processing wage payments. See the On-Demand Reason Codes table in this section for a list and description of reason codes.   |
| REASON DESCRIPTION      | On-Demand Description                               |          | A description will populate in this field that corresponds to the On-Demand reason code entered, except for code 99, which requires the agency to enter a brief explanation.  |
| ERN TP                  | Earnings Codes                                      | Y        | These are the earnings codes that define the type of payment to be made. If an original warrant number and warrant date were input, PYRL will pull the earnings codes from that payment record. These fields may be modified based on the type of payment requisition being processed. A scrollable list of earnings codes will be displayed by pressing F1 while your cursor is in this field. Up to four different earnings codes may be added to each payment record, one per line, but there cannot be duplicate earnings codes on different lines. |
| BEG RATE/BEG HR         | Beginning Rate of Pay and Beginning Number of Hours |          | These are the beginning rate of pay and the beginning number of hours the employee is to be paid. The BEG RATE field may be a period or hourly rate of pay. Both fields must be entered using decimals to designate the cents (two decimal places) or quarter hours (one decimal place).  |
| END RATE/END HRS        | Ending Rate of Pay and Ending Number of Hours       |          | These are the ending rate of pay and the ending number of hours. The combined number of hours used with the beginning rate of pay and the ending rate of pay equal the total hours paid to the employee. If these fields are used, the type rate of pay (TP ROP) for the ending rate of pay must be identical to the beginning type rate of pay.  |
| TP ROP                  | Type Rate of Pay                                    | Y        | Indicate if the rate is an hourly or period rate of pay<br>1=Period Rate<br>2=Hourly Rate<br>3=Overtime calculated at one (1) times the hours to pay<br>4=Overtime calculated at one and one half (1 ½) times the hours to pay<br>7=Sick Leave  |

| <b>ON-DEMAND DATA ELEMENTS</b> |                               |                 |  |
|--------------------------------|-------------------------------|-----------------|--|
| <b>Field</b>                   | <b>Title</b>                  | <b>Required</b> | <b>Description</b>   |
| PAY AMOUNT                     |                               |                 | The pay amounts are gross wages for the On-Demand pay requisition. This is calculated based on the beginning and ending rates of pay in conjunction with the hours and rate of pay.  |
| MISCELLANEOUS DEDUCTIONS       | Miscellaneous Deduction Codes |                 | Agencies should ensure that only deduction codes to be deducted from the payment are included in the record. When using a previous warrant number and warrant date to retrieve an employee's salary detail, the miscellaneous deduction codes from that previous payment will automatically be populated on the input screen. If these codes should not be deducted from the payment, delete these codes from the screen. Other miscellaneous deductions may be added to the record if necessary. Pretax deductions for state health and life insurance are dependent on whether the insurance question is answered Y. When appropriate, deductions for collections will be automatically applied when the salary calculate function is initiated. |
| ACCOUNT CODE                   | FLAIR Account Code            | Y               | The 29-digit FLAIR account code entered in this field must be a payroll-eligible code. When using a previous warrant number and warrant date to retrieve an employee's salary detail, verify that the account code presented is the code to be used for the payment.   |
| ID                             | Intradepartmental Number      |                 | This is a ten-character alpha-numeric intradepartmental field for agency use.  |

The following table contains the On-Demand reason codes with a brief description. These are included as data elements in the preceding table. After entering the reason code, the description field will automatically populate with the corresponding description.

| <b>ON-DEMAND PAYROLL SYSTEM REASON CODES</b> |   |   |
|--|---|---|
| <b>Reason Code</b>                           | <b>Description (asterisk indicates most common use)</b>     |   |
| 01   | Administrative Error  | * |
| 02   | Beneficiary Payment (BOSP USE ONLY)                         |   |
| 03   | Dropped from Payroll  | * |
| 04   | Emergency and Disaster Work                                 |   |
| 05   | FLSA Payment Missed   |   |
| 06   | Hours Overpaid  | * |
| 07   | Hours Underpaid   | * |
| 08   | Incorrect Full-Time Equivalent (FTE)                        |   |
| 09   | Incorrect Rate of Pay                                       | * |
| 10   | Leave Payout with Deferral                                  |   |
| 11   | Military Supplement – Incorrect or Not Paid                 | * |
| 12   | Workers' Compensation – Incorrect or Not Paid               | * |
| 13   | On-Call Not Paid Timely                                     |   |
| 14   | Overtime Not Paid Timely                                    |   |
| 15   | Personal Action Request (PAR) Not Established Before Cutoff | * |
| 16   | PAR Processed Incorrectly                                   | * |
| 17   | Partial Pay Period  |   |
| 18   | Pay Cycle Problem   |   |
| 19   | Retroactive Payment   | * |

| ON-DEMAND PAYROLL SYSTEM REASON CODES |  |
|---------------------------------------|--|
| Reason Code                           | Description (asterisk indicates most common use)             |
| 20                                    | Sick Leave Transfer Not Processed *                          |
| 21                                    | Special Pay Not Processed *                                  |
| 22                                    | State Insurance Not Processed Correctly *                    |
| 23                                    | Terminated or Leave Without Pay After Payroll Submitted *    |
| 24                                    | Timesheet Not Approved by Supervisor *                       |
| 25                                    | Timesheet Not Submitted Timely                               |
| 26                                    | Timesheet Submitted to the Service Center                    |
| 27                                    | Transfer Between Agencies                                    |
| 28                                    | Transfer from Other Personal Services (OPS)                  |
| 29                                    | Transfer to OPS  |
| 30                                    | Unable to Enter Timesheet                                    |
| 31                                    | Unable to Process Terminal Leave *                           |
| 32                                    | Warrant Lost – Payment Cancelled and Reissued *              |
| 97                                    | Back Pay or Settlement (BOSP USE ONLY)                       |
| 98                                    | Executive Order by the Governor Class C Travel Reimbursement |
| 99                                    | Other (Agency must type in the reason)                       |

## H. MODIFYING A RECORD

A payment requisition may be updated prior to the salary calculate process being initiated. Payment records with the status of 'ADD' can be reviewed or modified by going to (IS, IT, IU).

See the full list of status codes and descriptions used for On-Demand payments at the end of this section.

1. Type IS, IT or IU (INQUIRY REQUISITION...) in the prompt at the bottom of the On-Demand menu and press enter.
2. Type M for modify in the prompt next to the record to be modified and press enter.

|                      |        |  |         |           |         |                    |
|----------------------|--------|--|---------|-----------|---------|--------------------|
| PODQRIT<br>Aug 29,23 |        | ***** ON DEMAND PAYROLL *****<br>- INQUIRY/UPDATE SCREEN - |         |           |         | PODMRQ<br>10:35 AM |
| ACTION               | TAX ID | SEQ ID   | STAT CD | LAST NAME | USER ID | OLO                |
| M=                   |        | 1  | ADD     |           |         | 7000               |

3. The message "Enter Changes" will appear in the upper left-hand corner of the screen. Make the necessary changes and press enter.

```

Enter changes
***** ON DEMAND PAYROLL *****
PODNRD                               PODMRD
Aug 29,23                           10:37 AM
FIRST NAME _____ MI _____ LAST NAME _____ OLO 7000
TAX ID _____ TAX ID TYPE CODE S PAYCYCLE 1 YTD SOC SEC GR
RET CD HB AD COMP CD _____ AD COMP AMT _____ #PRDS 1 YTD MED GR
CNTY CD 42 APPT CD 02 CONTR CAT E CONTR HRS 80.00 PP 01 AU _____
CLASS CD 8003 PAY FTE 1.000 PAY PER BEG 02 / 03 / 2012 PAY ORG 70030400102
TOT FTE 1.000 PAY PER END 02 / 16 / 2012 DEPT/DIV 70 / 03
TAKE INS? Y INS CODES: 01 - 02 - 1 11 REVOLVING FUND _____ POSN ID 038833
REASON CODE: 06 REASON DESCRIPTION: HOURS OVERPAID
ERN TP BEG RATE BEG HRS END RATE END HRS TP ROP PAY AMOUNT
PAY ONE 9170 1184.92 6.00 _____ 1 88.87
PAY TWO _____
PAY THREE _____
PAY FOUR _____
MISCELLANEOUS DEDUCTIONS-CODE AND AMOUNT
0413 1.00 0105 45.00
ACCOUNT CODE 70101000364700312000001000000 ID 0000000000 STATUS ADD
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN

```

When changes are made, the message in the upper left-hand corner of the screen will change to “PRE TAX CODES ADDED. MUST PRESS ENTER TO CONTINUE.” Press enter to effect the changes. The pay amount will change on the screen to reflect the new gross wages. Another message will appear in the upper left-hand corner of the screen stating “CALC AMT MUST = INPUT AMT-CALC AMT USED. ENTER.” Press enter to go back to the On-Demand menu.

## I. INITIATING SALARY CALCULATE

- After all payment requisition have been entered, type SC (INITIATE SALARY CALCULATE PROCESS) in the prompt at the bottom of the On-Demand menu and press enter. Do not run the salary calculate process after each individual record is entered, please enter all your records and then run the salary calculate process. Only records added by the user initiating the salary calculate process will be calculated.

```

Invalid code selected ***** ON DEMAND PAYROLL *****
Aug 29,23                               PODMMENU
                                           10:44 AM
Code | Functions
-----|-----
AD | ADD PAYROLL REQUISITION RECORD
BK | ADD BACKPAY REQUISITION RECORD
BI | INQUIRY/APPROVAL BACKPAY/SETTLEMENT RECORDS
SG | PRETAX REFUNDS/DISABILITY REQUISITION MENU
IS | INQUIRY REQUISITION BY STATUS CODE
IT | INQUIRY REQUISITION BY TAX ID
IU | INQUIRY REQUISITION BY USER ID
ES | INQUIRY/APPROVAL EMPLOYEE DETAIL BY STATUS
ET | INQUIRY/APPROVAL EMPLOYEE DETAIL BY TAX ID
EU | INQUIRY/APPROVAL EMPLOYEE DETAIL BY USER ID
SC | INITIATE SALARY CALCULATE PROCESS
? | HELP
. | TERMINATE
CODE: SC TAX-ID: STAT: USER OLO 0000
WARRANT DATE: 00000000 WARRANT NUMBER: 00000000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN FLIP

```

2. The wage payment record cannot be modified after this process has been initiated but can be deleted. PYRL will display the following message when the salary calculate process has been initiated:

```

MORE
Page 1

*****
**          ON DEMAND PAYROLL          **
**          SALARY CALCULATE PROCESS INITIATED          **
**          PRESS ENTER TO CONTINUE          **
*****
    
```

**J. REVIEWING RECORDS PRIOR TO APPROVING THE ON-DEMAND.**

1. Review the records after the salary calculate process for gross and net salary calculations, and employee deductions. Enter IS, IT or IU (INQUIRY REQUISITION...) in the prompt at the bottom of the On-Demand menu and press enter.
2. A list of all transactions entered by the agency will display. Review each record by typing D for display in the prompt next to the record and press enter. If there are several records, D may be entered next to each record, press enter for the first record to display and then F3 to review the next record.

|                      |        |  |         |           |         |      |                    |
|----------------------|--------|--|---------|-----------|---------|------|--------------------|
| PODQRIS<br>Aug 29,23 |        | ***** ON DEMAND PAYROLL *****<br>- INQUIRY/UPDATE SCREEN - |         |           |         |      | PODMRQ<br>10:53 AM |
| ACTION               | TAX ID | SEQ ID   | STAT CD | LAST NAME | USER ID | OLO  |                    |
| ---                  | ---    | ---  | ---     | ---       | ---     | ---  |                    |
| ---                  | ---    | 1  | PRO     | TAYLOR    | ---     | 4390 |                    |
| ---                  | ---    | 2  | PRO     | TAYLOR    | ---     | 4390 |                    |

3. Review the payment record for accuracy.

iFLR\_A

File Edit Session Options Transfer View Script Help

Attention PA1 PA2

RECORD displayed successfully

\*\*\*\*\* ON DEMAND PAYROLL \*\*\*\*\*

PODMRD 10:55 AM

Aug 29,23 - PAYROLL REQUISITION - OLO 6100

FIRST NAME MI LAST NAME

TAX ID TAX ID TYPE CODE S PAYCYCLE \_2 YTD SOC SEC GR 28060.21

RET CD HA AD COMP CD AD COMP AMT #PRDS 1 YTD MED GR 28060.21

CNTY CD 37 APPT CD 02 CONTR CAT H CONTR HRS 168.00 PP 01 AU

CLASS CD 2256 PAY FTE 1.000 PAY PER BEG / / PAY ORG 61100503001

TOT FTE 1.000 PAY PER END / / DEPT/DIV 61 / 10

TAKE INS? N INS CODES: - - - REVOLVING FUND POSN ID 000215

REASON CODE: 99 REASON DESCRIPTION: TEST

| PAY       | ONE  | ERN     | TP | BEG    | RATE | BEG | HRS | END | RATE | END | HRS | TP | ROP | PAY     | AMOUNT |
|-----------|------|---------|----|--------|------|-----|-----|-----|------|-----|-----|----|-----|---------|--------|
| PAY ONE   | 9170 | 4349.69 |    | 168.00 |      |     |     |     |      |     |     | 1  |     | 4349.69 |        |
| PAY TWO   |      |         |    |        |      |     |     |     |      |     |     |    |     |         |        |
| PAY THREE |      |         |    |        |      |     |     |     |      |     |     |    |     |         |        |
| PAY FOUR  |      |         |    |        |      |     |     |     |      |     |     |    |     |         |        |

MISCELLANEOUS DEDUCTIONS-CODE AND AMOUNT

ACCOUNT CODE 61502573003610301000001000000 ID 0310001037 STATUS PRO

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRN MAIN

S3/C Ready (1) 172.17.180.12 SAME0014 10:55:39 9/5/2023 NUM 01:04:38 02.001

4. Prior to approving a record, review the record for gross and net salary calculations, error messages, employer costs and employee deductions. Enter ES, ET or EU (INQUIRY/APPROVAL...) in the prompt at the bottom of the On-Demand menu and press enter.

Aug 29,23 \*\*\*\*\* ON DEMAND PAYROLL \*\*\*\*\*

PODMMENU 10:59 AM

| Code | Functions                                   |
|------|---|
| AD   | ADD PAYROLL REQUISITION RECORD              |
| BK   | ADD BACKPAY REQUISITION RECORD              |
| BI   | INQUIRY/APPROVAL BACKPAY/SETTLEMENT RECORDS |
| SG   | PRETAX REFUNDS/DISABILITY REQUISITION MENU  |
| IS   | INQUIRY REQUISITION BY STATUS CODE          |
| IT   | INQUIRY REQUISITION BY TAX ID               |
| IU   | INQUIRY REQUISITION BY USER ID              |
| ES   | INQUIRY/APPROVAL EMPLOYEE DETAIL BY STATUS  |
| ET   | INQUIRY/APPROVAL EMPLOYEE DETAIL BY TAX ID  |
| EU   | INQUIRY/APPROVAL EMPLOYEE DETAIL BY USER ID |
| SC   | INITIATE SALARY CALCULATE PROCESS           |
| ?    | HELP  |
| .    | TERMINATE                                   |

CODE: EU TAX-ID: \_ STAT: USER OLO 0000

WARRANT DATE: WARRANT NUMBER:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRN MAIN FLIP

5. A list of all transactions entered by the user will display. Review each record by typing D for Display in the prompt next to the record and press enter. If there are several records, D may be entered next to each.

| PODQEEU<br>Aug 29, 23 |        | ***** ON DEMAND PAYROLL *****<br>- INQUIRY/APPROVAL SCREEN - |      |           |         |       | PODMRQ<br>11:02 AM |  |
|-----------------------|--------|--|------|-----------|---------|-------|--------------------|--|
| ACTION                | TAX ID | SEQ ID   | STAT | LAST NAME | USER ID | ENTER | OLO                |  |
| D_                    |        | 1  | PRO  |           | SLC     |       | 4390               |  |
| D=                    |        | 2  | PRO  |           | SLC     |       | 4390               |  |

6. Press enter to scroll through the payment detail window. Place an X in the prompts at the bottom of the screen to display the error, employer cost, deduction, and reportable gross windows. Once the first record has been reviewed, press F3 to display the next record selected.
  - a) **ERROR WINDOW:** Pressing enter once will display messages, pressing enter a second time will close this window.
  - b) **EMPLOYER COST WINDOW:** This window displays taxes and benefits paid by the state and includes, but is not limited to, Social Security and Medicare taxes, retirement, and state insurance premiums. Press enter to close the employer cost window.
  - c) **DEDUCTION WINDOW:** This window displays the employee's deductions. This includes, but is not limited to Social Security, Medicare, withholding tax and miscellaneous deductions. Press enter to close the deduction window.
  - d) **REPORTABLE GROSS WINDOW:** This window displays the various wage totals subject to withholding, Social Security, and Medicare taxes and retirement for the payment. Press enter to close the reportable grosses window.

## **K. APPROVING AND DELETING ON-DEMAND RECORDS**

1. Once the salary calculate process has completed, employees with modify (approval) access may either approve or delete On-Demand payroll requisition records. Type ES, ET or EU in the prompt at the bottom of the On-Demand menu and press enter. The only difference between these screens is the order of the records.

```

***** ON DEMAND POPYROLL *****
PODMMENU

| Code | Functions
+-----+
| AD | ADD PAYROLL REQUISITION RECORD
| IS | INQUIRY REQUISITION BY STATUS CODE
| IT | INQUIRY REQUISITION BY TAX ID
| IU | INQUIRY REQUISITION BY USER ID
| ES | INQUIRY/APPROVAL EMPLOYEE DETAIL BY STATUS
| ET | INQUIRY/APPROVAL EMPLOYEE DETAIL BY TAX ID
| EU | INQUIRY/APPROVAL EMPLOYEE DETAIL BY USER ID
| SC | INITIATE SALARY CALCULATE PROCESS
|
| ? | HELP
| . | TERMINATE
+-----+

CODE: EU TAX-ID: STAT: USER OLO 0000
WARRANT DATE: WARRANT NUMBER:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--
HELP QUIT RETRN MAIN FLIP
    
```

2. A list of transactions ready for approval will display. Type M in the prompt next to each record and press enter. This will allow the approver to modify the status for approval or deletion of the record.

```

PODQEEU ***** ON DEMAND PAYROLL ***** PODMRQ
          - INQUIRY/APPROVAL SCREEN -

ACTION TAX ID SEQ ID STAT CD LAST NAME USER ID OLO
-----
M 999990003 5 PRO BLACK TMS 4300

Display Modify (PF5=flip)
    
```

3. To delete the record after reviewing it, type DEL in the status field and press enter. To approve the record, change the status to APR. On-Demand expedites payments, so direct deposit EFT payments cannot be cancelled. To create a paper warrant, type X in the prompt next to DO NOT EFT. When a paper warrant is issued, it will be delivered to the agency, and remember a warrant must not be made available to the employee before the date on the warrant.

After entering all required data, press enter to complete the approval of the record.



```

Enter changes
***** ON DEMAND PAYROLL *****
- ***** APPROVAL/INQUIRY ***** -
PODMED

*ACTION (D,M)
SOC SEC NO 999-99-0003 NAME BILL F BLACK
OLO 430000 PP 8 SEQ ID TAX ID CODE S
RET CD HA YTD SOC SEC GROSS 32063.40 YTD MEDI GROSS 32063.40 #PRDS 1
FTE 1.000 INS CODES 01061 11 PAYCYC 2 PP BEG 07 / 01 / 2017
PP END 07 / 31 / 2017

REASON CODE: 24 REASON DESCRIPTION: TIME SHEET NOT APPROVED BY SUPERVISOR
EARNINGS CODES
CODE DESCRIPTION AMOUNT
9170 SALARY/WAGES 5399.07 EMPLOYEE NET 3577.88

ACCT CD 43102021002430102000001000000
STATUS : DO NOT EFT: CHECK NUMBER: ERROR WINDOW
EMPLOYER COST WINDOW DEDUCTION WINDOW REPORTABLE GROSS WINDOW
TRANSFER MENU
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--
HELP QUIT RETRN MAIN FLIP PREF

```

4. If the status of the record changes to BOS instead of APR, as entered upon approving the record, this indicates the record has a deduction code or earnings code that requires BOSP approval. The record will not be finalized until BOSP approves the record.
5. Forward the documentation and a written request for BOSP to approve the record to [BOSPPAYProcessing@myfloridacfo.com](mailto:BOSPPAYProcessing@myfloridacfo.com) no later than 4:00 pm, EST, for the record to be reviewed and approved.

```

Enter changes
***** ON DEMAND PAYROLL *****
- ***** APPROVAL/INQUIRY ***** -
PODMED

*ACTION (D,M)
SOC SEC NO 999-99-0003 NAME BILL F BLACK
OLO 430000 PP 8 SEQ ID TAX ID CODE S
RET CD HA YTD SOC SEC GROSS 32063.40 YTD MEDI GROSS 32063.40 #PRDS 1
FTE 1.000 INS CODES 01061 11 PAYCYC 2 PP BEG 07 / 01 / 2017
PP END 07 / 31 / 2017

REASON CODE: 24 REASON DESCRIPTION: TIME SHEET NOT APPROVED BY SUPERVISOR
EARNINGS CODES
CODE DESCRIPTION AMOUNT
9170 SALARY/WAGES 5399.07 EMPLOYEE NET 3577.88

ACCT CD 43102021002430102000001000000
STATUS : DO NOT EFT: CHECK NUMBER: ERROR WINDOW
EMPLOYER COST WINDOW DEDUCTION WINDOW REPORTABLE GROSS WINDOW
TRANSFER MENU
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--
HELP QUIT RETRN MAIN FLIP PREF

```

**L. RECORD STATUS CODES**

Record status codes indicate the state of processing a payment is in. The following table lists the status codes used for On-Demand payments.

| <b>ON-DEMAND PAYROLL RECORD STATUS CODES</b> |              |   |
|--|--------------|---|
| <b>STATUS CODE</b>                           | <b>TITLE</b> | <b>Description</b>  |
| ADD  | Add          | Designates the record has been added but not processed through salary calculate. If necessary, and only in this status, the person who added the payment can still edit the payment.  |
| APR  | Approved     | Designates the record has been approved. Until the records are pulled for processing that night at 5:00 pm, agency personnel designated as an approver can update the status to HLD or DEL. BOSP can change the status to BOS if necessary. |
| BOS  | BOSP         | Indicates the record has been approved by the agency but requires further review and approval from BOSP for final processing.   |
| DEL  | Delete       | The record has been marked for deletion. Until the records are pulled for processing that night at 5:00 pm, agency personnel designated as an approver can update the status to HLD or APR. BOSP can change the status to BOS if necessary. |
| DRP  | Dropped      | This payment was dropped when processed through the Salary Calculate, the agency must add a new payment record  |
| HLD  | Hold         | Record can be placed in a hold status until agency or BOSP is ready to approve the payment.   |
| PRO  | Processed    | The record has been processed through the salary calculate process and is ready to be reviewed by the designated approver. If the record needs to be modified, the record will have to be deleted and added as a new record.                |
| PUL  | Pulled       | The record has been or is being pulled for processing. This status is usually seen when a problem has caused the system to stall or the system is extremely slow. This status cannot be changed.  |

**M. ON-DEMAND REPORT**

This report allows agencies to audit their on-demand payments by viewing the user ID's of the employees that added and approved the payment.

The RDS Report for on-demands can be found using form number Q\*\*H, (\*\* denotes the agency's first two numbers of the agency OLO). This report runs nightly and has the following information;

- a) SSN, last name and gross pay for the on-demand payment.
- b) The initials of the person who added the on-demand payment and the date added.
- c) The initials of the person who approved the on-demand payment and the date it was approved.

If you do not have access to this report, please contact your agency's RDS Administrator.

**A. GENERAL INFORMATION**

Subsection 17.03(1), Florida Statutes (F.S.), charges the Chief Financial Officer with the responsibility to “examine, audit, and settle all accounts, claims, and demands, whatsoever, against the state, arising under any law or resolution of the Legislature, and issue a warrant directing the payment out of the State Treasury of such amount as he or she allows thereon.” Therefore, an agency must submit any proposed settlement agreement to the Chief Financial Officer for approval prior to execution or, in the alternative, an agency may execute a provisional settlement agreement, which under its terms will become effective only upon the Chief Financial Officer’s subsequent approval. Settlements for BackPay, Lump Sum, Retroactive payment request, Federal Dept. of Labor finding, PERC Orders, etc... should be emailed to [BOSP.Settlements@myfloridacfo.com](mailto:BOSP.Settlements@myfloridacfo.com).

All settlements that result from an employee/employer relationship (i.e., as a result of employment with a state agency) must be manually prepared and submitted to the Bureau of State Payrolls (BOSP) for processing. All agreements must contain the statement “subject to Florida Chief Financial Officer’s general approval.” This is required for the payment of back pay, settlements, and certain retroactive wage payments. Refer to Section C, Required Documentation, to determine which documents must be submitted for each settlement agreement.

If the back pay, settlement, or retroactive payment involves payments to a group of employees, the agency should immediately contact BOSP for instructions concerning the method for providing settlement payment information and processing. Additionally, if the settlement payments are the result of a finding from a U.S. Department of Labor (U.S. DOL) audit, and the U.S. DOL directs the agency to make payments to an employee or group of employees, a copy of the letter from U.S. DOL must be submitted with the payment packet. These payments are considered back pay except when a lump sum settlement agreement was signed between the agency and the employee, even if the individual is no longer employed with that agency.

All payroll settlements must be reviewed and approved by BOSP and the settlements will be processed through the payroll system to accurately affect the employee’s payroll record and update tax obligations appropriately. If an agency fails to use the payroll system to make these payments, the agency shall be responsible for the remittance and reporting of all tax liabilities using its own Federal Employer Identification Number.

Requests for payment of employee/employer back pay/settlements have no scheduled submission date and payments are processed via the On-Demand system following receipt of all necessary documents. BOSP will prepare all voucher schedules and journal transactions associated with the manual payroll and interest payment for employee/employer agreements. If attorneys’ fees are to be paid, the agency must create the voucher and submit the request for payment through the Bureau of Auditing.

Payments for punitive damages and compensatory damages that are not considered wages (e.g. damages for emotional distress, punitive damages, etc.) that are not subject to tax withholding are not processed through the BOSP. The agency must create a voucher for these types of payments and submit the request through the Bureau of Auditing.

Interest is only paid when it is part of the agreement that has been signed by all interested parties. The Chief Financial Officer is required under subsection 55.03(1), F.S., to set the rate of interest that shall be payable on judgments. Sections 215.422(3)(b), 337.141(3) and 687.01, F.S., require use of

## **PAYROLL PROCESSING BACK PAY/ SETTLEMENT/ RETROACTIVE PAY/ MANUAL PAYROLL**

the interest rate established in subsection 55.03(1), F.S. The interest rate is published quarterly online at <http://www.myfloridacfo.com/Division/AA/Vendors/default.htm>.

**Audit of Wage Claims - 17.29(1) FS.** Gives the Chief Financial Officer the authority to set policy.

- 1) The Chief Financial Officer is authorized to audit and resolve any wage claim against the State and issue salary warrants directing disbursement of monies from the State Treasury.
- 2) The Bureau may require that any document which supports a payroll related transaction be sent to the Bureau.
- 3) The Bureau audits any wage payment which does not conform to established guidelines. In such circumstances, the Bureau requires the submitting agency to justify and document the requested wage payment. If justification and documentation is sufficient, the salary warrant is released to the agency. If justification and documentation is not sufficient, the salary warrant is cancelled by the Bureau.

### **B. TYPES OF PAYROLL SETTLEMENTS AND PAYMENTS**

Payroll Settlement payments are classified into four (4) categories.

1. **Back Pay:** Back pay is defined as a payment request resulting from back pay awarded by a court or government agency to enforce federal or state laws protecting an employee's right to employment or wages. This includes litigation actions and settlement agreements or agency directives that are resolved out of court and not under a court decree or order. Back pay can also result from a reinstatement into an elected position or employment. Back pay that can be attributed to specific pay periods is subject to retirement contribution, applying the retirement rate established for each pay period to the back pay amount paid for that pay period.
2. **Lump Sum Settlement Agreements:** A lump sum settlement agreement is a resolution of a dispute that is agreed upon either voluntarily between the agency and employee or is ordered through the court or an administrative hearing. Lump sum settlements can also include amounts agreed upon between the agency, employee, and U.S. DOL. Lump sum settlements are not attributable to specific pay periods and are not subject to retirement pursuant to the *Florida Retirement System Employer Handbook*, located at [www.dms.myflorida.com/workforce\\_operations/retirement/employers/employer\\_handbook](http://www.dms.myflorida.com/workforce_operations/retirement/employers/employer_handbook).
3. **Retroactive Payment:** A retroactive payment is defined as payments resulting from an underpayment of wages to an employee. The amount can be identified by using time sheets, on-call sheets, etc. This amount must not be in dispute, and must follow F.S. 215.425, No extra compensation shall be made to any officer, agent, employee or contractor after the service has been rendered or the contract made. The retroactive payment is attributable to a specific pay period and is subject to retirement contribution pursuant to section 121.011(3)(g), F.S.

Effective February 1, 2024, actions taken by the agency to correct underpayments will be limited to a two (2) year period immediately following the date of the original payment period. Refer to Section 95.11, F.S.

If the underpayment is below threshold amounts for each pay period and is paid within the

## **PAYROLL PROCESSING BACK PAY/ SETTLEMENT/ RETROACTIVE PAY/ MANUAL PAYROLL**

same retirement year, it may be processed by the agency via the On-Demand system. The threshold amounts are \$250 for monthly pay periods and \$150 for biweekly pay periods. If the amounts per pay period are above the threshold amounts or are paid in another retirement year, the retroactive payment request must be processed through BOSP.

An email to BOSP staff to approve the On-Demand payment is required along with a brief statement about how the underpayment occurred. BOSP may require additional documentation before approving the payment. Underpayments of regular wages or overtime must show as earnings code 9130 with the pay cycle being 3 for biweekly or 4 for monthly payroll types.

4. **Dual Employment Retroactive Overtime Payments:** These payments are the direct result of a Fair Labor Standards Act (FLSA) violation. Under FLSA, agencies are required to pay overtime to certain classifications of employees. On July 22, 1999, the Division of Human Resource Management issued a memo stating that all agencies within the state personnel system are considered to be a single employer for determining overtime. Agencies owing monies to an employee should work together to determine the amount of overtime each agency owes the employee. One agency, generally the primary agency, should take the lead on coordinating the preparation of the documentation required to make these payments. A dual employment retroactive overtime payment is attributable to specific pay periods and is subject to retirement contribution.

### **C. REQUIRED DOCUMENTATION**

Each back pay, settlement, and retroactive payment request must be remitted with sufficient documentation to authorize the payment. Documentation may include, but is not limited to, the following:

| <b>Documentation:</b>  | <b>Type of Settlement Payment:</b> |                                      |                            |   |
|--|------------------------------------|--------------------------------------|----------------------------|---|
|  | <b>Back Pay</b>                    | <b>Lump Sum Settlement Agreement</b> | <b>Retroactive Payment</b> | <b>Dual Employment Retroactive Overtime Payment</b> |
| Back Pay/Settlement Request Check-Off Sheet: <b>DFS-A3-1905</b>          | X                                  | X                                    | X                          | X   |
| Retroactive Payment Schedule/Manual Payroll Register: <b>DFS-A3-1906</b> | X                                  |                                      | X                          | X   |
| Interim Earnings/Reemployment Assistance: <b>DFS-A3-1908</b>             | X                                  |                                      |                            |   |
| Lump Sum Manual Payroll Register: <b>DFS-A3-1909</b>                     |                                    | X                                    |                            |   |
| Letter of Request  | X                                  | X                                    | X                          | X   |
| Documentation and Justification for Initiating the Claim                 | X                                  | X                                    | X                          | X   |
| U.S. Department of Labor Audit Finding                                   | X                                  | X                                    |                            |   |
| U.S. Department of Labor Letter  | X                                  | X                                    |                            |   |
| Court Order  | X                                  | X                                    |                            |   |
| Settlement Agreement   | X                                  | X                                    |                            |   |

**PAYROLL PROCESSING BACK PAY/ SETTLEMENT/ RETROACTIVE PAY/ MANUAL PAYROLL**

|                                     |   |   |   |   |
|-------------------------------------|---|---|---|---|
| Primary Agency Memo                 |   |   |   | X |
| Authority to Make Requested Payment | X | X | X | X |

A letter of request, check-off sheet Form **DFS-A3-1905**, and manual payroll register—either form **DFS-A3-1906** or **DFS-A3-1909**—must accompany all settlement payment requests. The agency must ensure that the Payee’s W-4 has not been purged from PYRL. If the W-4 has been purged, a completed W-4 must be submitted with the packet. All other documentation relevant to the settlement type should also be submitted.

1. Back Pay/Settlement Request Check-Off Sheet: **DFS-A3-1905**

All requests that are submitted for a back pay, settlement, or retroactive payment must include a completed form **DFS-A3-1905**, Back Pay/Settlement Request Check-Off Sheet. The agency shall ascertain that all applicable items appearing on the check-off sheet are supplied to the BOSP by placing an “X” in the space on the applicable line. Other information submitted with the payment request may be added to this form as needed.

2. Retroactive Payment Schedule/Manual Payroll Register: **DFS-A3-1906**

The schedule is prepared pay period by pay period for the term of the back pay/retroactive period, showing the calculation of gross pay. Retirement contributions are calculated using the rates applicable at the time of each pay period warrant date. Annual leave and sick leave buyback for back pay and awards are to be restored, per the employee’s written request. BOSP will reclassify them as regular wages. Where applicable, interim earnings will reduce the payments awarded as well as leave payment buy backs and reemployment assistance benefits received. For dual employment, the lead agency memo must include a manual payroll register for each agency’s portion of overtime retroactive pay. This form must be properly completed and signed by an employee whose signature is on a current form **DFS-A3-1930**, Authorization Signature Form, on file with BOSP. Please refer to the Instructions tab for detailed information.

3. Certification of Interim Earnings/Reemployment Assistance Benefits: **DFS-A3-1908**

If the employee earned any wages or received Reemployment Assistance benefits, the employee must complete this form certifying receipt of the interim earnings and benefits, including the source and amount received during the period covered by the agreements. A reemployment assistance statement can be obtained from the Department of Economic Opportunity’s Reemployment Office, which details the amount received by the employee.

4. Lump Sum Manual Payroll Register: **DFS-A3-1909**

This form must be signed by an employee whose signature is on a current form **DFS-A3-1930**, Authorization Signature Form, on file with BOSP. Miscellaneous deductions will not be deducted, except for collections (i.e. garnishments, child support, etc.) that the employee may have owed and still owes for the pay periods specified. Any other exceptions must be approved by BOSP prior to submitting the payment request. Deferred compensation will not be deducted. Please refer to the Instructions tab for detailed information.

5. Letter of Request

Each payment request must include a letter addressed to the Bureau of State Payrolls requesting that the BOSP prepare a payment. The letter should include an explanation of why the payment is in the best interest of the state and a brief summary of why the payment should be made. This letter must include at least one contact, with phone number and email address provided.

## **PAYROLL PROCESSING BACK PAY/ SETTLEMENT/ RETROACTIVE PAY/ MANUAL PAYROLL**

6. Documentation initiating the claim  
Copies of all documentation originating from the claim against the agency must be submitted. This includes letters of dismissal, if applicable, as well as subsequent documents filed by employees.
7. U.S. Department of Labor Audit Finding/Letter  
If the U.S. DOL directs the agency to make payments to an employee or group of employees due to an audit finding, a copy of the letter and summary of unpaid wages from the U.S. DOL must be submitted with the payment packet. These payments are considered back pay, except when a lump sum settlement agreement was signed between the agency and the employee, even if the individual is no longer employed with that agency.
8. Court Order  
The agency must submit a complete copy of the final court order, signed by the judge along with a copy of the plaintiff's initial lawsuit.
9. Settlement Agreement  
Include all settlement agreements that the agency has entered between the agency and employees or former employees to resolve a dispute. The agreements may have been entered voluntarily or ordered through a court or an administrative hearing.
10. Primary Agency Memo  
The primary agency reports for a group of agencies that employ the same person for dual employment retroactive overtime payments. The lead agency must include a memo from other agencies owing monies to the employee. Requests for dual employment retroactive overtime payments must include all the documentation required for any back pay/settlement from each agency along with the letter from the lead agency regarding dual employment overtime. The letter should describe the reason this settlement is being issued to the employee. The letter should state which agencies the employee worked for during his/her time of dual employment and who the contact person is at each agency.
11. Authority to Make Requested Payment  
A complete copy of the court order, settlement agreement, or other legally binding orders must be included with the request. Supporting documentation for retroactive payments may include, but are not limited to, copies of approved personnel action request forms, copies of approved timesheets, and agency policies. If the back pay award is from the Public Employees Relations Commission, union, Equal Employment Opportunity Commission, or other panel, the hearing officer's recommended order, final order, case history, and other orders stipulating the resolution of the award is required to support the payment.

**NOTE:** If the requested documentation is not received within 45 days from the BOSP request, the incomplete package will be returned to the agency.

### **D. PROCESSING SETTLEMENTS**

All settlements must be submitted to BOSP for review and approval.

Submit the required documentation and BOSP staff will audit the request; if all required documentation is submitted correctly the settlement will be processed.



**E. SOME FREQUENTLY ASKED QUESTIONS/PROBLEMS, ETC.**

In this discussion, settlement means a back pay, settlement or retroactive payment.

**Q. What is the federal income tax ramifications referenced in Settlement agreements?**

- A. The Settlement agreement must first be reviewed to determine whether or not it is taxable. Those agreements reached as a result of an employee/employer relationship are liable for employment taxes. As in all cases, there are exceptions to the rule. The following includes examples of agreements not subject to employment taxes:

- The Settlement is not a result of an employee/employer relationship.

Example: A Department of Transportation vehicle crashes through your house during a hurricane. This is an act of nature and any moneys received are not a result of an employee/employer relationship.

- Punitive damages are generally taxable except in cases where physical injury is evident.

Example: An inmate injures a correctional officer resulting in medical and physical damages. Monies are not taxable.

- Disparate treatment in which discrimination rules under Title VII of the U.S. Civil Rights Act have been violated.

Example: An employee has been isolated and treated unfairly based on their gender, race, religion, or national origin; in other words, singled out or treated differently than anyone else. The employee is responsible for burden of proof.

**Q. If an agency is directed by the U.S. Department of Labor to process back pay to employees due to federal wage violations, must these payments be processed through the FLAIR payroll system?**

- A. Yes, all payments that are employer/employee related, even if the employee is no longer with the agency, must be processed using the payroll system and reported on IRS form W-2. If settlements/back pay transactions are not processed through the FLAIR payroll system, the remittance and reporting of tax liabilities shall be the responsibility of the agency using the agency's own federal employer identification number.

**Q. If a Settlement is determined to be taxable how is the withholding tax calculated?**

- A. The gross amount to be paid to the employee is used to calculate the withholding tax. The withholding tax is then computed using the alternative tax method and a flat rate. The amount deducted is the lesser of the two.

**Q. Are all Payroll Settlements subject to retirement contributions?**

- A. No. Lump sum monies and OPS agreements are not retirement contributory. Back pays, retroactive payments (if payment type is contributory), and reinstatements with retroactive payments are retirement contributory, pursuant to paragraph 121.011(3)(g), F.S. For more information, see chapter 7 of the *Florida Retirement System Employer Handbook* at [www.dms.myflorida.com/workforce\\_operations/retirement/employers/employer\\_handbook](http://www.dms.myflorida.com/workforce_operations/retirement/employers/employer_handbook).



**Q. Is it good to leave an out in the agreement, (i.e., “subject to Florida Chief Financial Officer general approval”)?**

A. Yes. This language is required under section 17.03, F.S.

**Q. When the settlement is awarded as a result of a violation of the Americans with Disabilities Act, Title VII of the Civil Rights Act, or the Age Discrimination in Employment Act, should reemployment assistance benefit payments be deducted?**

A. Yes, pursuant to Florida law and the common law right of setoff, the state is self-insured. This means that the state is both the employer as well as the payer of reemployment assistance benefits.

**Q. Is it ok if a union representative signs the agreement in lieu of the employee?**

A. Yes. The signature of a union representative releases the state from further litigation in that the union representative represents the employee.

**Q. From the Department of Financial Services viewpoint, what should be in a Payroll settlement agreement?**

A. When BOSP reviews the documentation, they look for several things:

- If a lump sum payment and attorney’s fees are being paid, they must be separated by amount and not combined in the total amount.
- Both parties must have signed the agreement.
- If there are joint payees, the payee names and amounts must be specified.
- A release from the employee to the effect that this will be the final resolution of the matter.
- Language to the effect that all parties involved understand the settlement amount will be reduced by all applicable deductions. This includes, social security, Medicare, federal withholding tax, reemployment assistance benefits or interim earnings received, and federal or court ordered garnishments.

**Q. What should not be in a Payroll Settlement agreement?**

A. When BOSP reviews the documentation, the following things will cause the agreement to be rejected or require additional clarification:

- Inconsistent dollar amounts
- Net amounts
- Deductions or payment for or to health insurance, life insurance, deferred compensation, or other miscellaneous deductions
- No prepayment of wages into the future

## **PAYROLL PROCESSING BACK PAY/ SETTLEMENT/ RETROACTIVE PAY/ MANUAL PAYROLL**

- Incorrect or inconsistent statements regarding the taxability of the payment or employment taxes

### **Q. When should interest be paid on a back pay or settlement and how much?**

- A. For interest to be paid from the settlement agreement, the agreement must specifically state that the payment is subject to interest at the lawful interest rate. The lawful interest rate is a simple interest rate set by the Florida Chief Financial Officer in accordance with section 55.03(1), F.S. Interest will be paid at the lawful interest rate at the time the payment is made through the actual payment date.

### **Q. What items should an agency have on hand to assist in producing different types of settlements?**

- A. The agency should refer to the following sources of information:
- IRS Publication 15, Circular E, Employer's Tax Guide available at [www.irs.gov](http://www.irs.gov).
  - Title VII of the Civil Rights Act of 1964

### **Q. Is an agency allowed to restore an employee's leave?**

- A. The only way to restore an employee's leave hours is for the employee to buy back the leave themselves. We must have a signed and dated statement from the employee that instructs us on how many hours and the type of leave they are buying back. If the payment is a back pay, it is the employee's choice to buy back the leave or not.

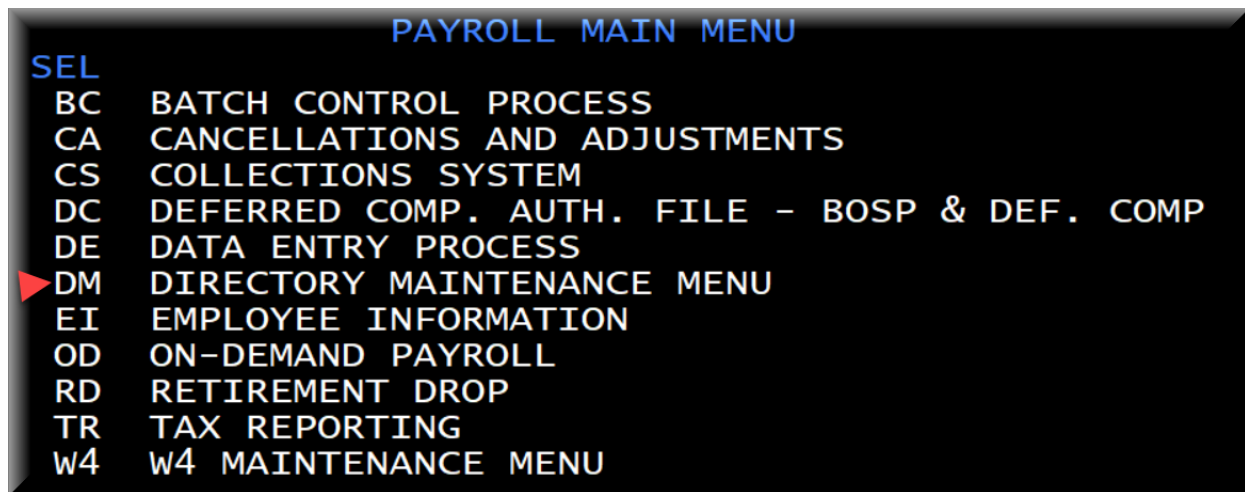
### **Q. Does an agency have to follow instructions in the Payroll Preparation Manual?**

- A. Yes. The payroll preparation manual is the administrative authority in the absence of specific rules to the contrary. The preparation and modification of this manual is authorized by section 120.52, F.S.

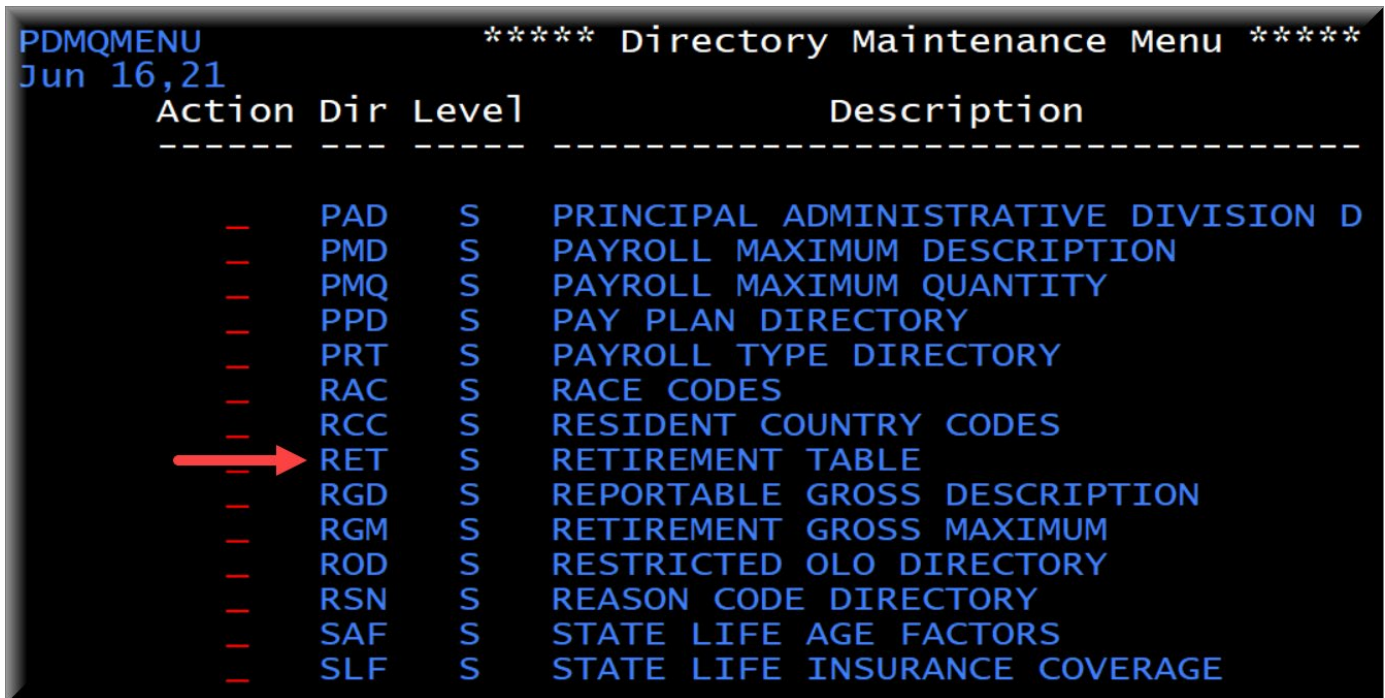
## **F. HISTORICAL RETIREMENT RATES**

Prior year employer and employee retirement rates are located in the FLAIR Payroll Directory Maintenance Menu, in the Retirement Table (RET) for reference.

1. To access to the Directory Maintenance Menu, Type DM in the Enter Sel Code field on the Payroll Main Menu and then press the Enter key.



- a. To access the RET Table the user will need Inquiry access to the directory. If you do not have access to this directory, please contact your agency access control custodian to be granted the appropriate access.



## 2. Viewing Historical Retirement Rates

- a. You have the option to view prior year's rates for all retirement codes or you can view a specific retirement code.
- b. To view a specific retirement code, type an H in the Action field, RET in the Dir field, and the two-character retirement code in the code field (as shown in the screenshot below). This will allow the user to scroll through all prior year retirement rates for that specific retirement code.
- c. To view all retirement codes, type a H in the Action field, RET in the Dir field and then press the Enter key, leaving the code field blank. This will allow the user to scroll through all prior year rates for each retirement code.

# PAYROLL PROCESSING BACK PAY/ SETTLEMENT/ RETROACTIVE PAY/ MANUAL PAYROLL

```

PDMQMENU          ***** Directory Maintenance Menu *****
Jun 16,21
  Action Dir Level Description
  -----
  -- PAD S PRINCIPAL ADMINISTRATIVE DIVISION D
  -- PMD S PAYROLL MAXIMUM DESCRIPTION
  -- PMQ S PAYROLL MAXIMUM QUANTITY
  -- PPD S PAY PLAN DIRECTORY
  -- PRT S PAYROLL TYPE DIRECTORY
  -- RAC S RACE CODES
  -- RCC S RESIDENT COUNTRY CODES
  -- RET S RETIREMENT TABLE
  -- RGD S REPORTABLE GROSS DESCRIPTION
  -- RGM S RETIREMENT GROSS MAXIMUM
  -- ROD S RESTRICTED OLO DIRECTORY
  -- RSN S REASON CODE DIRECTORY
  -- SAF S STATE LIFE AGE FACTORS
  -- SLF S STATE LIFE INSURANCE COVERAGE

DIRECT COMMAND: Action H Dir RET Olo Code HA
Add Display Modify (PF5=flip)
  
```

## 3. Reading the Retirement Table:

```

INQUIRY ONLY - SECURITY LIMITATION
PDMQRETI          DIRECTORY MAINTENANCE          PDMMRETU
06/09/2022        RETIREMENT TABLE             14:04:17

1 Ret: HA          2 Effective date: 07 / 01 / 2021 3 Last change: 06/15/2021 4 SC: _
5 Plan: FRS        6 Description: FL RETIREMENT REGULAR MEMBER_____
7 Type: DB
8 Pen: Y           9 Empe PCT: 3.00_ 10 Empr PCT: 10.82 11 Empr 403B PCT: ____
12 F/M/N: F        13 Deduction: 0080 14 ECC: 0902
  
```

| Number | Description        | Value   |
|--------|--------------------|---|
| 1      | Ret                | The retirement code   |
| 2      | Effective Date     | The effective date of the employer/employee percentage rate   |
| 3      | Last Change        | Date of Last Change   |
| 4      | SC                 | Status Code - If there is an I in this field, the entry is inactive.  |
| 5 & 6  | Plan & Description | Source: <a href="#">Division of Retirement Publications</a>   |
| 7      | Type               | DB = Defined Benefits<br>DC = Defined Contributions<br>NA = Not Applicable  |
| 8      | Pen                | N or Y = Denotes if this plan is reported on the W2   |
| 9      | Empe PCT           | Employee Percentage Rate  |
| 10     | Empr PCT           | Employer Percentage Rate  |
| 11     | Empr 403B PCT      | Employer 403B Percentage Rate   |
| 12     | F/M/N              | Determines the taxability of the payment:<br>F= Social Security and Medicare<br>M = Medicare Only<br>N = No Social Security or Medicare |
| 13     | Deduction          | Employee Deduction Code   |
| 14     | ECC                | Employer Cost Code  |

**A. GENERAL INFORMATION**

The Bureau of State Payrolls (BOSP) is responsible for the payment of any regular salary and supplemental payments due to the beneficiary of any current State of Florida employee who passes away.

Section 222.15(1) F.S. states, “It is lawful for any employer, in case of the death of an employee, to pay to the wife or husband, and in case there is no wife or husband, then to the child or children, provided the child or children are over the age of 18 years, and in case there is no child or children, then to the father or mother, any wages or travel expenses that may be due such employee at the time of his or her death.”

This means the spouse is the beneficiary. However, if there is not a spouse, then all biological /adopted children 18 years or older are all considered beneficiaries. If there are no children at least 18 years old, then the beneficiary will be the father and/or the mother.

If there is not a beneficiary as defined in 222.15(1), then payment can be made to a legal representative or an estate.

Section 222.16 F.S. states, “Any wages, travel expenses, or reemployment assistance or unemployment compensation payments so paid under the authority of s. 222.15 shall not be considered as assets of the estate and subject to administration; provided, however, that the travel expenses so exempted from administration shall not exceed the sum of \$300.”

**B. AGENCY NOTIFICATION TO THE BUREAU OF STATE PAYROLLS**

Agencies must notify the Bureau of State Payrolls (BOSP) as soon as they are informed of the employee’s death, via email to [BOSPPayProcessing@myfloridacfo.com](mailto:BOSPPayProcessing@myfloridacfo.com) with the employee’s name and date of death.

At that time, BOSP will flag the deceased employee’s W4 record to stop payments from processing and being reported on the employee’s Form W-2 after the date of death. The IRS requires payments made after the employee’s date of death be reported on Form 1099-MISC to a beneficiary.

The Department of Financial Services, Office of Deferred Compensation, administers deferred compensation benefit payments. The agency should notify the Office of Deferred Compensation of the death of any employee who participated in the deferred compensation program.

**C. TAXABILITY AND IRS REPORTING REQUIREMENTS OF BENEFICIARY PAYMENTS**

1. **FEDERAL WITHHOLDING TAXES** – Beneficiary payments are exempt from federal withholding taxes. The BOSP is required to complete Form **DFS-A3-1975**, BOSP Request For Exemption From Withholding, which flags the deceased employee’s Form W4 record, so no payments can be processed by the agency through FLAIR.

Note: IRS requires a taxable 1099-MISC- Miscellaneous Income, be issued at the end of the calendar year showing the amount of compensation paid to the beneficiary.

2. **SOCIAL SECURITY AND MEDICARE TAXES** – Payments made to the beneficiary in the year of an employee’s death are subject to both Social Security and Medicare taxes and are reportable on the employee’s W2 at the end of the calendar year.

Note: Payments made the year after the employee’s date of death are not subject to Social Security and Medicare taxes.

3. **STATE RETIREMENT CONTRIBUTIONS:**  
Certain types of payments will have the employee’s retirement contribution deducted.

Section 121.021 (22) (a) F.S. defines what type of payments are retirement contributory. There are no exclusions for payments made to a beneficiary.

4. **IRS Form 1099-MISC** - When an employee dies during the year, you must report the accrued wages, vacation pay, and other compensation paid after the date of death on IRS Form 1099-Misc.

#### **D. BENEFICIARY PAYMENT REQUESTS**

Payments of a deceased state employee cannot be processed by the agency. The documentation listed below must be sent to BOSP for processing the payment(s) to the beneficiary of the deceased state employee. It is the agency’s responsibility to contact the family of the deceased to determine to whom the payment should be made. Then collect all the required forms and submit to BOSP for processing.

When submitting the forms, the agency must inform BOSP of the following:

1. If the beneficiary is a child, how many biological/adopted children 18 yrs. or older.
2. If the beneficiary is a parent(s) confirm there is no spouse or children 18 yrs. or older.
3. If the beneficiary is anything other than those listed in 222.15(1), confirmation there is not a spouse, children at least 18 yrs. old, and the father and mother are deceased.

When payment(s) are processed, BOSP will send the beneficiary the warrant(s) and a letter explaining the taxability of the payment. A copy of the warrant(s) and letter will be emailed to the person requesting the payment. Please allow BOSP up to 5 working days to audit the payment request.

Specific conditions and limitations may affect beneficiary payments. Such as:

- (1) The pay plan in which the employee was employed.
- (2) Rules of the State Personnel System
- (3) Florida Statutes
- (4) Internal Revenue Service rules and regulations
- (5) Rules and regulations of the Social Security Administration

The deceased employee may have been entitled to one or more of the following payments types listed below:

|                                       |                            |
|---------------------------------------|----------------------------|
| Regular Salary                        | Annual Leave               |
| Criminal Justice Incentive Pay (CJIP) | Special Compensatory Leave |
| Overtime                              | Uniform Allowance          |
| Sick Leave                            | On-Call Fees               |
| Travel, not to exceed \$300.00        |                            |

#### Required Forms and Documentation

### 1. Payments to Beneficiary Worksheet (DFS-A3-2123)

The form is in an Excel format, it contains formulas and drop-down boxes and there is a separate tab for more detailed information. The most current version of this form must be submitted.

- a. **Payment Type Section:** Enter the 29-digit FLAIR account codes and FLAIR organization code for the payments being processed, the intra-department number is optional. Line 8A contains a drop-down box with other payment types if a different 29-digit account code is needed to process a payment and a different 29-digit FLAIR account code is needed, such as CJIP, Uniform Allowance etc. There is an others payment type for a FLAIR account code and a FLAIR organization code not provided in the drop-down box.
- b. **Deceased Employee Information Section:** Information to complete this section can be obtained from People First, FLAIR PYRL- Employee Information Screen and the W4 Screen. All fields in this section are required.  
Note: The Employee ID Number is the People First Number which is located on the W4 Screen in FLAIR PYRL.
- c. **Pay Calculation Section:** Wages for both biweekly and monthly paid employees are calculated at the period rate of pay. Regular wages may contain certain pay additives. Once the proper information has been entered into the Pay Calculation field for a monthly employee or a biweekly employee the Payments to the Beneficiary will automatically populate when the required hours are entered.

**NOTE: The decedent's beneficiary shall not be paid for work hours, leave, or holiday credits to cover scheduled hours occurring after the date and time of death, as determined by the death certificate.**



**d. Payments to the Beneficiary Section:**

- For a regular wage payment fill out the contract hours, hours worked for the regular wage payments for either a monthly or biweekly employee and the Biweekly ROP, HRS PAID and the GROSS fields will automatically populate based on the information provided in the Pay Calculation portion of the form.
- Other Personnel Services (OPS) wages are calculated at the hourly rate of pay. Enter the Hourly Rate of Pay and the Hours to Pay and the form will calculate the Gross. If other payments are to be paid to the deceased OPS employee use the OTHER fields on line 30A.
- Leave/Overtime Payments: All leave type payments (i.e., annual, sick, special compensation) are calculated at the hourly rate of pay to include CJIP and certain pay additives. Once the period rate for the deceased employee has been entered under biweekly or monthly pay calculation portion of the spreadsheet, the rate of pay and gross wage field and the hourly rate of pay will automatically populate.
- All annual leave that a deceased employee has remaining at the time of death is payable to the beneficiary. Pursuant to rule 60L-34.0041(6)(a) and (b), Florida Administrative Code, the 240-hour limit for career service or the 480-hour limit for senior management service and select exempt service employees does not apply and all unused annual leave at the time of the employee's death is to be paid to the deceased employee's beneficiary, estate, or as provided by law.
- Other Payment Types such as On-Call Fees, Toll Allowance, Uniform Allowance The full gross payment for on-call fees, toll allowances and uniform allowances should be entered in the cells for beginning rate the Pay Amount will be the same.
- CJIP Payments Amount is the biweekly or monthly payment the deceased employee was receiving. Contract Hours and Hours worked will be the same as the regular wage payment for that pay period and when entered, the spreadsheet will calculate the Gross.
- Miscellaneous Deductions for medical reimbursement and salary refunds are allowed. There is an additional line for others miscellaneous deductions that may be applicable. Documentation for these deductions may be required.

**e. Agency Use Only Section:** The agency representative authorizing the beneficiary payment must be an employee whose signature is on a current form **DFS-A3-1930**, Authorized Signature, on file with the BOSP.



**2. Beneficiary Affidavit – DFS-A3-1912**

A properly executed beneficiary affidavit, with proper signatures of the Beneficiary and Notary must be included with each payment request submitted by the agency. The beneficiary affidavit is a required form and must not be substituted with any other affidavit. The social security or taxpayer identification number (retrieved from the IRS) of the beneficiary must be entered on the affidavit.

In cases where the beneficiary does not fall into one of the three family members listed in F.S. Section 222.15, siblings or other legal representatives must also submit one of the following:

Letter of Administration from the court

Power of Attorney

Court documentation showing they are the representative for the deceased, signed by a judge.

**3. Death Certificate**

A legible copy of the deceased employee's Certificate of Death is required.

**4. Birth Certificate (if applicable)**

A legible copy of the birth certification if "children" is listed on the DFS-A3-1912 Beneficiary Affidavit, is required for all children of the deceased state employee.

**5. IRS Form W-9 Taxpayer Identification Number Certification**

A completed and signed IRS Form W-9 is required for each beneficiary.

**E. INCOMPLETE BENEFICIARY INFORMATION**

Agencies have 1 year from the date the deceased state employee's wages became payable to obtain information and submit to the Bureau of State Payrolls for processing.

After a year has passed and the Bureau of State Payrolls does not have all the beneficiary information needed to process a payment, the file will be sent the agency with a letter requesting the unpaid compensation be sent to the Division of Unclaimed Property in the name of the deceased state employee.

Florida Statutes 717.115 states, Unpaid wages, including wages represented by unrepresented payroll checks, owing in the ordinary course of the holder's business that have not been claimed by the owner for more than 1 year after becoming payable are presumed unclaimed.

If no beneficiary can be located and assistance is needed to submit funds to the Division of Unclaimed Property, call (850) 413-5555.

**A. OVERVIEW**

The deferred compensation plan is a 457(b) retirement plan that allows Pre-Tax and Roth (post tax) payroll contributions. Pre-tax contributions are not taxable as income at the time the contributions are made, and the Federal Withholding tax liability is deferred until a future date. Roth (post-tax) contributions are included as income when the contributions are made and are contributed after Federal Withholding, Social Security and Medicare taxes are fulfilled. This section speaks specifically to the Deferred Compensation 457(b) Plan, which is administered through the Department of Financial Services (DFS), Division of Treasury, Bureau of Deferred Compensation. This program is authorized under various sections of the Internal Revenue Code (IRC).

The primary purpose of a deferred compensation plan is to supplement the employees' retirement by investing a portion of their pay. This is in addition to the Florida Retirement System (FRS), or benefits received under the Social Security Administration. Both salaried employees and other personal services (OPS) employees may participate in the Deferred Compensation 457(b) Plan.

Limits for the Deferred Compensation 457(b) Plan and information regarding other annuities and cafeteria plans can be found in [Volume VI, Section 5](#) of this manual.

**B. DEFERRED COMPENSATION 457(b) PLAN****1. Employee Election**

An employee may begin to defer wages any time during the year by enrolling online at [www.myfloridadeferredcomp.com](http://www.myfloridadeferredcomp.com) and filling out the EZ Enrollment Forms. Once the account has been set up for the employee with the investment provider, BOSP will receive an authorization to start deducting the deferred contribution amount. Pre-tax amounts will be reflected under deduction code 0041. The portion of wages that are deferred as pre-tax are exempt from Federal Withholding Tax only; this portion of wages is not exempt from Social Security and Medicare taxes. Roth (post-tax) amounts will be reflected under deduction code 0072. The portion of wages that are deferred as post tax are not exempt from Federal withholding, Social Security and Medicare taxes.

After the deferral amount is deducted from employees' paychecks, the Bureau of Deferred Compensation submits the contributions to the investment provider. The investment provider then deposits the money into the employees selected investment account, which usually takes around 5 to 7 days.

The employee is not "locked into" the plan for any period of time. They may stop, decrease, increase, and restart their payroll deduction at any time. For these changes to become effective, payroll deadlines must be met. The only way the employee can invest in this plan is through payroll deduction.

**2. Deferral Limits and Elective Deferrals**

There are limits to the amount of earnings an employee may defer. Pre-tax and Roth (post-tax) contributions are combined and are subject to the Internal Revenue Service (IRS) limits. The IRS sets the maximum contribution limits annually as indicated under IRC section 415. There are, however, instances when an employee can make catch-up contributions.

- a. Age 50 Catch-Up: If the employee's age is 50 or greater by the end of the plan year, the employee may elect to defer an additional amount of compensation. The election and contribution must be made before the end of the plan year.
- b. Special 457(b) Catch-Up: Three years prior to the year the employee reaches normal retirement age, the employee may defer twice the amount of the annual contribution limit. The special 457(b) catch-up contribution is limited by any underutilized basic annual limit in prior years.

These elective deferrals are not treated as catch-up contributions until they exceed the annual contribution limit. Catch-up contributions must be made before the end of the plan year. The state's deferred compensation plan year is the calendar year. The Bureau of Deferred Compensation and investment providers must approve employee participation in Special Catch Up.

### **C. LEAVE PAYOUTS WITH A 457(b) DEFERRAL:**

Each employee who elects to participate in DROP may elect to receive a lump-sum payment for accrued annual leave earned in accordance with agency policy upon beginning participation in DROP. The accumulated leave payment certified to the Division of Retirement upon commencement of DROP shall be included in the calculation of the employee's average final compensation for retirement purposes. The employee electing the lump-sum payment is not eligible to receive a second lump-sum payment upon termination, except to the extent the employee has earned additional annual leave which, combined with the original payment, does not exceed the maximum lump sum payment allowed by the employing agency's policy or rules. The leave payment shall be based on the hourly rate of pay at the time the employee effectively retired, which precedes their entry date into DROP. This is because the employee is retiring effective on the last day of the month, they are not retiring on the first day of the next month. If the employee elects to wait and receive a lump-sum payment upon termination of DROP, any accumulated leave payment made will be at the hourly rate of pay when the payment is processed, and the payment will not be included in the employee's retirement benefits.

Career Service employees are eligible for a lifetime max payout for 240 hours of Annual Leave. SES and SMS employees are subject to a max payout for 480 hours of Annual Leave for each position, there is no lifetime max. Sick Leave earned after October 1, 1973, is only paid at ¼. The employee can only receive up to 480 max Sick Leave Payout at one time and must have creditable service of 120 months or more. **(This leave is not retirement contributory and there is no lifetime max.)**

Employees who choose to defer their leave payout must notify their Deferred Comp Investment Provider prior to going into DROP or separating from the agency. The Deferred Comp Investment Provider will provide the employee with the required forms directing their leave payout to be sent to their deferred comp account. For pre-tax deferrals, the DFS-J3-1173 Deferrals from Special Supplemental Pay and the DFS-J3-1163 Participant Action form will be provided. For ROTH (post-tax) deferrals, the DFS-J3-1273 ROTH Deferrals from Special Supplemental Pay and the DFS-J3-1263 ROTH Participant Action form will be provided. If an employee wishes to split their payout into Pre-tax and ROTH (post-tax) contributions, they

will need to complete all four forms. Once the employee completes the forms, they must send them back to the deferred comp investment provider and they must provide a copy of the DFS-J3-1173 and/or DFS-J3-1273, Deferrals from Special Supplemental Pay to their agency Human Resource (HR) Office.

The Investment provider will send the paperwork to The Bureau of Deferred Compensation (BODC), and they will provide the agency with form DFS-J3-2172, Processing of Accrued Leave Payout into Deferred Compensation. BODC will complete the top portion of this form prior to sending it to the agency. The agency will complete their portion of the form, sign the form, and send to [BOSPPayProcessing@myfloridacfo.com](mailto:BOSPPayProcessing@myfloridacfo.com).

The employee will not be able to defer all their annual leave payout. The entire supplemental payment will be taxed for Social Security and Medicare. Social Security and Medicare amounts are subject to Federal Income withholding tax. BOSP calculates the maximum possible deferral. The amount deferred will not be subject to Federal Income Tax.

The deferral will not be invested at the time of payment, as are deferrals from a regular payroll. This is a manual process that requires several business days from the date of the employee's payment.

**A. GENERAL INFORMATION**

People First sends FLAIR -PYRL a file with calculated insurance rates. Based on the file from People First, the Payroll System will generate one or more miscellaneous deductions from the information provided in the State Health/HMO code fields. This applies to insurance for all employees, including SMS. Separate codes will be used for State Health/HMO Insurance, High Deductible Health Plan (HDHP)/State Life Insurance. There are certain codes that will be valid for agency input in order to process special situations and adjustments. These codes will be used to generate accounting entries, the Insurance Deductions Register and the deduction detail on the Earning Statements and the Payroll Register. These codes will also appear on the Agency Payroll Data File.

- a. Code 0786 is used for full time employees' Post-Tax State HDHP Insurance. Code 0066 is used for full time employees' Pre-tax State HDHP Insurance. These codes are system generated and not valid for agency input.
- b. Code 0785 is used for part time salaried employees' Post-Tax State HDHP Insurance. Code 0065 is used for part time salaried employees' Pre-tax State HDHP Insurance. These codes are system generated and not valid for agency input.
- c. Code 0799 is used for full time employees' Post-Tax State Health/HMO Insurance. Code 0049 is used for full time employees' Pre-tax State Health/HMO Insurance. These codes are system generated and not valid for agency input.
- d. Code 0798 is used for part time salaried employees' Post-Tax State Health/HMO Insurance. Code 0048 is used for part time salaried employees' Pre-tax State Health/HMO Insurance. These codes are system generated and not valid for agency input.
- e. Code 0791 is used for Post-Tax State Life Insurance for part time salaried employees. Code 0045 is used for Pre-tax State Life Insurance for part time salaried employees. These codes are system generated and not valid for agency input.

**B. STATE HEALTH/HMO/HDHP**

State Health/HMO/HDHP Codes -

- a. The State Insurance Codes on an employees' insurance file, in conjunction with the FTE field, determine the amounts both the employee and employer will contribute toward State Health/HMO/HDHP.
- b. When both husband and wife are employed by the State and are enrolled in a health insurance program, with family coverage, each are entitled to a State contribution toward the cost of such coverage. The Division of State Group Insurance Benefits Guide at, <https://www.mybenefits.myflorida.com/> provides information on the eligibility of participating in the Spouse Program. The primary employee will be the subscriber.
- c. The State Health/HMO/HDHP code consists of three fields: A, B and C. All three fields must be completed with a valid code or be zero filled. An entry to fields, A, B and C for Health Insurance does not require an entry in fields D and E. The State Life Insurance Code consists of fields D and E.

- d. A statement of what each field represents and a brief summary of the meaning of each field's codes are given below:

Field "A" indicates the employee participation code in the State Health/HMO/HDHP Insurance program. It has no bearing on the employee's eligibility for an employer contribution or the size of that contribution.

| Code | Equivalent  |
|------|---|
| 00   | The employee declines to participate in the State Health/HMO Insurance program. Field "B" must be 00. |
| 01   | The employee elects to participate in the State Health/HMO Insurance Program.                         |

Field "B" indicates the Reference Number and denotes the type of coverage elected by the employee in the State Health/HMO/HDHP Insurance program.

| Code | Equivalent  |
|------|---|
| 00   | The salaried employee declines to participate in State Health/HMO program. Field "A" must be 00.                                      |
| 01   | The salaried employee elects to participate in the State Health/HMO program with individual coverage.                                 |
| 02   | The employee elects to participate in the State Health/HMO program with family coverage.  |
| 22   | If the subscriber and spouse are enrolled in the State Health/HMO Spouse Program, the Reference Code for the <i>subscriber</i> is 22. |
| 89   | If the subscriber and spouse are enrolled in the State Health/HMO Spouse Program, the Reference Code for the <i>spouse</i> is 89.     |
| 05   | SES/SMS employee elects to participate in the State Health/HMO program with individual coverage.                                      |
| 06   | SES/SMS employee elects to participate in the State Health/HMO program with family coverage.  |
| 30   | SES/SMS-PT ACA participant in the State Health/HMO program with individual coverage.  |
| 31   | SES/SMS-PT ACA participant in the State Health/HMO program with family coverage.  |
| 32   | SES/SMS-PT ACA participant in the State Health/HHHP program with individual coverage.   |
| 33   | SES/SMS-PT ACA participant in the State Health/HHHP program with family coverage.   |
| 45   | SES/SMS employee elects to participate in the State HDHP program with individual coverage.  |
| 46   | SES/SMS employee elects to participate in the State HDHP program with family coverage.  |
| 41   | If the employee elects to participate in the State HDHP program with individual coverage.   |
| 42   | If the employee elects to participate in the State HDHP program with family coverage.   |

| Code | Equivalent  |
|------|---|
| 43   | If the subscriber and spouse are enrolled in the State HDHP Spouse Program, the Reference Code for the <i>subscriber</i> is 43.           |
| 44   | If the subscriber and spouse are enrolled in the State HDHP Spouse Program, the Reference Code for the <i>spouse</i> is 44.               |
| 50   | If the OPS employee elects to participate in the State Health/HMO program with individual coverage.                                       |
| 51   | If the OPS employee elects to participate in the State Health/HMO program with family coverage.   |
| 52   | If the OPS subscriber and spouse are enrolled in the State Health/HMO Spouse Program, the Reference Code for the <i>subscriber</i> is 52. |
| 57   | If the OPS subscriber and spouse are enrolled in the State Health/HMO Spouse Program, the Reference Code for the <i>spouse</i> is 57.     |
| 53   | If the OPS employee elects to participate in the State HDHP program with individual coverage.   |
| 54   | If the OPS employee elects to participate in the State HDHP program with family coverage.   |
| 55   | If the OPS subscriber and spouse are enrolled in the State HDHP Spouse Program, the Reference Code for the <i>subscriber</i> is 55.       |
| 56   | If the OPS subscriber and spouse are enrolled in the State HDHP Spouse Program, the Reference Code for the <i>spouse</i> is 56.           |

Field "C" indicates the number of premium multiples to be deducted from the employee's salary and to be paid by the state.

| Code | Equivalent  |
|------|---|
| 0    | The employee will have no premium deductions for state contributions made.                        |
| 1-9  | The employee should have the indicated number of premium deductions and state contributions made. |

Deduction Code 0784 is for employees with State HDHP coverage.

- 1) Compute the Employee Premium:
  - a) Multiply the maximum state contribution for the Reference Number by the total FTE.
  - b) Subtract the results of step (a) from the total cost. This gives the Employee Premium.
- 2) On the recurring deduction screen in PF you must record deduction code 0784 and the employee premium amount calculated in Step (1) above.
- 3) The employer contribution is computed by the payroll system. The employee contribution entered under the miscellaneous deduction code is subtracted from the maximum state contribution, giving the actual state contribution for the employee. The entire state contribution will be charged to the one account that the employee deduction is coming from. It will be up to the agency/agencies to redistribute the cost accordingly.
- 4) In the event multiple premium deductions need to be processed, set the number of deductions indicator to the number you desire. This field will automatically return to "1"

for subsequent payrolls.

- 5) The number of deductions indicator will perform its normal function. The premium amount entered above is the amount that will be multiplied by the number of deductions indicator to determine the employee premium amount to be deducted and employer contribution to be processed for the current payroll.
- e. Miscellaneous Deduction Code 0781 exists for making special employee insurance premium adjustments for Biweekly Pay Cycle employees participating in the State Health/HMO Insurance Program. The Department of Management Services' Payroll/Coverage Period Schedule indicates when this code must be used to pay premiums that will be allocated to a given month. For those months in which three biweekly pay periods occur, this code will be automatically omitted on the third biweekly. Any questions regarding when this code is to be used should be directed to the Department of Management Services, Division of State Group Insurance.
- f. State Health/HMO Insurance Premiums:

| <b>STATE HEALTH/HMO INSURANCE<br/>PREMIUM RATES EFFECTIVE DECEMBER 1, 2022</b> |                         |                      |                           |                   |
|--|-------------------------|----------------------|---------------------------|-------------------|
| <b>SES AND SMS EMPLOYEE BIWEEKLY RATES</b>                                     |                         |                      |                           |                   |
| <b>Plan Option</b>   | <b>Reference Number</b> | <b>Employee Cost</b> | <b>State Contribution</b> | <b>Total Cost</b> |
| Individual   | 05                      | \$4.17               | \$402.56                  | \$406.73          |
| Family   | 06                      | \$15.00              | \$900.54                  | \$915.54          |
| <b>SENATORS, NON-SES AND NON-SMS EMPLOYEES BIWEEKLY RATES</b>                  |                         |                      |                           |                   |
| <b>Plan Option</b>   | <b>Reference Number</b> | <b>Employee Cost</b> | <b>State Contribution</b> | <b>Total Cost</b> |
| Individual   | 01                      | \$25.00              | \$381.73                  | \$406.73          |
| Family   | 02                      | \$90.00              | \$825.54                  | \$915.54          |
| Insured (Spouse program)   | 22                      | \$15.00              | \$900.54                  | \$915.54          |
| Dependent Spouse   | 89                      | \$15.00              | \$900.54                  | \$915.54          |
| Overage Dependent  |                         | \$406.73             | \$0.00                    | \$406.73          |
| <b>OPS EMPLOYEES BIWEEKLY RATES</b>  |                         |                      |                           |                   |
| <b>Plan Option</b>   | <b>Reference Number</b> | <b>Employee Cost</b> | <b>State Contribution</b> | <b>Total Cost</b> |
| Individual   | 50                      | \$25.00              | \$381.73                  | \$406.73          |
| Family   | 51                      | \$90.00              | \$825.54                  | \$915.54          |
| Insured (Spouse program)   | 52                      | \$15.00              | \$900.54                  | \$915.54          |
| Dependent Spouse   | 57                      | \$15.00              | \$900.54                  | \$900.54          |



| STATE HEALTH/HMO INSURANCE<br>PREMIUM RATES EFFECTIVE DECEMBER 1, 2022   |                  |               |                    |            |
|--|------------------|---------------|--------------------|------------|
| SES AND SMS EMPLOYEE MONTHLY RATES   |                  |               |                    |            |
| Plan Option  | Reference Number | Employee Cost | State Contribution | Total Cost |
| Individual   | 05               | \$8.34        | \$805.12           | \$813.46   |
| Family   | 06               | \$30.00       | \$1,801.08         | \$1,831.08 |
| SENATORS, NON-SES AND NON-SMS EMPLOYEES MONTHLY RATES  |                  |               |                    |            |
| Plan Option  | Reference Number | Employee Cost | State Contribution | Total Cost |
| Individual   | 01               | \$50.00       | \$763.46           | \$813.46   |
| Family   | 02               | \$180.00      | \$1,651.08         | \$1,831.08 |
| Insured (Spouse program)   | 22               | \$30.00       | \$1,801.08         | \$1,831.08 |
| Dependent Spouse   | 89               | \$30.00       | \$1,801.08         | \$1,831.08 |
| Overage Dependent  |                  | \$813.46      | \$0.00             | \$813.46   |
| OPS EMPLOYEES MONTHLY RATES  |                  |               |                    |            |
| Plan Option  | Reference Number | Employee Cost | State Contribution | Total Cost |
| Individual   | 50               | \$50.00       | \$763.46           | \$813.46   |
| Family   | 51               | \$180.00      | \$1,651.08         | \$1,831.08 |
| Insured (Spouse program)   | 52               | \$30.00       | \$1,801.08         | \$1,831.08 |
| Dependent Spouse   | 57               | \$30.00       | \$1,801.08         | \$1,831.08 |
| ALL PART-TIME SALARIED EMPLOYEE RATES  |                  |               |                    |            |
| The <u>employee</u> premium deduction (EPD) = (Total Cost - (Maximum State Contribution X Employee FTE)).<br>The employee premium amount will be recorded under deduction code 0799 or 0049. |                  |               |                    |            |
| <b>Note: OPS Health Insurance is not pro-rated</b>   |                  |               |                    |            |

| STATE HIGH DEDUCTIBLE HEALTH PLAN<br>PREMIUM RATES EFFECTIVE DECEMBER 1, 2022 |                  |               |                    |            |
|---|------------------|---------------|--------------------|------------|
| SES AND SMS EMPLOYEE BIWEEKLY RATES   |                  |               |                    |            |
| Plan Option   | Reference Number | Employee Cost | State Contribution | Total Cost |
| Individual  | 45               | \$4.17        | \$385.06           | \$389.23   |
| Family  | 46               | \$15.00       | \$842.69           | \$857.69   |
| SENATORS, NON-SES AND NON-SMS EMPLOYEE BIWEEKLY RATES                         |                  |               |                    |            |
| Plan Option   | Reference Number | Employee Cost | State Contribution | Total Cost |
| Individual  | 41               | \$7.50        | \$381.73           | \$389.23   |
| Family  | 42               | \$32.15       | \$825.54           | \$857.69   |
| Insured (Spouse program)  | 43               | \$15.00       | \$842.70           | \$857.70   |
| Dependent Spouse  | 44               | \$15.00       | \$842.70           | \$857.70   |
| Overage Dependent   |                  | \$368.40      | \$0.00             | \$368.40   |

| STATE HIGH DEDUCTIBLE HEALTH PLAN<br>PREMIUM RATES EFFECTIVE DECEMBER 1, 2022 |                  |               |                    |            |
|---|------------------|---------------|--------------------|------------|
| OPS EMPLOYEE BIWEEKLY RATES   |                  |               |                    |            |
| Plan Option   | Reference Number | Employee Cost | State Contribution | Total Cost |
| Individual  | 53               | \$7.50        | \$381.73           | \$389.23   |
| Family  | 54               | \$32.15       | \$825.54           | \$857.69   |
| Insured (Spouse program)  | 55               | \$15.00       | \$842.70           | \$857.70   |
| Dependent Spouse  | 56               | \$15.00       | \$842.70           | \$857.70   |

| STATE HIGH DEDUCTIBLE HEALTH PLAN<br>PREMIUM RATES EFFECTIVE DECEMBER 1, 2022   |                  |               |                    |            |
|---|------------------|---------------|--------------------|------------|
| SES AND SMS EMPLOYEE MONTHLY RATES  |                  |               |                    |            |
| Plan Option   | Reference Number | Employee Cost | State Contribution | Total Cost |
| Individual  | 45               | \$8.34        | \$770.12           | \$778.46   |
| Family  | 46               | \$30.00       | \$1,685.38         | \$1,715.38 |
| SENATORS, NON-SES AND NON-SMS EMPLOYEES MONTHLY RATES   |                  |               |                    |            |
| Plan Option   | Reference Number | Employee Cost | State Contribution | Total Cost |
| Individual  | 41               | \$15.00       | \$763.46           | \$778.46   |
| Family  | 42               | \$64.30       | \$1,651.08         | \$1,715.38 |
| Insured (Spouse program)  | 43               | \$30.00       | \$1,685.40         | \$1,715.40 |
| Dependent Spouse  | 44               | \$30.00       | \$1,685.40         | \$1,715.40 |
| Overage Dependent   |                  | \$736.80      | \$0.00             | \$736.80   |
| OPS EMPLOYEE MONTHLY RATES  |                  |               |                    |            |
| Plan Option   | Reference Number | Employee Cost | State Contribution | Total Cost |
| Individual  | 53               | \$15.00       | \$763.46           | \$778.46   |
| Family  | 54               | \$64.30       | \$1,651.08         | \$1,715.38 |
| Insured (Spouse program)  | 55               | \$30.00       | \$1,685.40         | \$1,715.40 |
| Dependent Spouse  | 56               | \$30.00       | \$1,685.40         | \$1,715.40 |
| ALL PART-TIME SALARIED EMPLOYEE RATES   |                  |               |                    |            |
| The <u>employee</u> premium deduction (EPD) = (Total Cost - (Maximum State Contribution X Employee FTE)).<br>The employee premium amount will be recorded under deduction code 0785 or 0065.          |                  |               |                    |            |
| If a code 0784 deduction is submitted, the <u>employer</u> premium contribution (EPC) = (Total Cost - amount under code 0784), provided that EPC is less than or equal to Maximum State Contribution. |                  |               |                    |            |
| <b>Note: OPS Health Insurance is not pro-rated</b>  |                  |               |                    |            |

### C. STATE LIFE INSURANCE

1. ALL FULL TIME ACTIVE SALARIED EMPLOYEES-Active Legislators, Career Service, Selected Exempt Service and Senior Management Service will receive employer paid life insurance coverage in the amount of \$25,000.00 irrespective of the age of the employee.
2. OPS Employees are only eligible for State Life Insurance if they are participating in one of the

Health Insurances Plans, and they pay the full contribution amount.

**NOTE: OPS Employees are not eligible for optional term life insurance**

3. The life insurance codes on the part-time salaried employee's insurance file, in conjunction with their FTE and pay plan, determine the amounts both the part-time salaried employee and employer contribute towards life insurance.
4. The life insurance code consists of two fields: D and E. Both fields must be completed with a valid code or is zero filled. An entry to fields D and E for life insurance does not require an entry in fields A, B and C.
5. A statement of what each field represents and a brief summary of the meaning of each field's codes are given below:
  - a. "Field "D" indicates the participation code and denotes whether the employee has elected the State Life Insurance option or not.

| Code | Equivalent  |
|------|---|
| 0    | Employee declines to participate in the State Life Insurance program. Field "E" must be 0.  |
| 1    | Employee elects to participate in the State Life Insurance program.   |
| 2    | CONTRACT CATEGORY M (9-month contract): The employee elects to participate in the State Life Insurance program. Employee is paid in 19.5 biweekly or 9 monthly pay periods.   |
| 3    | CONTRACT CATEGORY N (10-month contract): The employee elects to participate in the State Life Insurance Program Employee is paid in 21.0 biweekly or 10 monthly pay periods.  |
| 4    | CONTRACT CATEGORY P (11-month contract): The employee elects to participate in the State Life Insurance Program Employee is paid in 24.0 biweekly and 11 monthly pay periods. |

- b. Field "E" indicates the number of State Life Insurance premiums to be deducted or to be paid by the State.

| Code | Equivalent  |
|------|---|
| 0    | The employee should have no state contributions made.   |
| 1-9  | The employee should have the indicated number of state contributions made and part time employees should have the indicated number of premiums deducted. Field "D" must be appropriately filled with a code in the range of 1-4 |

6. Employer Cost for State Life Insurance-Full Time Employees

| STATE LIFE INSURANCE PREMIUM                   |               |               |            |
|--|---------------|---------------|------------|
| BIWEEKLY RATES EFFECTIVE JANUARY 1, 2016       |               |               |            |
| CLASS  | EMPLOYEE COST | EMPLOYER COST | TOTAL COST |
| Active Salaried Employees<br>\$25,000 Coverage | \$0.00        | \$1.79        | \$1.79     |
| Active OPS Employees<br>\$25,000 Coverage      | \$1.79        | \$0.00        | \$1.79     |

| STATE LIFE INSURANCE PREMIUM  |               |               |            |
|---|---------------|---------------|------------|
| MONTHLY RATES EFFECTIVE JANUARY 1, 2016   |               |               |            |
| CLASS   | EMPLOYEE COST | EMPLOYER COST | TOTAL COST |
| Active Salaried Employees<br>\$25,000 Coverage  | \$0.00        | \$3.58        | \$3.58     |
| Active OPS Employees<br>\$25,000 Coverage   | \$3.58        | \$0.00        | \$3.58     |
| ALL PART-TIME SALARIED EMPLOYEE RATES   |               |               |            |
| The <u>employee</u> premium deduction (EPD) = (Total Cost - (State Contribution X Employee FTE)). The employee premium amount will be recorded under deduction code 0791 or 0045. |               |               |            |
| <b>NOTE: OPS premiums are not pro-rated and have no employer cost</b>   |               |               |            |

The following calculation should be used to determine the amounts for both the part-time salaried employee and employer contribute towards life insurance.

**Example 1: PART TIME MONTHLY SALARIED EMPLOYEES (FTE .050)**

Employer Cost Calculation:

State Contribution x FTE% = Employer Cost

\$3.58 x 0.50 = \$1.79

Employee Cost Calculation:

Employer Cost -State Contribution = Employee Cost

\$3.58-1.79 = \$1.79

**Example 2: PART TIME BIWEEKLY SALARIED EMPLOYEES (FTE .050)**

Employer Cost Calculation:

State Contribution x FTE% = Employer Cost

\$1.79 x 0.50 = \$.90

Employee Cost Calculation:

Employer Cost -State Contribution = Employee Cost

\$1.79-\$.90 = \$.89

- Miscellaneous Deduction Code 602 exists for making special employee insurance premium deductions. This code is utilized to recover premium amounts that were not collected from an employee's check.

| CODE | DESCRIPTION          |
|------|----------------------|
| 602  | DMS- State Insurance |

**D. STATE DISABILITY INSURANCE FOR SES AND SMS EMPLOYEES**

The following calculation should be used to compute the State Disability Insurance premiums for SES and SMS employees:

|                     |
|---------------------|
| Annual Salary / 100 |
| X Premium Rate      |
| / Number of Periods |

**Example 1: FULL TIME EMPLOYEE (FTE 1.0)**

Monthly Salary Rate: \$3,000.00

Biweekly Salary Rate: \$1,379.31

Monthly Calculation:  $\$36,000 / 100 = 360 \times 0.040 = 14.40 / 12 = \$1.20$  monthly premium

Biweekly Calculation:  $\$36,000 / 100 = 360 \times 0.040 = 14.40 / 24 = \$0.60$  biweekly premium.

**Example 2: PART TIME EMPLOYEE (FTE 0.5)**

Monthly Salary Rate: \$3,000.00

Biweekly Salary Rate: \$1,379.31

Monthly Calculation:  $\$18,000 / 100 = 180 \times 0.040 = 7.20 / 12 = \$0.60$  monthly premium

Biweekly Calculation:  $\$18,000 / 100 = 180 \times 0.040 = 7.20 / 24 = \$0.30$  biweekly premium

**A. GENERAL INFORMATION**

1. Premiums for Optional State Life Insurance are paid entirely by the employee on a post-tax basis. Coverage is available in multiples of 1, 2, 3, 4, 5, 6 and 7 times the employee's base annual salary. The deduction codes for these multiples will appear on agency reports and return files as 0771-0777, with the 1-7 representing multiples of coverage respectively.
2. Any employee participating in the Basic Group Life Insurance Plan may participate in the Optional State Life Insurance Plan. However, to enroll in the optional plan the participating employee must be enrolled in the basic life insurance plan.
3. The maximum coverage level is \$1,000,000.
4. There is no minimum coverage amount for optional life insurance. However, any coverage \$500,000.00 or more and coverage 6- or 7-times salary require proof of good health through underwriting.  
Note: Coverage is capped at \$500,000.00 if the underwriters do not accept the higher requested coverage amount.
5. New employees must select this coverage within the first 60 days of employment.
6. Advance payroll deductions of premium payments for employees that are less than year-round will remain the responsibility of the employing agency based on instructions provided by the DSGI.

**B. CALCULATION OF PREMIUMS**

| <b>PREMIUM CHARGE PER \$1000 OF COVERAGE</b> |                |                 |
|--|----------------|-----------------|
| <b>AGE</b>                                   | <b>MONTHLY</b> | <b>BIWEEKLY</b> |
| Under 30                                     | \$ 0.063       | \$ 0.0315       |
| 30-34  | \$ 0.090       | \$ 0.0450       |
| 35-39  | \$ 0.101       | \$ 0.0505       |
| 40-44  | \$ 0.110       | \$ 0.0550       |
| 45-49  | \$ 0.153       | \$ 0.0765       |
| 50-54  | \$ 0.220       | \$ 0.1100       |
| 55-59  | \$ 0.332       | \$ 0.1660       |
| 60-64  | \$ 0.609       | \$ 0.3045       |
| 65-69  | \$ 0.929       | \$ 0.4645       |
| 70 and above                                 | \$ 1.774       | \$ 0.8870       |

1. The premium calculation for this coverage is based largely on the employee's age. The employee's premium will increase as the employee reaches higher age brackets.
2. The preceding premium charge table is divided in age bands of five years. Each age band has a corresponding monthly and biweekly premium rate per \$1,000 of optional life insurance coverage.

3. The steps provided below demonstrate how to calculate the Employee's Annual Salary for Optional Life Insurance purposes:

- a) The Annual salary is the monthly or biweekly full-time rate of pay times the number of pay periods in a year, times the employee's FTE.

Type Rate of Pay = 1 = Period Rate

Pay Periods = 12.0 if Pay Cycle is 2

= 19.5 if Participation Code is 2 or Contract Category is "M"

= 21.0 if Participation Code is 3 or Contract Category is "N"

= 24.0 if Participation Code is 4 or Contract Category is "P"

= 26.1 if Pay Cycle is 1

**NOTE:** Math symbols used are:      **X** = Multiplication Sign,      / = Division Sign

| ANNUAL SALARY CALCULATION FOR LIFE INSURANCE<br>EMPLOYEE FILLING A SINGLE POSITION |   |                                    |   |   |
|--|---|------------------------------------|---|---|
|  | Full Time<br>Biweekly<br>Employees      | Part Time<br>Biweekly<br>Employees | Participation<br>Code 2<br>Category "M" | Participation<br>Code 3<br>Category "N" |
| Rate of Pay*   | \$500.00                                | \$500.00                           | \$500.00                                | \$500.00                                |
| Pay Periods  | X 26.1                                  | X 26.1                             | X 19.5                                  | X 21.0                                  |
| Subtotal   | \$13,050.00                             | \$13,050.00                        | \$9,750.00                              | \$10,500.00                             |
| Multiplied by FTE  | X 1.0                                   | X 0.5                              | X 1.0                                   | X 1.0                                   |
| Annual Salary  | \$13,050.00                             | \$6,525.00                         | \$9,750.00                              | \$10,500.00                             |
|  | Participation<br>Code 4<br>Category "P" | Full Time<br>Monthly<br>Employees  | Part Time<br>Monthly<br>Employees       | Hourly<br>Employees                     |
| Rate of Pay*   | \$500.00                                | \$1,000.00                         | \$1,000.00                              | \$7.50                                  |
| Pay Periods  | X 24                                    | X 12                               | X 12                                    | X 2088                                  |
| Subtotal   | \$12,000.00                             | \$12,000.00                        | \$12,000.00                             | \$15,660.00                             |
| FTE  | X 1.0                                   | X 1.0                              | X 0.5                                   | X 1.0                                   |
| Annual Salary  | \$12,000.00                             | \$12,000.00                        | \$6,000.00                              | \$15,660.00                             |

4. Optional state life insurance is an employee-paid, post-tax, life insurance plan.

The employee's premium is calculated using the following formula:

(X = Multiply and / = Divide)

$$\begin{aligned} & \text{Employee's annual base earnings} \\ & \quad \times \text{multiples of coverage} \\ & \quad \quad / 1000 \\ & \underline{\times \text{appropriate premium charge per \$1,000}} \\ & = \text{Post-tax premium deduction} \end{aligned}$$

**EXAMPLES:**

| OPTIONAL STATE LIFE INSURANCE PREMIUM CALCULATION |               |               |               |               |                |
|---|---------------|---------------|---------------|---------------|----------------|
|   | Monthly       | Biweekly      | Monthly       | Biweekly      | Monthly        |
| Age   | 21            | 31            | 41            | 51            | 58             |
| Annual Base Earnings for FTE 1.0*                 | \$20,880.00   | \$4,000.00    | \$16,800.00   | \$19,200.00   | \$24,000.00    |
| Multiples of Coverage                             | X 1           | X 2           | X 3           | X 4           | X 5            |
| Coverage Amount                                   | \$20,880.00   | \$8,000.00    | \$50,400.00   | \$76,800.00   | \$120,000.00   |
| Set Factor  | / 1,000       | / 1,000       | / 1,000       | / 1,000       | / 1,000        |
| Coverage in Number of Thousands                   | 20.88         | 8.0           | 50.4          | 76.8          | 120.0          |
| Age Factor  | X 0.063       | X 0.0450      | X 0.110       | X 0.1100      | X .332         |
| Employee Contribution Per Payroll                 | <b>\$1.32</b> | <b>\$0.36</b> | <b>\$5.54</b> | <b>\$8.45</b> | <b>\$39.84</b> |

| OPTIONAL STATE LIFE INSURANCE PREMIUM CALCULATION |                 |                 |  |  |  |
|---|-----------------|-----------------|--|--|--|
|   | Monthly         | Biweekly        |  |  |  |
| Age   | 65              | 70+             |  |  |  |
| Annual Base Earnings for FTE 1.0*                 | \$20,880.00     | \$54,000.00     |  |  |  |
| Multiples of Coverage                             | X 6             | X 7             |  |  |  |
| Coverage Amount                                   | \$125,280.00    | \$378,000.00    |  |  |  |
| Set Factor  | / 1,000         | / 1,000         |  |  |  |
| Coverage in Number of Thousands                   | 125.28          | 378.00          |  |  |  |
| Age Factor  | X 0.929         | X .8870         |  |  |  |
| Employee Contribution Per Payroll                 | <b>\$116.39</b> | <b>\$335.29</b> |  |  |  |



**A. OVERVIEW:**

Chapter 61, F.S., permits in certain circumstances a Writ of Garnishment or Income Deduction Order against the State for wages due a State employee. Whenever such Writ is received by an agency, the procedures outlined herein shall be followed. If an agency receives or is served such a Writ of Garnishment or Income Deduction Order, the agency shall immediately send the original document(s) to the Bureau of State Payrolls. The agency should retain a copy of the document(s) for its records. Wage payments are normally subject to attachment or garnishment immediately upon receipt by the employer of such Writ. Occasionally, a future date for commencement of the garnishment is stated in the order.

Absent further legislative enactment or a final determination by a proper court to the contrary, the final decision to honor, disregard or contest any Writ of Garnishment or Income Deduction Order shall be made only by the Department of Financial Services.

A court order may be served to the agency enjoining or temporarily suspending execution of a Writ of Garnishment or an original Income Deduction Order. Such document(s) must be sent to the Bureau immediately. The agency should retain a copy of the document(s) for its records.

Involutary deductions are those over which an employer or employee has no control. The employer is required by law to deduct a certain amount of the employee's pay and remit it to an individual, company, or government agency to satisfy the employee's debt. Failure to deduct and remit will generally subject the employer to a penalty equal to the amount required to be deducted, plus possible fines and interest.

A Tax Levy must be satisfied before all other garnishments, except for child support withholding orders dated prior to the date of the Tax Levy. A child support order is established when the court or agency issues the order, not when BOSP receives the order. All other wage garnishments are established in the order received.

Under recent amendments to the Federal Bankruptcy Code, debts due for child support are non-dischargeable debts and withholding is not affected by the filing or granting of a bankruptcy petition. BOSP will continue to withhold child support/alimony despite the employee's bankruptcy.

Involutary deductions are entered into the FLAIR- PYRL - Collections Subsystem by the Bureau of State Payrolls Collections Team.

The involutary deduction codes utilized currently are:

- 0223 – Ethics Fines
- 0225 – IRS Tax Levy
- 0333 – Student Loan Repayment
- 0600 – Court Ordered Support and Chapter 13 Bankruptcy Orders
- 0610 – Writ of Garnishment and Federal Garnishments

Warrants produced from these deductions are mailed directly to the payee(s) listed in the order.

The agency should inform BOSP at [BOSPCollections2@myfloridacfo.com](mailto:BOSPCollections2@myfloridacfo.com), as soon as they become aware of salary payment on which an involuntary deduction has been or will be taken and the following has or is about to occur:

- a. The agency intends to cancel a paper salary warrant.
- d. The employee has received an overpayment of salary.
- c. The employee is terminating State employment or moving to another state agency.
- d. The employee is moving to another agency through a type 2 transfer.

If any of these situations occur, and BOSP is informed prior to making the payment to the vendor, the payment can be stopped, and a journal transfer (JT) be processed moving the deduction amount back to the agency's account.

If the agency is unable to notify BOSP in time to stop a collection warrant as described above, it will be the agency's responsibility to recover from the employee or the payee any amounts improperly remitted.

It is very important to use the payroll system correctly. Involuntary deductions will be pulled on all Pay Cycle 1 (Biweekly) and 2 (Monthly) payments. Supplemental payments must be coded Pay Cycle 3 (Biweekly) or 4 (Monthly) for FLAIR-PYRL to deduct the amount of child support left owing from the original wage payment, but not pull an amount that has already been paid.

Employees may not be discharged or otherwise discriminated against because of an involuntary deduction order.

## **B. FEDERAL TAX LEVY – DEDUCTION CODE 0225**

The Internal Revenue Service may demand that a State employee's wages, salary, and other income be levied to satisfy the employee's tax liability with the federal government.

The IRS sends Form 668-W, Notice of Levy on Wages, Salary, and Other Income. This form consists of six parts. Part 1 is the employer's copy, informing the employer of the amount of the levy and the employer's obligation to withhold and remit the levy amount.

Parts 2-5 must be given to the employee. Part 2 is the employee's copy of the levy notice. Parts 3- 5 require the employee to provide information to the employer and the IRS regarding his or her tax filing status and any dependents who can be claimed as personal exemptions (except children covered by a child support order against the employee). Parts 3 and 4 must be returned to the employer within three (3) days of the date the employer receives the form. The employer then sends Part 3 to the IRS (after completing the reverse side) and keeps Part 4. Part 5 is the employee's copy of the tax filing status and exemption information. Part 6 is retained by the IRS.

All amounts paid to an employee are subject to levy unless specifically exempt under the Internal Revenue Code or IRS regulations. Federal tax levies are not governed by the exemption rule that apply to garnishments or child support withholding orders under the Consumer Credit Protection Act (CCPA). The amount of the employee's income that is exempt from levy is determined for the year the levy is received. The employee is also entitled to additional exempt amounts if the employee

and/or the employee's spouse is at least 65 years old and/or blind. If the employee does not submit a verified, written statement regarding the employee's tax filing status and number of dependents, the employer must figure the exempt amount as if the employee's filing status is married filing separately with one exemption. Employers cannot rely on the employee's Form W-4 to determine the filing status and number of exemptions. The IRS issues tables for figuring the exempt amount each year as IRS Publication 1494.

BOSP determines the amount that will be deducted each pay period. When the levy is released by the IRS, the deduction will be stopped. Money collected will be remitted to the Internal Revenue Service

BOSP must continue to withhold and make levy payments until Form 668-D, Release of Levy/Release of Property from Levy, is received. This means BOSP may not stop withholding when the payments match the total due the IRS stated on the front of Part 1 of Form 668-W. Withholding must continue because interest and possible penalties continue to accumulate on the amount remaining due after each levy payment is made. Form 668-D will contain the final amount due and release the employee's wages from levy after that amount is paid.

#### **AGENCY/BOSP RESPONSIBILITY:**

- a. If the employee named on Form 668-W is no longer employed when the form is received, the Agency must note that on the reverse side of Part 3 and return it to the IRS, along with the employee's last known address.
- b. If the employee terminates employment with the State of Florida while the levy is in effect, the Agency should immediately notify BOSP providing the termination date, name, and address of the employee's new employer (if known). BOSP will notify the IRS office.

### **C. CHILD SUPPORT/SPOUSAL SUPPORT**

#### **Uniform order to withhold**

In October 2020, the Office of Child Support Enforcement released a revised version of the standard child support withholding order, *Income Withholding for Support (IWO)* that employers should be seeing in all of their withholding situations, whether initiated by a state child support enforcement agency, a court, or a private entity. This form serves as an order to withhold when issued by a state or tribal IV-D agency, a court, or an attorney authorized by state law to issue withholding orders. If the form is issued by any other individual or entity, it must be accompanied by a copy of the underlying withholding order before the employer is required to begin withholding. If the form is served by an attorney authorized by state or tribal law to issue withholding orders, the attorney must include a copy of the state or tribal law containing such authorization.

These orders must continue until BOSP receives a Termination of Income Withholding Order (IWO), or other orders signed by a Judge terminating the withholding.

**Wages**

Wages are defined as any form of payment to an individual, regardless of source, including, but not limited to wages, salary, commissions and bonuses, disability benefits, and any other payments made by state government.

According to the opinion letter, CCPA2018-INA, 4-12-18, The Wage and Hour Division of the U. S. Department of Labor (WHD) placed Lump-Sum payments into three categories based on whether the CCPA applies:

**Lump-sum payments fully covered.** Commissions and bonuses are covered by the CCPA and include discretionary and nondiscretionary bonuses, commissions, performance bonuses, merit increases, safety awards, signing bonuses, moving and relocation incentive payments, holiday pay, termination pay, and severance pay. These payments are clearly made for employees' services.

**Lump-sum payments partially covered.** The WHD said workers' compensation and insurance settlements must be reviewed carefully. The position of the payments to replace wages are earnings subject to the CCPA. However, portions for medical expenses are not covered. Portions of insurance settlements for back or front pay are covered under the CCPA, but payments for compensatory or punitive damages are not. The distinction is which portions are payments for employees' services.

**Lump-sum payments not covered.** Buybacks, this is a way for the employee to return money and do not relate to an employee's personal service.

**Disposable Earnings**

Disposable earnings are determined by subtracting all deductions required by law from an employee's gross earnings from wages, commissions, bonuses, etc. Deductions required by law include but are not limited to federal withholding tax, social security and Medicare tax, mandated payments for state employee retirement systems, and health insurance. Voluntary deductions, such as life insurance premiums, union dues, are not subtracted from earnings to calculate disposable earnings.

Under the CCPA, the maximum amount that can be withheld from the employee's disposable earnings for spousal or child support is stated in the Income Withholding Order.

**AGENCY/BOSP RESPONSIBILITY:**

The agency should promptly notify BOSP if an employee, with an involuntary deduction, terminates or has moved to another state agency. If upon termination, the agency is aware of an employee's change of home address or of the employee's new employer, it is required that this information be provided to BOSP so we may comply with 61.1301(2)(K), F.S.

F.S. 61.1301(2)(k): When a payor no longer provides income to an obligor, he or she shall notify the obligee and, if the obligee is a IV-D applicant, the IV-D agency and shall also provide the obligor's last known address and the name and address of the obligor's new payor, if known. A payor who violates this subsection is subject to a civil penalty not to exceed \$250 for the first violation or \$500 for a subsequent violation. Penalties shall be

paid to the obligee or the IV-D agency, whichever is enforcing the income deduction order.

#### **D. WRIT OF GARNISHMENT – DEDUCTION CODE 0610**

The State of Florida has waived sovereign immunity in garnishment proceedings relating to the salary or wages of its employees. See Section 77.0305, Florida Statutes. Any successful effort to collect an alleged debt directly from the State of Florida will require compliance with Chapter 77, Florida Statutes.

Section 215.965, Florida Statutes mandates that all payments disbursed from the State Treasury be made payable to the ultimate beneficiary unless a statutory exemption exists. A voluntary wage deduction made by a state employee is not one of the statutorily specified exceptions. Consequently, the Bureau of State Payrolls is not lawfully authorized to comply with a voluntary wage deduction.

A Continuing Writ of Garnishment is a court ordered legal process for collecting a monetary judgement on behalf of a plaintiff from a defendant and shall be issued by the court or by the clerk on the order of the court and must be served on the agency's legal counsel. If the order is not submitted to BOSP from the agency's legal counsel with the required **DFS-A3-1928** Bureau of State Payrolls Garnishment Fax Form attached, it will be returned.

The involuntary deduction is established by garnishing the state employee's wages upon receipt of the Continuing Writ of Garnishment. All funds collected will remain on hold with BOSP until the agency's Legal Office sends the Final Judgement of Garnishment Against Salary or Wages.

It is the responsibility of the agency's legal office to send any subsequent documentation, i.e. Final Orders, Satisfaction, and Dismissal. When the balance for the Writ reaches zero, the agency's legal office must provide BOSP with an updated balance or a Satisfaction of the Writ.

To stop this type of garnishment, BOSP must receive a court order stopping the garnishment, which is usually in the form of one of the following:

- An Order Granting Claim of Exemption
- Satisfaction of Final Judgement of Garnishment
- Plaintiff's Notice of Dismissal of Garnishee
- Plaintiff's Notice of Dissolution for Writ of Garnishment

Refer to Florida Statutes 77.031 – Issuance of writ before judgement.

#### **1. AGENCY'S LEGAL OFFICE RESPONSIBILITIES**

- a. All court documents should be served in accordance with section 48.111, F.S. Service of garnishment writs must be on the employing state agency. The Bureau of State Payrolls will not respond on behalf of an agency served.
- b. Upon receipt of service of a garnishment applicable to a judgment, the agency served shall, within two (2) working days of service, determine if the judgment debtor is currently employed and if any wage amounts are due and owing to the judgment debtor by the agency.

If the judgment debtor is currently employed, and if amounts are due and owing, the employing agency shall, on the same day of that determination submit a copy of the garnishment and form **DFS-A3-1928**, Bureau of State Payrolls Garnishment Fax Form, to the Bureau of State Payrolls. Agencies can either fax the information to (850) 413-5897 or send via email to [BOSPCollections2@myfloridacfo.com](mailto:BOSPCollections2@myfloridacfo.com). (see Bureau's Responsibilities below)

- c. The agency served shall prepare and file an Answer for the court to the garnishment, considering:
  - (a) Whether the agency has been properly served with the garnishment.
  - (b) Whether sovereign immunity has been waived due to the underlying cause of action having occurred on or after October 1, 1993, and the nature of the underlying cause of action; and
  - (c) If the judgment debtor is currently employed by the employing agency, the amount of disposable earnings as calculated by the Bureau.
- d. At the same time the response to the garnishment is prepared, the employing agency shall mail a partially completed Debt Garnishment Information Form, **DFS-A3-1927**, to the judgment creditor (or judgment creditor's attorney) instructing the judgment creditor to return the completed original form to the employing agency. The employing agency shall forward the completed original form to the Bureau.
- e. The employing agency shall submit, to the Bureau of State Payrolls, a copy of the court's final order of garnishment to the Bureau within two (2) working days of receipt, with form **DFS-A3-1928**, Bureau of State Payrolls Garnishment Fax Form. This information can be faxed to (850) 413-5897 or send via email to [BOSPCollections2@myfloridacfo.com](mailto:BOSPCollections2@myfloridacfo.com).
- f. If a judgment debtor is compensated simultaneously by more than one State agency, garnishment deductions will be taken only from salary payments of the employing agency served. Separate garnishment service must be made on each employing agency. An employing agency must disclose to the judgment creditor all dual employment arrangements of a judgment debtor.
- g. In the event the judgment debtor terminates employment with an employing agency, or is part of a type 2 transfer, notice of the termination/transfer must be sent to the Bureau by the State agency. Should the judgment debtor not terminate from State employment, but begin working for a new agency due to the type 2 transfer, the judgment creditor must serve the new employing agency. No deductions will be made from the new employing agency's payments to the judgment debtor until proper service has been made on the new employing agency and notification received by the Bureau.
- h. Notification that the judgment has been satisfied or that the garnishment has been fully paid must be sent with form **DFS-A3-1928**, DEBT GARNISHMENT COLLECTION DEDUCTIONS, to the Bureau of State Payrolls. Agencies can either fax the information to (850) 413-5897 or send via email to [BOSPCollections2@myfloridacfo.com](mailto:BOSPCollections2@myfloridacfo.com).
- i. All notices, correspondence, or interoffice memoranda related to garnishment sent to the Bureau must include a complete case style.

It is the agency's responsibility to advise the employee of the debt garnishment and the Head of Household exemption. The Clerk of the Court will attach to the writ: "Notice to Defendant of Rights Against Garnishment of Wages, Money, and Other Property" as per Chapter 77.041, Florida Statutes. It gives the employee a statement of their rights and instructs them on how to submit the Claim of Exemption as well as request a hearing. The form must be filed at the Clerk's Office of the county in which the case is filed. The form must be signed before the notary public/deputy clerk before filing. If the Judge deems this as applicable, the employee could receive an Order to Dissolve the writ and the case will be dismissed. In this case, the employee will receive any monies back that were deducted from his/her wages.

**2. The Bureau of State Payrolls Responsibilities:**

- a. Upon receipt of the garnishment applicable to a judgment from the employing agency, and the DFS-A3-1928, Bureau of State Payrolls Garnishment Fax Form, the Bureau will calculate disposable earnings based upon the judgment debtor's gross salary for the most recent pay period. The Calculation for Debt Garnishment Excel Spreadsheet will be emailed to the employing agency by the Bureau within two (2) working days of receipt.
- b. Prior to receipt of the final order of garnishment, the Bureau will presume that all judgment debtors do not meet the definition of head of family and are not eligible to claim limits on garnishment provided in section 222.11, F.S.
- c. The Bureau will make its best effort to begin making the garnishment deduction on the next payroll processed for the judgment debtor after first receipt of the garnishment from the employing agency.
- d. The Bureau will make the first remittance with a remittance advice to the judgment creditor after receipt of the final order of garnishment and after receipt of the Judgment Debtor Information Form DFS-A3-1927 from the employing agency. The remittance advice will identify the judgment debtor by name, court case number, social security number and amount. In the event that a remittance to a single judgment creditor relates to multiple judgment debtors, each individual amount will be identified. Subsequent remittances will be sent to the judgment creditor not later than two (2) working days from the date of the judgment debtor's wage payment from which the garnishment amount was deducted.
- e. The Bureau will deduct from each remittance the fee authorized by section 77.0305, Florida Statutes, for administrative costs.

**E. STUDENT LOAN REPAYMENT - DEDUCTION CODE 0333**

In 1991, Congress amended the Higher Education Act to allow for garnishment of an employee's wages to repay delinquent loans. Employees must receive at least 30 days' notice before withholding begins and must be given a chance to work out a repayment schedule with the agency guaranteeing the loan to avoid garnishment.

Student loan garnishments are subject to the following restrictions:

No more than the lesser of 15% of an employee's disposable earning (defined as earnings minus amounts required to be deducted by law and to pay for health insurance) or the excess of the employee's disposable earning over 30 times the federal hourly minimum wage then in effect may be garnished to satisfy a delinquent student loan unless the employee consents in writing to a higher percentage.

Even though the Higher Education Act limits garnishments to 15% of an employee's wages, this limit applies to each individual holder of a student loan. When an employee faces multiple student loan garnishments, the maximum amount that can be garnished in total is the CCPA limit of 25% of disposable earnings or the excess of the employee's weekly disposable earnings above 30 times the federal minimum hourly wages, whichever is less.

#### **F. FEDERAL AGENCY DEBT COLLECTION – DEDUCTION CODE 0333**

In 1996, Congress enacted the Debt Collection Improvement Act. Part of this law allows federal government agencies that administer a program under which they provide money to individuals to garnish the wages of individuals who fail to repay their debt according to their agreement with the agency. These garnishments can be applied only to non-tax debt, since tax debts are collected through tax levies issued by the IRS. This law preempts state laws governing garnishments.

No more than the lesser of 15% of an employee's disposable earning (defined as earnings minus amounts required to be deducted by law and to pay for health insurance) or the excess of the employee's disposable earning over 30 times the federal hourly minimum wage then in effect is the maximum amount that may be garnished.

#### **G. ETHICS FINES – DEDUCTION CODE 0223**

Florida Statutes 112.3144, Full and public disclosure of financial interest states each state officer and each specified state employee shall file a statement of financial interests no later than July 1 of each year with the Commission on Ethics. Not later than August 1 of each year, the commission shall determine which persons required to file a statement of financial interests in their respective offices have failed to do so and shall send delinquency notices requesting the statement by September 1 of the current year; that, if the statement is not filed by September 1 of the current year, a fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500.

#### **H. BANKRUPTCY ORDERS – DEDUCTION CODE 0600**

Bankruptcy is governed by the Federal Bankruptcy Code. Once an employee voluntarily declares bankruptcy or is found to be bankrupt by a court, the satisfaction of the employee's creditors is handled by the "bankruptcy trustee", who is appointed by the court.

Once BOSP receives the Chapter VII Bankruptcy Order, all deductions, with the exception of current child support orders will be stopped.

Bankruptcy orders issued under Chapter XIII of the Bankruptcy Act take priority over any other claim against the employee's wages, including a federal tax levy received before the bankruptcy order, but excludes child support orders.



The reasoning behind discontinuing withholding for other garnishments, once a bankruptcy order is received, is that the debts underlying those garnishments will be paid by the trustee out of the money withheld under the bankruptcy order.

#### **I. AGENCY RESPONSIBILITIES FOR ALL INVOLUNTARY DEDUCTIONS**

Any new withholding documents or amendments to existing documents received by the agency should be forwarded to BOSP, upon receipt. Documents may be faxed to (850) 413-5897 or emailed to [BOSPCollections2@myfloridacfo.com](mailto:BOSPCollections2@myfloridacfo.com).

**A. GENERAL**

Beginning in 1951, states were allowed to enter into voluntary agreements with the federal government to provide social security coverage to their employees. These are called “Section 218 Agreements,” because they are authorized by section 218 of the Social Security Act under title 42 of the United States Code. See [Internal Revenue Service \(IRS\) Publication 963, Federal-State Reference Guide](#). If a Section 218 Agreement between a state and the federal government classifies the occupant of a position as an employee who is covered by the Agreement, then that individual in that position is an employee for Social Security Act purposes and is subject to social security tax, Medicare tax and income tax withholding by the employing state agency.

Several Florida state agencies pay board members and commissioners for services performed. Under the state of Florida’s Section 218 Agreement with the Social Security Administration, board members and commissioners are classified as employees covered by the Agreement. Therefore, because these board members and commissioners are employees for Social Security Act purposes, all fee payments made to board members and commissioners by state agencies must be issued through the Bureau of State Payrolls (State Payroll System) and not through the Bureau of Auditing (Expense System).

Processing payments through the Bureau of State Payrolls (BOSP) will ensure the state of Florida remains in compliance with its Section 218 Agreement and that applicable taxes on fee payments made to board members and commissioners will properly be deducted and reported to the IRS. It will also result in each paid board member and commissioner receiving a Form W-2 rather than a Form 1099.

For agencies that use the People First System, submit board member and commissioner fee payments to BOSP as follows:

- All paid board member or commissioner positions must be established as an Other Personal Services (OPS) position in the People First System using **Sub-Group C: Board Members**. Create these positions by using the ORG Management feature in People First. This will automatically assign the appropriate object code (1210) to each payment processed through the State Payroll System.
- All paid board members and commissioners must be established in the People First System through the *Personnel Action Request* (PAR) function and have a completed Form W-4 on file. The board members and commissioners will be assigned a People First ID, which will be used to initiate the payment.
- Payments can be initiated by either submitting a one-time payment requisition or through the submission of a timesheet.
  - One-time, nonrecurring payments not based on an employee timesheet can be created in People First using either the *One-Time Regular Payroll Pay* or *Supplemental Pay* functions. The *One-Time Regular Payroll Pay* function is used to create payments for the regular payroll (biweekly or monthly). The *Supplemental Pay* function is used to create payments for the supplemental payroll. Agencies should select the appropriate screen based on the desired warrant date the board member or commissioner is to receive the payment.

## **PAYROLL PROCESSING      BOARD MEMBERS AND COMMISSIONERS FEE PAYMENTS**

- Board members and commissioners receiving payments based on an employee timesheet should complete and submit their timesheets in a timely manner to avoid delays in payment.

For agencies that do not use the People First system, submit board members and commissioner fee payments to BOSP using the On-Demand Payroll System. Please see [Volume IV, Section 9](#), of this manual for information regarding On-Demand.

For assistance with the People First, please contact the People First Service Center at (866) 663-4735.

**A. GENERAL INFORMATION**

An online system must have security measures in place to prevent unauthorized persons from accessing sensitive data that they do not have the authority to access. Only authorized users with a valid agency organization code, user id and password will be able to access the Florida Accounting Information Resource (FLAIR) payroll system, PYRL. Access will be denied if an incorrect agency organization code or user id and password combination is entered.

There are two types of authorizations to access PYRL:

1. Access Control sign-on
  - The access control sign-on is only assigned to the Access Control Custodian(s). Each agency has at least one Access Control Custodian. The Access Control Custodian grants employees the appropriate access to the functions and directories in PYRL.
2. Operating sign-on.
  - The Operating sign-on permits access to specific functions and directories associated with the sign-on credentials.

A single sign-on cannot access both Access Control and Operating files.

The Department of Financial Services (DFS) Chief Financial Officer will assign each agency an Operating Level Organization (OLO) Access Control Function. It is the responsibility of each agency to designate an Access Control Custodian (ACC). To assign an initial Agency ACC a written (email) request should be sent to the BOSP Employee Records section. This request must be submitted by the employee's supervisor (or higher) at the employing agency.

The written (email) request should include the following:

- The name, employee id, position title, phone number and email address of the Access Control Custodian
- The PYRL Access Form to indicate the level of access that the Access Control Custodian should be granted.

The BOSP Employee Records section can assist with modifying, deleting or setting up new access for a PYRL Access Control Custodian at each agency. BOSP will set up the appropriate access and notify the requestor and Access Control Custodian that access has been granted, modified or removed.

The agency Access Control Custodian is responsible for:

- Adding additional agency Access Control Custodians
- Adding Operating users for their agency personnel
- Resetting passwords for agency employees who allow passwords to expire
- Removing access for employees who should no longer have access to the payroll system due to termination, suspension or reassignment of duties
- Monitoring agency user access on a regular basis. It is recommended by BOSP that agencies perform a quarterly review of all users within the agency.

The degree to which this responsibility is delegated within an agency is at the discretion of each agency. This will depend on how much the agency's personnel office is centralized or decentralized.

An agency with a centralized personnel office may choose to appoint only two (primary and an alternate) Access Control Custodians for the entire agency, whereas an agency with a decentralized personnel office may choose to delegate the authority to several individuals at different levels or locations. This delegation can continue down to Bureau and Section levels, if this meets the requirements of the agency. An agency back-up Access Control Custodian should be established for the primary Access Control Custodian. Regardless of the organizational structure of the personnel and payroll offices, special care should be taken when determining the number of individuals to be allowed Access Control to PYRL. Job changes, suspensions and terminations should be immediately addressed by removing affected employees' access using the access control function.

**EXAMPLE:** An agency's Access Control Custodian is located in Tallahassee. The agency also has two other divisions in other cities. The agency's Access Control Custodian delegated the access control function to one individual in each of the divisions. Each division level Access Control Custodian will assign access to all operating functions within his/her division.

## **B. ACCESS CONTROL CUSTODIAN**

Once the agency has designated an Access Control Custodian(s) and access control functionality has been assigned, it is then the responsibility of the custodians to assign operating functions to designated agency personnel.

When assigning access to functions, the Access Control Custodian can assign access only at or below their own access level. The levels of access that may be assigned are as follows:

U – (Update) this level of access permits the user to add, update, or inquire into records.

I – (Inquiry) this level of access permits the user to inquire into records but has no capability to add or update records.

P – (Prohibited) this level of access prohibits access to records. The user cannot add, update, or inquire into records.

The Access Control Custodian automatically has authority to grant the capability equal to or less than their own. If the custodian's access level is U for a function, he/she may assign another employee access of U, I, or P.

If the Access Control Custodian's access level is I, then he /she may assign an I or P to another user but is unable to assign an access level of U.

If the Access Control Custodian's access level is P, then he/she cannot grant any level of access to that function to any users.

This security provides the custodian with the capability of limiting not only who has access to the system, but also whether they have the capability to update or inquire upon a record.

**NOTE TO ACCESS CONTROL CUSTODIANS:** It is important that Access Control Custodians keep their password current. To do this, custodians must log into the system using their Access Control Custodian password at least once every 60 days. This access needs to be maintained so custodians can assist others in their agency. If an Access Control Custodian needs a password reset, he/she should send an email request to the BOSP Employee Records section requesting a reset and include their user id.

**C. REVIEW OF SECURITY MEASURES**

Agencies must have procedures in place to periodically review internal security measures that ensure proper internal controls exist. This review is subject to audit by BOSP. Several items to assist in this review are:

1. To maintain proper internal control over payroll records, it is important that the agency develop adequate security measures. This is done by providing passwords for individuals at specific organization levels who need access to the operating files and by limiting access to only those functions that are needed to perform their duties.
2. For identification purposes, assign an appropriate user id for each user. The user id is made up of 3 alphanumeric characters and should always consist of the user's initials. For example, John A. Smith's user id should be JAS or if this id is already being used then JS1 could be used for his user id.
3. The "DESCRIPTION" field is reserved for the Employee Id (People First Id) and the employee's position title. This information is required to be entered for all users.
4. Be sure to delete access in a timely manner for persons who leave your agency's employ or whose job duties no longer require the current assigned access. This should also include any suspended employees for any length of time.
5. To prevent unauthorized access to sensitive computer files, it is imperative that users log off when not working in the PYRL system or when leaving their terminal unattended.
6. **Under no circumstances should users share a user id.** Users should be reminded to keep their password safe and to not share it with others.
7. Access to the PYRL system must be reviewed at least quarterly to ensure that users only have the access that is needed to perform their duties.

**IMPORTANT:** Access Control custodians should monitor the functions assigned to active users. There is sensitive information in the Payroll Data Base and prudent judgment should be exercised in utilizing the information. The amounts of deduction for tax sheltered annuities and deferred compensation is exempt from the public record law, as are the home addresses of Law Enforcement personnel and Social Security numbers of State employees.

**D. SIGN-ON PROCEDURES**

The PAYROLL SIGN-ON screen in FLAIR is used to gain access to PYRL. The user id used when signing on will determine whether the user has access as an Access Control Custodian or as an Operator. An authorized organization code, user ID, and password must be entered before the user will have access to the database. To sign on:

1. Access FLAIR from the FLAIR LOGON Screen.
2. The CICS screen appears. Type PYRL, and then press the ENTER key.
3. The news screen appears. After checking for unread updates, press the ENTER key.

4. Enter the appropriate 4-character organization code in the ORGANIZATION field;
5. Enter the 3-character user id in the INITIALS field;
6. Enter the 8-character alphanumeric password in the PASSWORD field.

To log in after a password is reset or for the first time, the user must use the temporary password provided to them by the Access Control Custodian.

- a. Once they have entered the temporary password, the system will prompt them to set up their own unique 8-character alphanumeric password that includes at least one upper case letter, one lower case letter and one number.
- b. The system will prompt the user to enter their new password twice for verification. The user should enter their password in the “New Password” field and then reenter the password in the “New Password Verification” field and then press the ENTER key. Depending on the user’s functionality, either the PAYROLL MAIN MENU (operating functionality) or the PAYROLL ACCESS CONTROL MENU will appear on the screen.

The screenshot shows a terminal window titled "PAYROLL SIGN-ON". It contains the following text:

```
PAYROLL SIGN-ON

ORGANIZATION: *****
INITIALS: _____
PASSWORD:

ENTER THE FOLLOWING ONLY IF YOU WANT TO CHANGE YOUR PASSWORD
NEW PASSWORD:
NEW PASSWORD VERIFICATION:
_____
```

## **E. GRANTING ACCESS TO OPERATING USERS AND ACCESS CONTROL CUSTODIANS**

### **Access Control Custodians**

1. After completing the sign-on procedures as an Access Control Custodian, the PAYROLL ACCESS CONTROL MENU will appear on the screen.

- A list of options is located at the bottom of the screen. To add a new user, type A (add new record) in the SEL field (top left-hand corner of the screen).

```

                                PAYROLL ACCESS CONTROL MENU
                                L1 L2 L3 L4 L5
SEL: A      ORGANIZATION...: 43 ** ** ** ***
                                INITIALS.....: JAD
                                LAST NAME.....: DOE
                                FIRST NAME.....: JANE          MI: A
                                GROUP LEVEL....: A
                                USER GROUP(OLO): 4300

SEL
A  ADD NEW RECORD      - ORGANIZATION, INITIALS, GROUP LEVEL, USER
                                GROUP REQUIRED
I  INQUIRE EXISTING RECORD - ORGANIZATION AND INITIALS REQUIRED
U  UPDATE EXISTING RECORD  - ORGANIZATION AND INITIALS REQUIRED
M  SUMMARY LIST OF RECORDS - ORGANIZATION REQUIRED
C  CUSTODIAN MASS UPDATE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                                QUIT  RETRN

```

- In the ORGANIZATION field below the headings of L1 L2 L3 L4 and L5 field, the 8-character organization code as shown above will automatically display. When adding a user at your same organization level, you do not need to change the organization code. If you are adding a person below your organization level, key over the asterisks with the proper organization level code. By leaving asterisks, you grant the user statewide access to all levels of the organization that have asterisks.
- In the INITIALS field, enter the 3-character user ID (employee's initials) identifying the user being added. Each user ID must be unique and cannot be a duplicate of any user ID already assigned. Remember, the user ID should always consist of the user's initials. For example, John A. Smith's user id should be JAS or if this id is already being used then JS1 could be used for his user id.
- In the LAST NAME and FIRST NAME fields, enter the first and last name of the user being added. The MI field, for the middle name is optional.
- In the GROUP LEVEL field, type A for agency or S for Statewide. Agencies are only able to set up access for Group Level A, BOSP can set up access with Group Level S.
- The OLO that corresponds to the Access Control Custodian is automatically displayed by the system in the USER GROUP (OLO) field.
- Press the ENTER key and the PAYROLL ACCESS CONTROL - ADD screen will be displayed (see below).



```

PAYROLL ACCESS CONTROL - UPDATE

USER  GROUP
GROUP LEVEL ORGANIZATION INITIALS AC DESCRIPTION STATUS
4300   A   43*****      JAD   N #0111265, ACCOUNTANT IV
LAST NAME: DOE          FIRST NAME: JANE      MI: A
*           *           *           *
P P COLLECTION AGN  P P COLLECTION CSR  P P COLLECTION FPT  U I COLLECTION IRS
P P COLLECTION PSR  P P COLLECTION XSL  U I COURT ORD SUPP  U I DEBT GARNISH
U P ETHICS FINES    U I ST LOAN REPAY  U P AGCY FILE CERT  U P BACKPAY ADD
U P BACKPAY-APPROV  U U BATCH CONTROL  P P CJIP AUTH FILE  U I DATA ENTRY
U I DEFERRED COMP   U P DUPLICATE W2'S  U P EFT DELETION    P P EMP TRAVEL
I I EMPLOYEE INFO   U P FORM CONTROL    P P MAN PAY APPRL   P P MAN PAY INPUT
U I MISC. ADD        U U MISC. APPROVAL  U U NONCASH APPRV   U I NONCASH INPUT
U I ONDEMAND APPRL   U I ONDEMAND INPUT  P P OTHER ERN APPR  P P OTHER ERN INPT
U U PAYMENT IND      U P PTB/DISB - ADD  U P PTB/DISB APPRV  U I REF REV APPROV
U U REF REV INPUT    P P REPORT SCHEDUL  U I RET APPROVAL    U U RET INPUT
U P RETIREMENT DRP   U U SAL REFUND APP  U I SALARY REFUND   U U SSN ADJ APPRVL
- DIRECTORY MAINTENANCE * PASSWORD'S FUNCTION CONTROL CODES
MORE FUNCTIONS ARE AVAILABLE ON THE NEXT SCREEN
NEXT: SEL ORGANIZATION 43 ** ** ** *** INITIALS OLO 4300
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          RETRN          BKWRD FRWRD          CAN

```

9. To complete assigning access, add information as follows:
- The organization level and initials entered on the Access Control screen will automatically display near the top of this page under the ORGANIZATION and INITIALS headings respectively. These fields are protected and cannot be changed.
  - In the AC (access control) field, enter Y if the user you are setting up is to perform Access Control Custodian functions using the user id displayed at the top of the screen. Enter N if the employee you are setting up is to perform operating functions using the user id displayed at the top of the screen. The same user id cannot access both access control and operating functions.
  - WHEN SETTING UP ANOTHER ACCESS CONTROL CUSTODIAN, ASSIGN THEM THE SAME LEVEL ACCESS YOU HAVE BEEN GRANTED FOR EACH FUNCTION.
  - In the DESCRIPTION field enter the user's employee id (People First ID) and position title.
  - The last and first name entered on the Access Control Screen will automatically display under the LAST and FIRST NAME Headings.
  - Two columns are displayed next to the functions. The first column contains the access level **your** Access Control Custodian user ID has been granted. You cannot change values in this column.

Changes can only be made to the access levels in the second column, this is the user's access and is indicated by an \* above the 2<sup>nd</sup> column. In the second column, enter the access level for each function for the user you are setting up. Remember, the Access Control Custodian can assign access only at or below the access level that he/she has been granted. Levels of access that may be assigned are:

U – (Update) this level of access permits the user to add, update, or inquire into records.

I – (Inquiry) this level of access permits the user to inquire into records but has no capability to add or update records.

P – (Prohibited) this level of access prohibits access to records. The user cannot add, update, or inquire into records.

```

PAYROLL ACCESS CONTROL - UPDATE

USER  GROUP
GROUP LEVEL ORGANIZATION INITIALS AC DESCRIPTION STATUS
4300   A   43*****      JAD      #011265, ACCOUNTANT IV
LAST NAME: DOE      FIRST NAME: JANE      MI: A

*
P P COLLECTION AGN  P P COLLECTION CSR  P P COLLECTION FPT  U I COLLECTION IRS
P P COLLECTION PSR  P P COLLECTION XSL  U I COURT ORD SUPP  U I DEBT GARNISH
U P ETHICS FINES    U I ST LOAN REPAY    U P AGCY FILE CERT  U P BACKPAY ADD
U P BACKPAY-APPROV  U U BATCH CONTROL   P P CJIP AUTH FILE  U I DATA ENTRY
U I DEFERRED COMP   U P DUPLICATE W2'S   U P EFT DELETION    P P EMP TRAVEL
I I EMPLOYEE INFO   U P FORM CONTROL     P P MAN PAY APPRL   P P MAN PAY INPUT
U I MISC. ADD        U U MISC. APPROVAL   U U NONCASH APPRV   U I NONCASH INPUT
U I ONDEMAND APPRL  U I ONDEMAND INPUT   P P OTHER ERN APPR  P P OTHER ERN INPT
U U PAYMENT IND      U P PTB/DISB - ADD   U P PTB/DISB APPRV  U I REF REV APPROV
U U REF REV INPUT    P P REPORT SCHEDUL  U I RET APPROVAL    U U RET INPUT
U P RETIREMENT DRP   U U SAL REFUND APP   U I SALARY REFUND   U U SSN ADJ APPRVL
- DIRECTORY MAINTENANCE * PASSWORD'S FUNCTION CONTROL CODES
  MORE FUNCTIONS ARE AVAILABLE ON THE NEXT SCREEN
NEXT: SEL  ORGANIZATION 43 ** ** ** ** INITIALS  OLO 4300
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      RETRN      BKWRD FRWRD      CAN

```

**NOTE:** Great care should be exercised when assigning (U) update or (I) inquiry capabilities. For internal control purposes, only the level of access necessary for the performance of the user's duties should be assigned.

- g. To grant access to payroll directories, type an X in the DIRECTORY MAINTENANCE field at the bottom of the update screen and press Enter. The first of several DIRECTORY MAINTENANCE FUNCTIONS screens will be displayed.

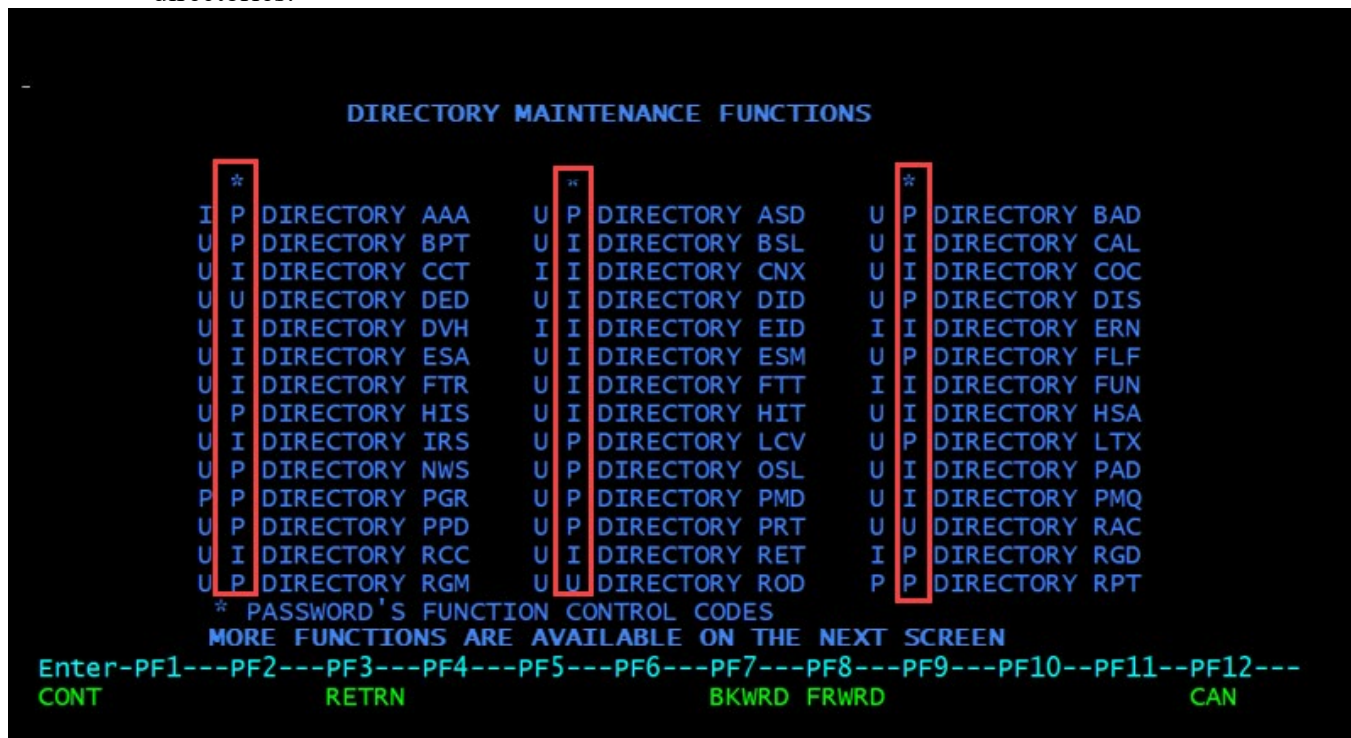
```

U P RETIREMENT DRP  U U SAL REFUND APP  U I SALARY REFUND  U U SSN ADJ APPRVL
- DIRECTORY MAINTENANCE * PASSWORD'S FUNCTION CONTROL CODES
  MORE FUNCTIONS ARE AVAILABLE ON THE NEXT SCREEN
NEXT: SEL  ORGANIZATION ** ** ** * INITIALS  OLO ****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      RETRN      BKWRD FRWRD      CAN

```

- h. The DIRECTORY MAINTENANCE FUNCTIONS screens display two columns to the left of each directory. The first column contains the access level your Access Control Custodian user ID has been granted. You cannot change values in this column. Changes can only be made to the access levels in the second column, this is the user's access and is indicated by an \* above the 2<sup>nd</sup> column. In the second column, enter I to the left of each function to which

the user is to have inquiry access. Agencies can be given only (I) inquiry access to the directories.



- i. Use the PF8 key to proceed to the next DIRECTORY MAINTENANCE FUNCTIONS screen. Use the PF3 key to return to the PAYROLL ACCESS CONTROL - UPDATE screen.

From the PAYROLL ACCESS CONTROL - UPDATE screen, you can use the NEXT line near the bottom of the screen to add or update other users, or you can use the PF3 key to return to the PAYROLL ACCESS CONTROL MENU screen.

## F. VIEW USER'S ACCESS CONTROL RECORD

To view an existing user's access, sign-on using your Access Control Custodian user id

1. In the SEL field, type I.
2. In the 8-character L1 L2 L3 L4 L5 field, type the organization level to which the user has access. This organization level will be at or below your organization level.
3. Type the user's 3-character user id in the INITIALS field.
4. Press the ENTER key and the PAYROLL ACCESS CONTROL –INQUIRY screen will be displayed. The access listed in the first column is the access of the Access Control Custodian. The access listed in the second column, with the \* above it is the access of the inquired user.



```

PAYROLL ACCESS CONTROL - INQUIRY

USER  GROUP
GROUP LEVEL ORGANIZATION INITIALS AC DESCRIPTION STATUS
4400   A   44*****      JAD   N   JANE DOE, 0111265
LAST NAME: DOE          FIRST NAME: JANE          MI: A
*                *                *                *
P P COLLECTION AGN    P P COLLECTION CSR    P P COLLECTION FPT    U I COLLECTION IRS
P P COLLECTION PSR    P P COLLECTION XSL    U I COURT ORD SUPP    U I DEBT GARNISH
U P ETHICS FINES      U I ST LOAN REPAY    U P AGCY FILE CERT    U P BACKPAY ADD
U P BACKPAY-APPROV    U U BATCH CONTROL    P P CJIP AUTH FILE    U I DATA ENTRY
U I DEFERRED COMP     U P DUPLICATE W2'S    U P EFT DELETION      P P EMP TRAVEL
I I EMPLOYEE INFO     U P FORM CONTROL      P P MAN PAY APPRL     P P MAN PAY INPUT
U I MISC. ADD         U U MISC. APPROVAL    U U NONCASH APPRV     U I NONCASH INPUT
U I ONDEMAND APPRL    U I ONDEMAND INPUT    P P OTHER ERN APPR    P P OTHER ERN INPT
U U PAYMENT IND       U P PTB/DISB - ADD    U P PTB/DISB APPRV    U I REF REV APPROV
U U REF REV INPUT     P P REPORT SCHEDUL    U I RET APPROVAL      U U RET INPUT
U P RETIREMENT DRP    U U SAL REFUND APP    U I SALARY REFUND     U U SSN ADJ APPRVL
- DIRECTORY MAINTENANCE * PASSWORD'S FUNCTION CONTROL CODES
MORE FUNCTIONS ARE AVAILABLE ON THE NEXT SCREEN
NEXT: SEL  ORGANIZATION ** ** ** ** INITIALS  OLO ****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT      RETRN      BKWRD FRWRD      CAN

```

There are multiple screens of access functions that may be viewed. To proceed to the next screen PF8 to view additional access functions.

- To view Directory Maintenance Functions Screen. Type an X to the left of **DIRECTORY MAINTENANCE** on the Payroll Access Control Inquiry Screen and press the enter key and the first Directory Maintenance Functions Screens will be displayed.
- Use the PF8 key to proceed to the next Directory Maintenance Functions Screen.

#### G. UPDATE USER'S ACCESS CONTROL RECORD, RESET PASSWORD, OR DELETE USER ACCESS

Access Control Custodians can make changes to an existing user's access from the PAYROLL ACCESS CONTROL MENU.

- In the SEL field, type U.
- In the 8-character L1 L2 L3 L4 L5 field, type the organization level to which the user has access. This organization level will be at or below your organization level.
- Type the user's 3-character user id in the INITIALS field.
- Press the ENTER key and the PAYROLL ACCESS CONTROL - UPDATE screen will be displayed.
- ORGANIZATION, INITIALS, AC, DESCRIPTION, STATUS and LAST AND FIRST NAME will be displayed as they exist for the user. Fields ORGANIZATION, INITIALS and AC are

protected and cannot be changed. Fields DESCRIPTION, STATUS and NAME are editable and can be changed while in the UPDATE screen.

### RESET PASSWORD

6. All users, including Access Control Custodians, must reset their passwords every 60 days to avoid having their user id and access purged from the system. A user's password will remain active from the day it is set until day 45, at which point, the user will be prompted to reset their password when they attempt to login into PYRL. If the user does not reset their password by day 60, their access will be purged, and the Agency ACC will have to re-establish the user's access. ACC Note: The user's access can be re-establish using the same user id that was purged.

If the user forgets their password or their access is revoked, the agency ACC will need to reset their password. To do this, type R in the STATUS field (top right corner of the screen) and press Enter. The system generated password will populate in a pop-up box. This password will need to be provided to the user over the phone or in person. The user must use the temporary password provided to them to login and then PYRL will prompt them to then change their password. ACC Note: Once the temporary password has been provided to the user make sure that the pop-up box with the temporary password is closed and off the screen before the user tries to use the temporary password.

```

PAYROLL ACCESS CONTROL - UPDATE

USER  GROUP
GROUP LEVEL ORGANIZATION INITIALS AC DESCRIPTION STATUS
4400   A   44*****      JAD   N   JANE DOE, 0111265
LAST NAME: DOE          FIRST NAME: JANE          MI: A
*                       *                       *
P P COLLECTION AGN  P P COLLECTION CSR  P P COLLECTION FPT  U I COLLECTION IRS
P P COLLECTION AGN  P P COLLECTION CSR  P P COLLECTION FPT  U I COLLECTION IRS
  
```

### DELETE USER ACCESS

7. To delete a user's access to PYRL enter D in the STATUS field and press Enter. Once deleted, a user's PYRL access must be totally set up again before he/she can access PYRL.

### UPDATE USER ACCESS

8. To change the level of access the user is assigned for one or more functions, replace the existing access level code with the new access level code. The first column contains the access level that your Access Control Custodian user ID has been granted. You cannot change values in this column. Make needed changes in the second column. Remember, the Access Control Custodian can assign access only at or below the access level that he/she has been granted.

**NOTE:** Great care should be exercised when assigning update or inquiry capabilities. For internal control purposes, only the level of access necessary for the performance of the user's duties should be assigned.

There are multiple screens of functions for which access levels may need to be granted. To proceed to the next PAYROLL ACCESS CONTROL - UPDATE screen and update more functions, press the PF8 key.

9. To update access levels to one or more payroll directories, type an X to the left of DIRECTORY MAINTENANCE on the PAYROLL ACCESS CONTROL – UPDATE screen and press Enter. The first of several DIRECTORY MAINTENANCE FUNCTIONS screens will be displayed.
10. The DIRECTORY MAINTENANCE FUNCTIONS screens display two columns to the left of each directory. The first column contains the access level your Access Control Custodian user ID has been granted. You cannot change values in this column. Make appropriate changes in the second column. Remember, agencies can be given only inquiry (I) access to the directories.
11. Use the PF8 key to proceed to the next DIRECTORY MAINTENANCE FUNCTIONS screen.
12. Use the PF7 key to return to the PAYROLL ACCESS CONTROL -UPDATE screen.  
Alternatively, use the PF3 key to return to the PAYROLL ACCESS CONTROL MENU screen.
13. From the PAYROLL ACCESS CONTROL - UPDATE screen, you can use the NEXT line near the bottom of the screen to update other users, or you can use the PF3 key to return to the PAYROLL ACCESS CONTROL MENU screen.

## H. ACCESS CONTROL USER LIST

For audit purposes, the Access Control Custodian should periodically review user access to ensure that only authorized users remain active. To do this, sign in to the PYRL system as Access Control Custodian. At the PAYROLL ACCESS CONTROL MENU screen:

1. Type M in the SEL field to view a summary list of all active users in your organization.
2. To view a subset of users, enter the 8-character organization level into which you wish to inquire in the L1 L2 L3 L4 L5 field. This will be below your organization level.
3. Leave the INITIALS field blank. Press the ENTER key and the system will display a summary list of all active users within the given organizational code.

```

PAYROLL ACCESS CONTROL - SUMMARY

USR GRP      USER
GRP LV ORG CODE ID AC NAME      DESCRIPTION
2100 A 21***** JAS Y SMITH, JIM 0118422, SR PROF ACCT
2100 A 215007** JLS N SMITH, JON 0228422, ACCOUNTANT IV
2100 A 215015** JMS N SMITH, JOE 0113322, GOV ANALYST II
2100 A 215015** JS1 N SMITH, JAN 0118444, ACCOUNTANT II
2100 A 215017** MNS N SMITH, MOE 0337722, PROF ACCT SPEC
2100 A 215017** JNS N SMITH, JACK 0555756, ACCT III
2200 A 22***** JXS N SMITH, JANE 0338756, GOV OP CONSULT
2200 A 22***** JOS N SMITH, JUNE 0323895, SR PROF ACCT
2200 A 22***** MAS N SMITH, MAE 0334444, FINANCIAL ADMIN
2200 A 22***** MXS Y SMITH, MAE 0334424, GOV ANALYST II
2200 A 22***** JBS N SMITH, JAY 0123564, GOV ANALYST I
2200 A 22***** JCS N SMITH, JAKE 0238958, PROF ACCT SPEC
2200 A 22***** MOS N SMITH, MARIE 0398656, PAYROLL SUP
2200 A 22***** TAS N SMITH, TIM 0562456, ACCOUNTANT II
2200 A 22***** JRS N SMITH, JULIE 0378596, BUREAU CHIEF

NEXT: SEL _ ORGANIZATION ***** INITIALS OLO ****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT RETRN BKWRD FRWRD

```

- a. The USER GROUP (OLO), GROUP LEVEL, ORGANIZATION, INITIALS, AC (access control), and user DESCRIPTION will be displayed for each active user. Users who no longer have access and have been deleted will not be displayed. You can page through the list by pressing Enter.
- b. If Y is displayed in the AC column, the identified user ID is that of an Access Control Custodian. If the AC column displays N, the identified user ID is an operating user.
- c. Check the list for user ID's of employees who no longer need PYRL access. If any are listed, **delete that access right away.**
- d. From the PAYROLL ACCESS CONTROL SUMMARY screen, you can use the NEXT line near the bottom of the screen to update other users, or you can use the PF3 key to return to the PAYROLL ACCESS CONTROL MENU screen.
- e. The STATUS field will be blank for active users. An "I" in the STATUS field identifies an INACTIVE user. A user will be in INACTIVE status if their password is expired and needs to be reset or if their supervisor placed them in that status.

## **I. SIGN OFF PROCEDURES**

When a sign-on is complete, anyone can use the terminal. To prevent unauthorized access to payroll files, it is imperative that you sign off when finished or when leaving the computer unattended. To prevent unnecessary slowing down of computer processing, it is important that you sign off upon task completion.

There is no formatted screen for signing off. Sign off procedures are described below.

1. Press PF2 key.
2. Press the ENTER key.
3. When the NAT message appears, clear the screen and log off by typing "CESF LOGO" and pressing ENTER.

**A. EMPLOYEE INFORMATION SCREENS**

The Employee Information (EI) screens display details of an employee's gross amounts, earnings types, deductions and adjustments that have been completely processed through the payroll system. The EI screens include the employee's annual leave payment history, payment detail screens, year to date screens and cancellation/adjustment screens.

1. Follow directions in the previous section to access the PAYROLL MAIN MENU screen, shown below.

Note: Functions on your PAYROLL MAIN MENU screen are determined by the access you are assigned by your agency. For that reason, your main menu screen may not look exactly like the example below.

```
                                PAYROLL MAIN MENU
SEL
BC  BATCH CONTROL PROCESS
CA  CANCELLATIONS AND ADJUSTMENTS
CS  COLLECTIONS SYSTEM
DC  DEFERRED COMP. AUTH. FILE - BOSP & DEF. COMP
DM  DIRECTORY MAINTENANCE MENU
EI  EMPLOYEE INFORMATION
OD  ON-DEMAND PAYROLL
RD  RETIREMENT DROP
TR  TAX REPORTING
W4  W4 MAINTENANCE MENU

                                <--- ENTER SEL CODE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
QUIT
```

2. To access the EI screens, type EI in the "SEL CODE" field and press Enter. The EMPLOYEE INFORMATION MENU screen will be displayed, shown below.

```
EIMENU                                02/25/20  10:30:56
                                EMPLOYEE INFORMATION MENU
SEL
AL  ANNUAL LEAVE PAYMENT HISTORY
CA  CANCELLATION AND ADJUSTMENT
CY  YEAR-TO-DATE BALANCES - CURRENT YEAR GROSS TO NET
PD  EMPLOYEE PAYMENT DETAIL
PT  STATE GROUP INSURANCE DEDUCTIONS
PY  YEAR-TO-DATE BALANCES - PRIOR YEARS

NEXT:SEL  SSN  YEAR  WARRANT DATE  WARRANT NUM
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP  QUIT      MAIN  FLIP
```



**B. EMPLOYEE INFORMATION MENU**

Type the SEL code from the EMPLOYEE INFORMATION MENU for the type of pay record needed along with the employee's social security number and press Enter to display the selected record screen. Depending on the type of record that is being requested, the year and warrant date may also be required.

The following screens/functions can be selected:

- **AL – ANNUAL LEAVE PAYMENT HISTORY**

This screen displays all annual leave payments made under the social security number entered that were warrant dated on or after 01/01/2002.

- 1) From the EMPLOYEE INFORMATION MENU screen, type AL in the SEL field, the social security number in the SSN field, and press Enter. This displays the ANNUAL LEAVE PAYMENT HISTORY screen shown below.

|   |            |               |          |    |                              |         |              |          |          |
|---|------------|---------------|----------|----|------------------------------|---------|--------------|----------|----------|
| PEIMALPP  |            |               |          |    | ANNUAL LEAVE PAYMENT HISTORY |         |              | 02/25/20 | 10:48:31 |
| SS NUMBER   |            | EMPLOYEE NAME |          |    |                              |         |              |          |          |
| 123-45-6789   |            | JOHN D DOE    |          |    |                              |         |              |          |          |
| OLO   | WRNT DATE  | WRNT NUM      | EMPE HRS | PP | CASH GROSS                   | CAN/ADJ | CAN/ADJ DATE |          |          |
| 600000  | 02/12/2013 | 1234567       | 98.00    | 1  | 999.86                       |         |              |          |          |
| 430000  | 12/16/2018 | 9876543       | 24.00    | 1  | 472.56                       |         |              |          |          |
| SUMMARY BY PAY PLAN   |            |               |          |    |                              |         |              |          |          |
| TRANSFER MENU: NEXT:SEL SSN WRT DT WRTNUM   |            |               |          |    |                              |         |              |          |          |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |            |               |          |    |                              |         |              |          |          |
| CONT  |            | RETRN MAIN    |          |    | BACK FWD                     |         |              |          |          |

- 2) Field Descriptions:

- OLO: this field represents which agency made the annual leave payment
- CAN/ADJ: this field will either be blank or contain a value "C" or "A":
  - Blank – indicates that no cancellation or adjustment has occurred with this payment
  - C – indicates that the payment was cancelled
  - A – indicates that the payment had an adjustment
- CAN/ADJ DATE: this field will contain the last date that a cancellation or adjustment occurred related to the record.
  - If the adjustments that have been made to an annual leave payment are not able to be viewed in the employee's cancellation and adjustment screens, the agency should request a cumulative payment detail to determine what adjustments were made prior to proceeding with a new leave payment for the employee to avoid an overpayment. This can be requested from the Bureau of State Payrolls Employee Records Section via email.

- 3) To view the SUMMARY BY PAY PLAN screen shown below, type an X in the field provided on the Annual Leave Payment History screen and press enter.
- The summary by pay plan will exclude any payments that have been cancelled as well as any payments prior to 01/01/2002 for career service pay plans since these payments are not to be included in the lifetime maximum of 240 hours.
  - The lifetime maximum of 240 hours is defined in FS 110.219 (7)(b) and Chapter 60L-34.0041(6)(a), Florida Administrative Code.

```

PEIMALP2                                02/25/20    11:02:51
                                ANNUAL LEAVE PAYMENT HISTORY
                                SUMMARY BY PAY PLAN

SS NUMBER      EMPLOYEE NAME
123-45-6789    JOHN D DOE

PAY PLAN      TOTAL HOURS      CAN/ADJ      CAN/ADJ DATE
1              122.00

TRANSFER MENU:  -- NEXT:SEL  -- SSN  -- WNT DT  -- WNTNUM  --
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          RETRN  MAIN          BACK  FWD

```

- 4) Press Enter to return to the ANNUAL LEAVE PAYMENT HISTORY screen. Press Enter again to return to the EMPLOYEE INFORMATION MENU.

### • CY – YEAR-TO-DATE BALANCES – CURRENT YEAR GROSS TO NET

This selection displays the year to date balances for the current year for a specific SSN.

- 1) From the EMPLOYEE INFORMATION MENU, type CY in the SEL field and the employee's social security number in the SSN field, and press Enter. The next screen will display the EMPLOYEE YTD BALANCES screen as shown below.

```

PEIMYTD                                02/25/20    12:14:40
                                EMPLOYEE YTD BALANCES
                                2020 GROSS TO NET
                                NAME: DOE, JOHN D

SOC SEC NO:    123-45-6789
ORG CODE:      43 62 30 40 000
INTRADEPT NO:  0001510000
LAST RET CODE: HA
                                W-2CORRECTION: N
                                LAST WARRANT NO: 9999999
                                LAST WARRANT DATE: 02/28/20
                                LAST TRANS DATE: 02/28/20

.....GROSSES.....DEDUCTIONS.....BENEFITS.....
9,298.02 SOC SEC GROSS          576.48 SOC SEC EMPEE          3.74 909
9,298.02 MEDI GROSS            134.82 MEDICARE EMPE          3,378.64 907
9,358.02 RETIREMENT GR         1,142.80 W/H TX              7.16 908
9,358.02 PENSION GROSS         60.00 PT HLTH              792.62 902
9,017.28 W2 GROSS              280.74 ST RET              576.47 901
9,358.02 CFR&FRS RT GR         4.00 MGT SER PD PK          134.82 922
340.74 TAX EXEMPT              1.70 ST CHILD LIFE          4.56 923
9,358.02 TOTAL GROSS           - END OF DATA -          - END OF DATA -
NONCSH CMP
9,358.02 CASH GROSS
7,157.48 NET

GRS WNDW:  -- DED WNDW:  -- BEN:  --
EARNINGS:  -- TRANSFER  -- NEXT:SEL  -- SSN  -- DT  -- NUM  --
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          RETRN  MAIN          BKWRD  FRWRD

```

- 2) From the EMPLOYEE YTD BALANCES screen, the user can view the detail screen for the employee's earnings, grosses, deductions and benefits.
- 3) At the bottom of the screen, type "X" in the EARNINGS field and press Enter to display the employee's earnings details as shown below. Press Enter again to return to the current year EMPLOYEE YTD BALANCES screen.

| EMPLOYEE EARNINGS  |           |                |      |        |             |
|--|-----------|----------------|------|--------|-------------|
| CODE   | AMOUNT    | DESCRIPTION    | CODE | AMOUNT | DESCRIPTION |
| 9170   | 9,358.02  | SALARY/WAGES   |      |        |             |
|  | 0.00      | DC CONTRIBUTN  |      |        |             |
|  | 92,000.00 | DC UNUSED LTD  |      |        |             |
|  | 0.00      | DC BENEFITS PD |      |        |             |
| Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF |           |                |      |        |             |

- 4) From the EMPLOYEE YTD BALANCES screen, type "X" in the GRS WNDW field and press Enter to display the employee's year-to-date gross totals, such as W2 Gross, FICA Gross and Retirement Gross as shown below. Press Enter again to return to the current year EMPLOYEE YTD BALANCES screen.

| EMPLOYEE GROSSES   |           |               |      |        |             |
|--|-----------|---------------|------|--------|-------------|
| CODE   | AMOUNT    | DESCRIPTION   | CODE | AMOUNT | DESCRIPTION |
| 100  | 9,298.02  | SOC SEC GROSS |      |        |             |
| 150  | 9,298.02  | MEDI GROSS F  |      |        |             |
| 200  | 9,358.02  | RETIREMENT GR |      |        |             |
| 250  | 9,358.02  | PENSION GROSS |      |        |             |
| 300  | 9,017.28  | W2 GROSS      |      |        |             |
| 201  | 9,358.02  | CFR&FRS RT GR |      |        |             |
| 256  | 37,432.08 | JUN FY PEN GR |      |        |             |
| Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF |           |               |      |        |             |

- 5) From the EMPLOYEE YTD BALANCES screen, type "X" in the DED WNDW field and press Enter to display the employee's current year-to-date deduction details as shown below. Press Enter again to return to the current year EMPLOYEE YTD BALANCES screen.

| EMPLOYEE DEDUCTIONS  |          |                |      |        |             |
|--|----------|----------------|------|--------|-------------|
| CODE   | AMOUNT   | DESCRIPTION    | CODE | AMOUNT | DESCRIPTION |
| 437  | 4.00     | MGT SER PD PK  |      |        |             |
| 789  | 1.70     | ST CHILD LIFE  |      |        |             |
| 049  | 60.00    | PTB ST HEL FT  |      |        |             |
| 060  | 576.48   | SOC SEC EMPEE  |      |        |             |
| 062  | 134.82   | MEDICARE EMPEE |      |        |             |
| 080  | 280.74   | FLA RET EMPEE  |      |        |             |
| 050  | 1,142.80 | FED INC TX WH  |      |        |             |
| Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF |          |                |      |        |             |

- 6) From the EMPLOYEE YTD BALANCES screen, type "X" in the BEN WNDW field and press Enter to display the employee's current year-to-date benefit details as shown below. Screen is displayed below. Press Enter again to return to the current year EMPLOYEE YTD BALANCES screen

| EMPLOYEE BENEFITS |          |               |      |        |             |
|-------------------|----------|---------------|------|--------|-------------|
| CODE              | AMOUNT   | DESCRIPTION   | CODE | AMOUNT | DESCRIPTION |
| 909               | 3.74     | ST DISB INS E |      |        |             |
| 907               | 3,378.64 | ST HLTH EMPR  |      |        |             |
| 908               | 7.16     | ST LIFE EMPR  |      |        |             |
| 902               | 792.62   | FL RETIR EMPR |      |        |             |
| 901               | 576.47   | SOC SEC EMPR  |      |        |             |
| 922               | 134.82   | MEDICARE EMPR |      |        |             |
| 923               | 4.56     | PRETAX ADM ER |      |        |             |
|                   | 0.00     | HSA REWARD    |      |        |             |
|                   | 0.00     | FSA REWARD    |      |        |             |
|                   | 0.00     | LPFSA REWARD  |      |        |             |

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF

• **PY – YEAR-TO-DATE BALANCES – PRIOR YEARS:**

This selection displays end of year balances from gross to net for all available years in the payroll system that the individual was employed.

NOTE: Although employee W4 records are purged from the payroll system after the employee has received no payment for four years the PY – YEAR TO DATE BALANCE screens are still available to view.

- 1) From the EMPLOYEE INFORMATION MENU screen, enter PY in the SEL field, the employee's social security number in the SSN field, the four-digit year in the YEAR field, and press Enter. This displays a specific record for the year entered. If you leave the YEAR field blank it will default to the year prior to the current year.
- 2) When there are no records for the specific year entered, the message below will be displayed. However, when an earlier PY record exists, the employee's social security number and the four-digit year requested will still be displayed.

|   |          |  |  |  |  |          |  |
|---|----------|--|--|--|--|----------|--|
| PEIMMSG   | 02/25/20 |  |  |  |  | 13:34:45 |  |
| NO PRIOR YTD GROSS TO NET DETAIL FOUND FOR THE SSN 123-45-6789 WITH YEAR 2019     |          |  |  |  |  |          |  |
|   |          |  |  |  |  |          |  |
| NEXT:SEL  SSN 123 45 6789 YEAR 2019 WRNT DT  WRNT NUM                             |          |  |  |  |  |          |  |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |          |  |  |  |  |          |  |
| CONT          RETRN  MAIN   |          |  |  |  |  |          |  |

- 3) Press Enter to scroll through all the prior year EMPLOYEE YTD BALANCES screens for an employee, in descending order. Once you have reached the final screen for the SSN entered you will receive the following message:

```

PEIMMSG                                02/25/20    13:14:18

THERE ARE NO MORE PRIOR YEAR RECORDS AVAILABLE ONLINE FOR SSN 123-45-6789

NEXT:SEL  SSN  YEAR  WRNT DT  WRNT NUM
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      RETRN  MAIN      BKWRD

```

- 4) From any prior year EMPLOYEE YTD BALANCES screen, the detail screen for that year's earnings, grosses, deductions or benefits will be displayed by entering X in the EARNINGS: field, the GRS WNDW: field, the DED WNDW: field or the BEN WNDW: field respectively.

• **PD – EMPLOYEE PAYMENT DETAIL:**

This selection displays a list of all payment detail records for a requested SSN. This will include all payments processed in the previous 36 months.

- 1) From the EMPLOYEE INFORMATION MENU, enter PD in the SEL field and the employee's social security number in the SSN field, and press Enter to view the EMPLOYEE PAYMENT DETAIL screen shown below.

```

PEIQPD                                ***** EMPLOYEE PAYMENT DETAIL *****                                3:17 PM
02/25/20

Action  TAX ID      WARRANT DATE  WARRANT NUMBER  RUN TYPE
-----
- 123-45-6789      02/28/2020      0000001        M
- 123-45-6789      01/31/2020      0000002        M
- 123-45-6789      12/31/2019      0000020        M
- 123-45-6789      11/27/2019      0000005        M
- 123-45-6789      10/31/2019      0000006        M
- 123-45-6789      09/30/2019      0000007        M
- 123-45-6789      08/30/2019      0000008        M
- 123-45-6789      07/31/2019      0000009        M
- 123-45-6789      06/28/2019      0000010        M
- 123-45-6789      05/31/2019      0000011        M
- 123-45-6789      04/30/2019      0000012        M
- 123-45-6789      03/29/2019      0000013        M
- 123-45-6789      02/28/2019      0000001        M
- 123-45-6789      01/31/2019      0000014        M
- 123-45-6789      01/31/2019      0000015        M
- 123-45-6789      12/31/2018      0000016        M
SSN: 123456789  WARRANT DATE:      WARRANT NUM:      Sequence: D
Display      (PF5=flip)

```

- 2) If the employee has not been paid in the last 13 months under the social security number entered, the message, "NO RECORDS FOUND FOR CURRENT INPUT" will be displayed at the top of the screen.
- 3) To display the EMPLOYEE PAYMENT DETAIL screen shown below for a record type D on the ACTION line to the left of the record you wish to display and press Enter. To view multiple payments, type D on each line. After viewing the first record, press PF3 to go to the next selected record.

**EMPLOYEE RECORDS****EMPLOYEE INFORMATION SCREEN NAVIGATION**

4) The EMPLOYEE PAYMENT DETAIL screen contains a great deal of information.

The following will assist in understanding some of the information provided:

```

displayed successfully
PEINPD ***** EMPLOYEE PAYMENT DETAIL ***** PEIMPD
Aug 17,20 12:44 PM
1 Soc Sec No: 123-45-6789 2 Warrant No: 2596355 3 Warrant Dt: 04/30/2020
4 First Name: JOHN 5 MI: D 6 Last Name: DOE

7 Total Gross.....: 4679.01 10 Cash Gross.....: 4679.01
8 Total Deductions: 1078.31 11 NonCash Gross.....: 0.00
9 Net.....: 3600.70 12 Gross Salary Charge: 5433.26

13 Retirement Code.: HA 17 Warrant Type...: W
14 Pay Plan.....: 8 18 Pay Cycle.....: 2
15 Class Code.....: 1587 19 Type Rate.....: 1
16 Pymt FTE.....: 1.000 20 Beg Pay Period.: 04012020
21 End Pay Period.: 04302020

22 ORG Code.....: 43623040000 23 ACCT: 43-10-1-000122-43200100-00-010000-00

Deduction Employer Earnings Reportable Tax Info Miscellaneous
Window Cost Window Window Gross Window Window Fields Window

TRANSFER MENU NEXT:SEL SSN WRT DT WRT NUM
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN

```

| Number:                           | Description:   | Reference:  |
|-----------------------------------|--|---|
| 1                                 | Employee Social Security Number  |   |
| 2                                 | Warrant Number, system assigned  |   |
| 3                                 | Warrant Date – date of payment   |   |
| 4 - 6                             | Employee First Name, Middle Initial and Last Name  |   |
| <b>Payment Totals Information</b> |  |   |
| 7                                 | Total Gross Amount of Warrant  | <a href="#">Volume VII, Section 2</a>   |
| 8                                 | Total Employee Deductions of Warrant   | <a href="#">Volume VII, Section 2</a>   |
| 9                                 | Net Amount of Warrant  | <a href="#">Volume VII, Section 2</a>   |
| 10                                | Cash Gross Amount of Warrant   | <a href="#">Volume VII, Section 2</a>   |
| 11                                | NonCash Gross Amount of Warrant  | <a href="#">Volume VII, Section 2</a>   |
| 12                                | Gross Salary Charge to Agency  | <a href="#">Volume VII</a>  |
| <b>Warrant Specific Details</b>   |  |   |
| 13                                | Retirement Code indicates the retirement plan that this employee is enrolled. Ex: HA = Florida Retirement Regular Member                     | <a href="#">Volume IV, Section 3</a>  |
| 14                                | Pay Plan is a 1-2-digit number indicating what pay plan the employee was being paid under. Ex: 1 = Career Service, 8 = Select Exempt Service | <a href="#">Volume IV, Section 4</a>  |
| 15                                | Class code is a 4-digit number indicating the class of position in which the employee is working and being paid.                             | Class codes can be obtained from the Department of Management Services, Human Resource Management website |

**EMPLOYEE RECORDS****EMPLOYEE INFORMATION SCREEN NAVIGATION**

|       |  |  |
|-------|--|--|
| 16    | Pymt FTE indicates the full-time equivalence for the payment. Values can be between .01-1.00, where 1.00 = full time equivalence.  |  |
| 17    | Warrant Type indicates if the payment was an EFT (E) or paper warrant (W)  |  |
| 18    | Pay Cycle indicates the pay cycle of the payment made.<br>1 = Biweekly<br>2 = Monthly<br>3 = Biweekly Supplemental<br>4 = Monthly Supplemental   |  |
| 19    | Type Rate indicates the type rate of pay. For example:<br>1 = Period Rate<br>2 = Hourly Rate<br>3 = Overtime calculated at one times the hours to pay<br>4 = Overtime calculated at one and one-half times the hours to pay<br>7 = Sick Leave (no retirement calculated) |  |
| 20-21 | These two fields indicate the beginning and ending of the pay period for this payment.   |  |
| 22    | Org Code indicates the organization which the employee being paid worked.  |  |
| 23    | Account code indicates the account from which this payment was made.   |  |

- 5) From the EMPLOYEE PAYMENT DETAIL screen of any record, the user can display the detail screen for deductions, employer cost, earnings, reportable grosses, tax information or miscellaneous fields. To display the detail screens, type an X in the field below any specific window and press Enter to display. Press Enter again to return to the EMPLOYEE PAYMENT DETAIL screen. See example of the deductions detail displayed below.

| DEDUCTIONS                 |        |               |                                   |        |             |
|----------------------------|--------|---------------|-----------------------------------|--------|-------------|
| CODE                       | AMOUNT | DESCRIPTION   | CODE                              | AMOUNT | DESCRIPTION |
| 437                        | 2.00   | MGT SER PD PK |                                   |        |             |
| 789                        | 0.85   | ST CHILD LIFE |                                   |        |             |
| 49 TE                      | 30.00  | PTB ST HEL FT |                                   |        |             |
| 60                         | 288.24 | SOC SEC EMPEE |                                   |        |             |
| 62                         | 67.41  | MEDICARE EMPE |                                   |        |             |
| 80 TE                      | 140.37 | FLA RET EMPEE |                                   |        |             |
| 50                         | 571.40 | FED INC TX WH |                                   |        |             |
| EMPLOYEE DEDUCTION COUNT 7 |        |               | TOTAL EMPLOYEE DEDUCTIONS 1100.27 |        |             |

- i. **Deductions Window** – displays the details of the employee deductions for the selected payment

- ii. **Employer Cost Window** – displays the details of the employer costs for the selected payment
- iii. **Earnings Window** – displays the earnings code, description and rate of pay for the selected payment
- iv. **Reportable Gross Window** – displays the gross amounts including W2 gross, FICA gross, Medicare gross, Retirement gross for the selected payment
- v. **Tax Info Window** – displays the W4 information used to calculate the taxes for this payment. For more information on the fields displayed in this window, please refer to Volume V, Section 3.
- vi. **Miscellaneous Fields** – displays miscellaneous payment details for the selected payment including fields like position number, statewide document number and date. Most of the information on this screen is utilized by the payroll system for payroll reporting and summarization. A description for each field is provided in the table below.

| Field Name:     | Description:   | Reference: |
|-----------------|--|------------|
| OLO             | Operating Level Organization   |            |
| Obj Code        | The 4-digit state standard object code assigned to the payment   |            |
| Position Number | The 6-digit number authorized and assigned by Department of Management Services for the position the employee is occupying |            |
| Work Cnty       | The county in which the employee works   |            |
| Pymt FTE        | Full-Time Equivalence Code of the employee.  |            |
| STWD Doc Num    | Statewide Document Number systematically assigned  |            |
| Post Date       | Date the transaction posted in Central FLAIR   |            |
| Pay Grade       | The 2-digit number assigned to the position by class code  |            |
| Grouping Ind    | Indicates the number of payments processed on one payroll for the employee   |            |
| Annl Lve Hr     | Indicates the number of annual leave hours paid on the payment   |            |



**EMPLOYEE RECORDS****EMPLOYEE INFORMATION SCREEN NAVIGATION**

| <b>Field Name:</b>   | <b>Description:</b>  | <b>Reference:</b>                     |
|----------------------|--|---------------------------------------|
| Total FTE            | Indicates the employee's full-time equivalence   |                                       |
| Record Code          | Alphanumeric field made up of the Run Type, Payroll Source and Record Code. Comes over on the F0001 from People First  | <a href="#">Volume VII, Section 2</a> |
| Contract Category    | Indicates the type of employee, Full Time or Part Time   | <a href="#">Volume IV, Section 9</a>  |
| Appt Code            | 2-character code indicating the status of an employee  | <a href="#">Volume IV, Section 4</a>  |
| Insurance Code       | Indicates the insurance plan that the employee is signed up for.   | <a href="#">Volume IV, Section 13</a> |
| Pay Periods          | Indicates the number of pay periods for the payment  |                                       |
| Intra-Dept ID Number | Agency Specific to indicate the employee's intra department within an agency   |                                       |
| STWD Doc Dt          | Date the Statewide Document number was assigned to the payment   |                                       |
| Tax Deferral         | Sum of the tax deferred deductions on the payment.   |                                       |
| Anniv Dt             | Employee's work anniversary date   |                                       |
| EFT Doc Num          | 8-digit number assigned by the Central EFT authorization file  |                                       |
| EFT Msg              | 1-digit code indicating the following:<br>0 – No message<br>1 – EFT message on the warrant<br>4 – Name Mismatch<br>**full messages can be found on the warrant or earnings statement |                                       |
| EFT-VR-NUM           | 1-digit code indicating how many changes have occurred to the employee's EFT record.   |                                       |

- **CA- CANCELLATION AND ADJUSTMENT:**

This selection displays a history of adjustments to the employee's pay records that have been fully processed for the current year and 2 prior calendar years. These adjustments include warrant cancellations, salary refunds, EFT cancellations, non-cash adjustments, retirement adjustments, and other miscellaneous adjustments.

- 1) At the EMPLOYEE INFORMATION MENU, type CA in the SEL field and press Enter to display the CANCELLATIONS AND ADJUSTMENTS MINI MENU as shown below.

```

PCAQMEN2                      ***** CANCELLATIONS AND ADJUSTMENTS *****          PCAMMEN2
Feb 26,20                      - MINI MENU -                                         04:12 PM

```

| Code | System/Function/Explanation               |
|------|---|
| BT   | BROWSE BY TAX IDENTIFICATION NUMBER       |
| BW   | BROWSE BY WARRANT DATE AND WARRANT NUMBER |
| BV   | BROWSE BY CANX DATE & CANX VOUCHER NUMBER |
| ?    | Help                                      |
| .    | Terminate                                 |

```

Code:  Tax ID:  Warrant Date:  Warrant Number:
Canx Date:  Canx Voucher#:

```

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

HELP QUIT RETRN MAIN FLIP

- 2) Three options are provided for accessing fully processed cancellation and adjustment records:
  - a. Type BT in the CODE field, the employee's social security number in the Tax ID field, then press Enter to display the cancellations and adjustments for the selected social security number.  
  
If no social security number is entered, a list of records for all employees will be displayed in social security number order.
  - b. Type BW in the CODE field, the warrant date in the WARRANT DATE field, the warrant number in the WARRANT NUMBER field, then press Enter to display the record for the specified warrant date and warrant number. If no warrant date and warrant number are entered, a list of records beginning with the earliest warrant date and warrant number will be displayed.
  - c. Type BV in the CODE field, the cancellation date in the CANX DATE field, the cancellation voucher number in the CANX VOUCHER# field, then press Enter to display the record for the specified cancellation date and voucher number. If no cancellation date and cancellation voucher number are entered, a list of records in cancellation date order will be displayed.

|   |   |            |                   |                 |                      |
|---|---|------------|-------------------|-----------------|----------------------|
| PCABSSN<br>Feb 27,20                    | ***** CANCELLATION AND ADJUSTMENTS ONLINE RECORDS ***** |            |                   |                 | PCAMBSN1<br>1 more > |
| - BROWSE BY TAX IDENTIFICATION NUMBER - |   |            |                   |                 |                      |
| ACTION                                  | TAX ID  | LAST NAME  | WARRANT<br>NUMBER | WARRANT<br>DATE | NET AMOUNT           |
| ---                                     | ---   | ---        | ---               | ---             | ---                  |
| ---                                     | 123-45-6789   | SMITH      | 0711111           | 20190930        | 97.45                |
| ---                                     | 123-45-6789   | SMITH      | 0711111           | 20190930        | 0.00                 |
| ---                                     | 123-45-6789   | SMITH      | 0711111           | 20190930        | 97.45-               |
| ---                                     | 123-45-6789   | SMITH      | 0711111           | 20190930        | 0.00                 |
| ---                                     | 123-45-6789   | SMITH      | 0311111           | 20190830        | 97.45                |
| ---                                     | 123-45-6789   | SMITH      | 0311111           | 20190830        | 0.00                 |
| ---                                     | 123-45-6789   | SMITH      | 0311111           | 20190830        | 97.45-               |
| ---                                     | 123-45-6789   | SMITH      | 0411111           | 20190731        | 97.45                |
| ---                                     | 123-45-6789   | SMITH      | 0411111           | 20190731        | 97.45-               |
| ---                                     | 123-45-6789   | SMITH      | 0411111           | 20190731        | 0.00                 |
| ---                                     | 123-45-6789   | SMITH      | 0311111           | 20190830        | 0.00                 |
| ---                                     | 123-45-6789   | SMITH      | 0411111           | 20190731        | 0.00                 |
| ---                                     | 123-45-6789   | SMITH      | 0511111           | 20190628        | 97.45                |
| ---                                     | 123-45-6789   | SMITH      | 0511111           | 20190628        | 0.00                 |
| SOC SEC NUM: 123456789                  |   |            |                   |                 |                      |
| Display                                 | Next  | (PF5=flip) |                   |                 |                      |

The CANCELLATION AND ADJUSTMENTS ONLINE RECORDS browse screen will display records according to the method used to retrieve them, i.e., by social security number (BT), by warrant date (BW) and warrant number, or by cancellation date and cancellation voucher number (BV).

- 1) To display the CANCELLATIONS AND ADJUSTMENTS detail screens shown below for a record, type D on the ACTION line to the left of the record you wish to display and press Enter.

|  |   |                      |
|--|---|----------------------|
| RECORD 20190930-699103-08:23:19 displayed successfully                           | ***** CANCELLATIONS AND ADJUSTMENTS ***** | PCAMREC1<br>5 more > |
| PCANDBRW<br>Feb 27,20  |   |                      |
| *ACTION (D,N)  | NEXT PANEL: 1                             |                      |
| PRTY TAX ID:   | 123456789                                 | PREV PRTY TAX ID:    |
| WARRANT DATE:  | 20190930                                  | LAST NAME:           |
| WARRANT NUMBER:  | 0711111                                   | FIRST NAME:          |
| OLO:   | 220000                                    | MIDDLE INIT:         |
| SOURCE CODE:   | G   | ORG CODE:            |
| PAYROLL ORG CODE:  | 22200000000                               | RUN TYPE:            |
| OBJECT CODE:   |   | PAYCYCLE:            |
| RETIREMENT CODE:   | HA  | EFT IND:             |
| STWD DATE:   | 20200225                                  | EFT DOC NBR:         |
| STWD LINE NUMBER:  |   | STWD NUMBER:         |
| RECORD SOURCE CODE:  | 9   | RECORD CODE:         |
| SAMAS ACCOUNT CODE:  |   | CANC DATE:           |
| CANC VOUCHER NUMBER:   | 0000000000000                             | REFUND DATE:         |
| ADJUSTMENT DATE:   |   |                      |
| ORIGINAL POSTING DATE:   | 20200225                                  |                      |
| Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- |   |                      |
| HELP QUIT RETRN MAIN FLIP PREF LEFT RIGHT  |   |                      |

- 2) The first screen displays the warrant information for the adjusted record, retirement code, statewide document numbers, dates, etc.
- 3) The display in the upper right corner will indicate how many additional screens are available for this adjustment record. Use the F11 key to advance to the next screen and the F10 key to go back to the previous screen. The additional screens will include the details of the selected cancellation or adjustment. The details will include the following information: gross to net totals, employee deductions, employee earnings, and reportable grosses. Scroll through all screens to view the entire cancellation or adjustment record.

- **PT STATE GROUP INSURANCE DEDUCTIONS:**

This selection displays the employee's insurance deductions by payment. This screen includes the insurance codes, deduction amounts and PTB indicators for each warrant. It also includes the employee and employer contribution amounts for Health and Life Insurances.

```
RECORD displayed successfully
PEINPT          STATE GROUP INSURANCE DEDUCTIONS          10/16/20
PEIMPT          MONTHLY WARRANT DATE 09/30/20           15:26:54

SOC SEC NO      INS CODE    PTB IND PAY CYCLE: 2    OSL CAPPED: 0
123-45-6789     01-06 1      Y
NAME: SMITH          JOHN          X

                                HEALTH      EMPE      EMPR
                                LIFE        30.00    1,689.32
                                LIFE        3.58

CODE DESCRIPTION      AMOUNT
0789 ST CHILD LIFE    0.85

                                CODE DESCRIPTION      AMOUNT

TRANSFER MENU:  __ NEXT:SEL __ SSN __ WNT DT __ WNTNUM __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  QUIT  RETRN MAIN  FLIP  PREF
```

## A. OVERVIEW

The Internal Revenue Service recommends that every employee complete and submit a Form W-4 (Employee's Withholding Certificate) each year so that the employer can calculate and withhold the correct federal income tax on wages earned. The amount of income tax withholding must be based on filing status and withholding adjustments as indicated on the form.

If a Form W-4 is not submitted by the employee, the employer will withhold tax as if the employee is a single person with no other adjustments, as required by Internal Revenue Service.

## B. FORM W-4 FIELD DESCRIPTIONS FOR THE ON-LINE PAYROLL (PYRL) SYSTEM

The on-line payroll (PYRL) Form W-4 screens contain fields in addition to the ones found on the IRS Form W-4. Fields found on the IRS Form W-4 are social security number, first name, middle initial, last name, complete home address, filing status, multiple jobs indicator, dependent amounts and other adjustment amounts including additional withholding tax amount or exempt (no federal income tax withheld) status to be used in calculating taxes.

See the PYRL W-4 screen displayed below. Fields from this screen are explained following the display. The fields displayed in blue text are unable to be edited. The data in the white text is populated by files received from People First and other HR systems.

```

PW4MC1                                DISPLAY W-4 RECORD                                02/11/2020
SS NUMBER.: 123 45 6789                EMPLOYEE ID#: 099999999          PREV SSN:
FIRST NAME: JOHN                        MI: D LAST NAME: SMITH
ADDRESS1: 999 SMITH LANE                BIRTH DATE.: 01011985
ADDRESS2:                               OLO.....: 4300
CITY....: TALLAHASSEE                  ST: FL ZIP: 323030000        L2L3.....: 6230
FOREIGN CTRY:                          T/D.....:
MARITAL STATUS...: S                   MULTI INCOME:                FTR WH CODE..: SS
NBR OF ALLOWANCES: 00                 2020 IND....: Y              NRA IND DATE.: 04152015
ADDT'L W/H AMOUNT:                   NON RESIDENT: N              STOP PMT DATE:
OTHER INCOME.....:                   STOP PAYMENT:                EXCL REASON..:
DEDUCTIONS AMT....:                   EXEMPT YEAR..:                W4 SIGNED DATE.: 01152020
DEPENDENT AMT....:                   EXCL YEAR...:                ORIG SIGNED DATE: 04152015
LAST ACTIVITY.....: 11052017          EXCL DATE...:
STATUS: 6 ACTIVE RECORD                W4 SIGNED DATE.: 01152020
NEXT: SEL: _ SS NUMBER: _ _ _ _ _    ORIG SIGNED DATE: 04152015
LAST NAME: _ _ _ _ _ FIRST NAME: _ _ _ _ _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
MINI MAIN

```

1. **SS NUMBER** (social security number): This is a required field. Only valid 9-digit social security numbers issued by the Social Security Administration are to be used. The social security numbers are entered without dashes (-).
2. **EMPLOYEE ID#**: This field is an 8-digit field and is populated by the Employee Id number or People First Id.

3. **PREV SSN** (Previous SSN): If this field is populated, it will contain a social security number under which the employee was previously paid.
4. **EMPLOYEE NAME** is stored in three fields: **FIRST NAME**: **MI** (middle initial): and **LAST NAME**. If an employee's name contains a suffix, that suffix is included in the **LAST NAME** field. The employee name entered must match their registered name with the Social Security Administration.
  - a. The number of characters (including spaces) entered per field must not exceed 14 for **FIRST NAME**, 1 for **MI**, and 22 for **LAST NAME**.
  - b. **FIRST NAME** and **LAST NAME** are required fields. The **FIRST NAME** field will accept only alpha and numeric characters, hyphens (-), periods (.), and spaces (). The **MI** field will accept only alpha characters. The **LAST NAME** field will accept the same characters as **FIRST NAME**, plus commas (,). A space will not be allowed as the first entry in any of the name fields.
  - c. When an employee who participates in the Direct Deposit Program changes his or her name, the employee should notify their agency HR of this change to ensure that their name is corrected in People First or other HR system. If the name on the PYRL Form W-4 is not identical to the name in the EFT section of the People First system, the employee's pay will not be transmitted electronically. The employee will receive a paper warrant instead.
5. **ADDRESS FIELDS**. All address fields are required. The complete address consists of street name, number, and apartment number or PO Box number, city, state, and zip code. If the employee's address is in a foreign country, the name of the country must be included in the **FOREIGN CTRY** field.
  - a. **ADDRESS1**: The street address and/or PO Box number is stored in the **ADDRESS1** field and cannot contain more than 31 characters, including spaces.
  - b. **ADDRESS2**: Apartment numbers or additional address information is stored in the **ADDRESS2** field and cannot contain more than 31 characters, including spaces.
  - c. **CITY**: The city name stored in this field cannot contain more than 15 characters, including spaces. This field will accept only alpha characters and spaces. However, a space is not allowed as the first entry.
  - d. **ST**: The name of the state is stored in this field and contains only 2 characters. When entering a foreign address, the **ST** field must be left empty.
  - e. **ZIP**: The zip code is stored in this field and contains 9 digits. When information is entered in the **STATE** field, only numeric characters will be allowed in the **ZIP** field. When information is entered in the **FOREIGN CTRY** field, alpha and numeric characters, hyphens (-), periods (.), apostrophes ('), and spaces will be allowed in the **ZIP** field. However, a space is never allowed as the first entry.
  - f. **FOREIGN CTRY**: When the address is in a foreign country, the name of the country is stored in this field and contains no more than 15 characters. When information is in the **FOREIGN CTRY** field, alpha and numeric characters, hyphens (-), periods (.), apostrophes

(‘), and empty spaces () are allowed in the ZIP field. However, a space is not allowed as the first entry.

The country name must be spelled out and valid on the Resident Country Codes Table in the Directory Maintenance module of the PYRL system. The Canadian Province code should be added after the city name. England, Scotland and Wales should be followed by UK.

6. **BIRTH DATE:** Date of birth is a required field and is stored in the eight-digit BIRTHDATE field using the following format: MMDDYYYY.

NOTE: The accuracy of the date of birth is very important because it is used to calculate optional state life insurance coverage.

7. **OLO and L2L3:** The agency-unique identifier is stored in the 4-digit OLO field. The 2-digit code identifying a division, district or region within most agencies is stored in the L2 field. The 2-digit code identifying a bureau or institution within most agencies is stored in the L3 field. OLO, L2 and L3 are required fields.

8. **T/D (Transfer or Duplicate):** “T” is entered in this field when an existing employee transfers to another OLO, division, district or region. “D” is entered when an employee occupies 2 or more positions simultaneously. An entry is required in this field when any part of the OLO L2L3 is changed.

9. **MARITAL STATUS:** The marital status designated by the employee to be used in calculation of taxes is stored in the 1-character MARITAL STATUS field.

The allowed codes are:

|   |   |
|---|---|
| S | Single or Married Filing Separately   |
| M | Married Filing Jointly  |
| X | Married but wants tax withheld at the higher single rate (2019 Form W-4 or prior) |
| H | Head of Household (2020 Form W-4)   |

MARITAL STATUS is a required field. If nothing is entered, the system defaults to Single.

10. **NUMBER OF ALLOWANCES:** Allowances are only accepted for Form W-4’s that were submitted prior to 2020 due to this field being removed from the Form W-4 in 2020.

The number of allowances designated by the employee prior to 2020 are used in the calculation of taxes and are stored in the 2-character NUMBER OF ALLOWANCES field.

11. **ADDT’L W/H TAX AMOUNT:** (Additional Withholding Tax Amount): If the employee wishes to have additional tax withheld from salary payments, that amount is stored in the ADDT’L W/H TAX AMOUNT field. The amount must be in whole dollars and cannot exceed \$9,999.

NOTE: the amount in this field will be withheld from ALL regular salary payments made to the employee.

If the employee claims exemption from paying withholding tax, i.e., a four-digit year is stored in

the EXEMPT: YEAR field, the ADDT'L W/H TAX AMOUNT field must contain "0".

12. **OTHER INCOME:** This optional field stores the amount of "Other Income" as designated by the employee to be used in calculation of taxes. The amount in this field cannot exceed \$999,999.99. This field is only available for Form W-4's that are submitted after January 1, 2020.
13. **DEDUCTIONS AMT:** This optional field stores the "Deduction" amount as designated by the employee to be used in calculation of taxes. The amount in this field cannot exceed \$99,999.99. This field is only available for Form W-4's that are submitted after January 1, 2020.
14. **DEPENDENT AMT:** This optional field stores the "Dependent" amount as designated by the employee to be used in calculation of taxes. The amount in this field cannot exceed \$99,999.99. This field is only available for Form W-4's that are submitted after January 1, 2020.
15. **MULTI INCOME:** This optional field is the Multiple Income indicator. This field stores a value as Y or N as designated by the employee to be used in calculation of taxes. This field is only available for Form W-4's that are submitted after January 1, 2020.
16. **FTR WH CODE** (Federal Tax Rates Withholding Code): This field is for reference purposes. It displays the coordinating tax table within the payroll system that will be used to tax the employee's payments.
17. **2020 IND:** This field displays a Y or an N to indicate if a Form W-4 was submitted after January 1, 2020.
18. **NON RESIDENT:** (Nonresident Alien Employee Indicator): This field contains a 1 character indicator denoting whether an employee has self-identified as being a nonresident alien. "Y" indicates the employee has self-identified as a nonresident alien and "N" indicates the employee has not self-identified as a nonresident alien.
19. **NRA IND DATE:** (Nonresident Alien Employee Indicator Date): This 8-digit date field contains the date on which the employee self-identified as a nonresident alien. The date follows format: MMDDYYYY.
20. **STOP PAYMENT:** This field is populated if the employee is unable to receive payroll payments.
21. **STOP PMT DATE:** This field displays the date that the Stop Payment status was effective.
22. **EXEMPT YEAR:** This field stores a 4-character year indicator when an employee has self-identified as being exempt from paying federal income (withholding) taxes. When the employee has not elected this option, the EXEMPT YEAR field will be blank.

NOTE: When an employee's Form W-4 contains a year in the EXEMPT YEAR field, no federal income tax will be deducted from the employee's wages. When the EXEMPT indicator is present, the ADDT'L W/H TAX AMOUNT field must contain "0".



An employee qualifies to self-identify as EXEMPT when he/she owed NO federal income tax in the prior year, had a right to a full refund of ALL income tax withheld, does not expect to owe any federal income tax this year **and** expects to have a right to a full refund of ALL federal income tax withheld this year.

All Form W-4's with exemption from withholding will expire on February 15th of each calendar year. Employees must submit a new Form W-4 with exemption from withholding prior to February 15th each year to prevent a lapse in their EXEMPT status. When the EXEMPT status expires and a new Form W-4 has not been submitted, the IRS requires the employee to be taxed as if claiming Single with no deductions or dependent amounts.

- 23. **EXCL YEAR** (Excluded Tax Year): This field is populated with the 4-digit year for which the exclusion from paying withholding taxes applies.
- 24. **EXCL DATE**: This field displays the effective date of the Excluded Tax Year.
- 25. **EXCL REASON**: The 1-character field contains a code that identifies the IRS-specified employment category that qualifies for reduction or exemption from paying withholding (federal income) tax.
- 26. **W4 SIGNED DATE**: This field contains the most recent 8-digit date when an IRS Form W-4 field was changed.
- 27. **ORIG SIGNED DATE** (Original Signed Date): This field is populated and maintained by the system with the 8-character date on which the original Form W-4 is entered. However, when a skeletal Form W-4 is created, this field is populated with the warrant date from the employee's first payment. The date format is MMDDYYYY.
- 28. **LAST ACTIVITY** (Last Activity Date): This field is an 8-character date field that contains the date on which the most recent change was made to the employee's Form W-4.
- 29. **STATUS**: This field is a 1-character field with a corresponding description that identifies the current Form W-4 status.

### C. ACCESSING THE PYRL FORM W-4 MAINTENANCE MENU SCREEN AND DISPLAYING A FORM W-4 RECORD

1. Sign-on to the PYRL system following procedures in [Volume V, Section 1](#) of this manual to display the PAYROLL MAIN MENU.

Functions on the PAYROLL MAIN MENU are determined by the access assigned by the agency's Access Control Custodian. Therefore, the PAYROLL MAIN MENU may not look exactly like the examples in this manual.

```

                                PAYROLL MAIN MENU
SEL
BC  BATCH CONTROL PROCESS
CA  CANCELLATIONS AND ADJUSTMENTS
CS  COLLECTIONS SYSTEM
DC  DEFERRED COMP. AUTH. FILE - BOSP & DEF. COMP
DM  DIRECTORY MAINTENANCE MENU
EI  EMPLOYEE INFORMATION
OD  ON-DEMAND PAYROLL
RD  RETIREMENT DROP
TR  TAX REPORTING
W4  W4 MAINTENANCE MENU

<--- ENTER SEL CODE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
QUIT

```

2. In the ENTER SEL CODE field, enter "W4" and press ENTER to display the W-4 MAINTENANCE MENU as shown below.

```

PW4MMENU                                W-4 MAINTENANCE MENU
SEL                                     DESCRIPTION
---
D  DISPLAY A W4 RECORD (SSN REQUIRED), OR BROWSE BY LAST 4 OF SSN
N  BROWSE W4 RECORDS BY NAME (LAST NAME REQUIRED)

NEXT: SEL:  SS NUMBER:  FIRST NAME:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
RETRN MAIN

```

### DISPLAY OR BROWSE FOR A FORM W-4 RECORD

All agencies can view their employees' Form W-4 records stored in the PYRL system.

1. To display an employee's Form W-4 record, enter D in the SEL field and the employee's SSN in the SS NUMBER field and press enter to display the Form W-4 record.
  - a. If there is no current Form W-4 record for the social security number entered, the message "NO CURRENT RECORD FOUND" will be displayed on the screen.
2. To Browse by the last 4 digits of an employee SSN, enter D in the SEL field and the last 4 digits of the employee SSN in the last section of the SS NUMBER field.
3. To Browse by an employee's last name, enter N in the SEL field and the employee's last name in the LAST NAME field.
  - a. To increase your search results, you may enter only a portion of the employee's last name you wish to search by

- b. To decrease your search results, you may enter the employee's first name in addition to the last name.

```

PW4MSMRY                                BROWSE W-4 RECORDS BY NAME

S  SS NUMBER    LAST NAME    FIRST NAME    MI  OLO  L2L3  SC  LADT
-  999-99-9991   SMITH        JACK          D   7000 0144  6  01052017
-  999-99-9992   SMITH        JAMES         E   4200 1109  6  01062019
-  999-99-9993   SMITH        JAMES         A   2100 5020  6  01112016
-  999-99-9994   SMITH        JAMES         A   6200 0112  6  07152019
-  999-99-9995   SMITH        JAN           L   7000 0172  6  08132019
-  999-99-9996   SMITH        JANE          B   7000 0236  6  02222018
-  999-99-9997   SMITH        JIM           C   7700 3580  6  03252019
-  999-99-9998   SMITH        JOAN          H   2200 2014  6  11112011
-  999-99-9999   SMITH        JOE           J   6000 3101  6  12222019
-  999-99-9990   SMITH        JOHN          L   6000 5305  6  01022020
-  999-99-9911   SMITH        JOHN          T   8000 7500  6  10152019
-  999-99-9913   SMITH        JOHN          T   7000 0432  6  09032017
-  999-99-9912   SMITH        JOSHUA        E   3700 5020  6  07052018
-  999-99-9915   SMITH        JUNE          V   7000 0453  6  08082018

Enter D/M/P action next to a SS Number above to process it, or enter:
NEXT:  SEL  _  SS NUMBER:  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
              MINI  MAIN                                FWD

```

4. To display a record from a SEARCH, enter a d in the S field, located to the left of the SSN, and press enter to display the selected record.

#### D. POPULATING FIELDS DISPLAYED ON THE PYRL FORM W-4 SCREEN

Each agency is responsible for ensuring its employees' tax withholding information is entered in the People First system or alternative HR system. This data is transmitted to PYRL nightly. Agencies that enter their employees' tax withholding data on their behalf should refer to their application's training information.

1. Agencies should ensure their employees complete the appropriate tax documents in accordance with IRS rules and regulations.
2. When PYRL Form W-4 records cannot be fully updated due to missing or incomplete information, an agency-specific report identifying the Form W-4 records that could not be updated from the People First System are available in the Report Distribution System (RDS). The RDS report Form ID is P\*\*E, with \*\* being the first 2 digits of the agency's OLO. Agencies are responsible for monitoring their reports and ensuring the records in the People First System or other HR system for their impacted employees are corrected.
3. Tax form data from the People First or other HR system is transmitted nightly to the DFS Office of Information Technology to upload into PYRL and update the Form W-4 records. However, if key data has not been accurately entered and saved in the People First system or other HR system, then none of the records will be transmitted to DFS. This can have an adverse effect on the tax calculation and net pay of the employee.
4. If a Form W-4 record is added with an incorrect social security number, the agency must correct the social security number and contact the BOSP Employee Records section to have the pay records corrected.

See item **J. CORRECTING SOCIAL SECURITY NUMBERS AND PAY RECORDS** in this section for more information on this process.

5. When an employee is paid and does not have a Form W-4 record in PYRL due to records not transmitted because of inaccurate or missing information, a pay data record is created in FLAIR. The system extracts the social security number, name, OLO and L2L3 data from the employee's pay record and stores it in a Form W-4 shell, also known as a skeletal Form W-4. The marital status is set to single with no deduction or dependent amounts added. The Form W-4 shell or skeletal Form W-4 is created only at the time the employee is first paid and remains in the system until a Form W-4 record replaces it.

#### **E. FORM W-4 COMPLETION BY NONRESIDENT ALIEN EMPLOYEES**

1. The IRS has procedures for calculating the amount of federal income tax employers must withhold from wages paid to nonresident alien employees. The intent is to have withholding amounts for nonresident aliens more closely approximate the actual income tax liability of this group of workers.
2. The employer is required to add an additional amount to a nonresident alien employee's income tax withholding for each pay period. A nonresident alien employee may request additional withholding at his or her option.
3. When completing Form W-4, nonresident aliens must:
  - a. Indicate they are a nonresident alien on the form. For agencies using the People First system, a check box is provided for indicating nonresident alien status
  - b. Enter a social security number
  - c. Not claim exemption from income tax withholding even if conditions are met, unless approved by the IRS. Required documents should be submitted to the Agency's Human Resources Department. The list of required documents can be found in [Volume VI, Section 7](#) of this manual.

Agencies should instruct nonresident alien employees to complete Form W-4 in accordance with IRS Publication 519, U.S. Tax Guide for Aliens.

#### **F. IRS-MANDATED FORM W-4 (Lock-in Letters)**

The BOSP periodically receives a lock-in letter from the IRS that an employee has underreported withholding tax and that withholding taxes must be calculated as specified in the letter from the IRS. The IRS letter further directs the employer to prevent changes to the employee's Form W-4 that would result in lower federal income tax being withheld from the employee's wages. The IRS sends a similar letter to the employee.

BOSP will send an email to the payroll and personnel managers of the employing agency notifying them of actions BOSP will take as directed in the IRS letter. A copy of the letter from the IRS will be attached to the email. The agency is instructed to disregard any Form W-4 changes submitted by the employee if they are contrary to the IRS direction.

BOSP will monitor Form W-4 changes received from People First or other HR systems for employees with IRS withholding mandates and reject any changes that are contrary to the IRS direction.

BOSP notifies the employee and employing agency when the IRS changes tax withholding restrictions for an employee.

## **G. FORM W-4 RECORDS RETENTION**

As required by IRS regulations, original Form W-4 records must be maintained as long as they are active/current. If the Form W-4 is superseded or updated, then the original Form W-4 record must be retained for a period of four years after the updated Form W-4 takes effect. Current Form W-4 records for terminated employees must be retained for 4 years after termination of employment.

When an employee enters their Form W-4 data directly in the People First or other HR system, the electronic record is considered the original or updated Form W-4 record. However, when an employee submits Form W-4 information in paper form to the employing agency, the paper form is the original/updated Form W-4 record to be retained.

The employing agency is responsible for the retention of Form W-4 records. Each agency should establish procedures to allow for retrieval of Form W-4 records for the IRS, Department of Financial Services or the Office of the Auditor General.

## **H. EMPLOYEE NAME CHANGE**

An agency should not enter or update an employment record with a name other than the name that matches what is on file with the Social Security Administration. Entering a different name would cause a discrepancy between the Social Security Administration records and the State of Florida payroll records, resulting in the employee's earnings being recorded incorrectly, and could result in penalties.

If there is a discrepancy between the name on file with the Social Security Administration and the name in which the employee wants to be paid, the employee should contact the Social Security Administration to correct their information. The Form W-4 furnishes a telephone number and website for the employee to call for more information.

## **I. WITHHOLDING TAX REFUND**

Occasionally, an agency needs to request a refund of withholding tax for an employee. The refund would be for excess tax withheld due to an administrative error. A current and accurate Form W-4 for the employee must be on file before the request will be considered. The only time a refund will be issued is when the employer has failed to follow the instructions on the employee's Form W-4. For example, no refund will be made of any amount withheld due to an employee's failure to renew a form claiming exempt status.

See [Volume VI, Section 1](#) of the Payroll Processing Manual for the procedures for requesting a refund.

**J. CORRECTING SOCIAL SECURITY NUMBERS AND PAY RECORDS**

Sometimes an employee is paid under an incorrect social security number (SSN). When an agency realizes this has occurred, they need to request BOSP's assistance to correct the employee's pay records. BOSP can correct only current year payments and payments from the three prior years made under an incorrect social security number. To correct payments made in other years, the employee must contact the Social Security Administration. To correct current and prior year pay records for an incorrect social security number, the following will occur:

1. The employing agency must first create a record with the correct social security number in PYRL. If the employing agency enters Form W-4 records in People First or other HR system, the agency should follow the system procedures to correct the social security number. The agency should then confirm that a Form W-4 record with the correct social security number has been added to PYRL.
2. The agency must send BOSP a request to correct the payments and include a legible copy of the employee's social security card. The request must state the incorrect social security number and the correct social security number. BOSP will verify the social security number in PYRL against the card.
3. BOSP will transfer the salary payments made under the incorrect social security number to the correct social security number. This will result in Form W-2c (corrected Form W-2) being generated for the employee if the correction is made for prior year payments.

**MISCELLANEOUS DEDUCTION CODE ASSIGNMENT OVERVIEW**

Miscellaneous Deduction Codes may be established for various reasons, including group supplemental insurance, disability insurance, agency parking or housing, etc. The number of deduction codes available for assignment is limited. Deduction codes can be available for all agencies to utilize or they can also be specific to an agency and not open for use by others without authorization.

Deduction Codes can be requested for use by any state agency. When contemplating a new benefit for its employees and before requesting a new deduction code, agencies should first consider the following:

- Should the State Agency be offering this as a benefit? Is it truly state business or is this a personal service/convenience to the employee?
- Is there an existing deduction code for this new benefit?
- The population of employees who will be using the deduction code.

If this deduction code request is not truly state business and is only for personal service/convenience the request should be reconsidered. If a deduction code already exists for a specific program, a new code will not be assigned. If a deduction code will be used by fewer than 50 employees, or less than ten percent of the total number of employees in the requesting state agency, the agency should reconsider the request.

Not all existing deduction codes are available to, or appropriate for, all agencies to use. Agencies wishing to utilize an existing deduction code should contact BOSP to determine if the deduction code may be used by other agencies. The use of existing miscellaneous deduction codes must be approved by the agency head or if delegated, the agency personnel or payroll office.

Please note that when agencies elect to utilize an existing group insurance deduction code because an employee has transferred from an agency using the code, the new agency should contact the insurance provider to ensure that the employee will still have coverage at the new agency.

**REQUESTING A NEW DEDUCTION CODE OR USE OF AN EXISTING DEDUCTION CODE**

Agencies must send a written request addressed to the Chief of the Bureau of State Payrolls to request the use of an existing deduction code or to request a new deduction code. The request must come directly from the agency head or if delegated in writing the agency human resource or payroll director. The written request can be sent to [BOSPEmployeeRecords@myfloridacfo.com](mailto:BOSPEmployeeRecords@myfloridacfo.com) or mailed to 200 E. Gaines St, Tallahassee, FL 32399, Attn: BOSP.

Requests for the assignment of miscellaneous deduction codes must include the following information:

1. The written request must clearly state the purpose of the deduction and its relevance to state employment.
2. The name, address, telephone number, and e-mail address of the agency representative to whom miscellaneous deduction questions can be directed.

3. The name, address, telephone number and email address of the vendor representative to whom miscellaneous deductions questions can be directed.
4. Confirmation that the vendor has agreed to receive all payments by direct deposit and will work with the Bureau of Vendor Relations to be established as a vendor of the state.
  - a. Vendor information for person(s) responsible for accessing the remittance advice on the Consolidated Vendor Website.
5. The requested taxability of the deduction. The agency should indicate whether the deduction will shelter wages from taxes. Please provide the specific reference in the Internal Revenue Code that authorizes such a shelter. For example, miscellaneous deduction codes currently exist that shelter wages under Sections 125, 403(b) or 457 of the Internal Revenue Code. Please note, when a request for a miscellaneous deduction code will shelter wages, BOSP may need additional time to complete the system requirements to accommodate this.
6. The date the requested code is needed. The agency head must request in writing the assignment of a miscellaneous deduction code at least six weeks in advance of the anticipated need.
7. Number of employees expected to utilize the deduction code. A minimum participation of 50 employees or ten percent of the total agency employee population is required.
8. If the agency is on a biweekly payroll schedule, the agency must indicate whether this code should be deducted on a biweekly or a semi-monthly basis. Semi-monthly deductions are processed 24 times a year with no deduction being made on the 3rd biweekly warrant date during a month. Biweekly deductions are processed for each biweekly payroll. Agencies should be aware that some years have 27 biweekly payrolls warrant dates instead of the usual 26 warrant dates. Agencies requesting biweekly deductions for an annual overall amount will have to delete the deduction on the 27th biweekly warrant date to avoid over deducting for the year. This can be avoided by using the semi-monthly, or 24 times a year, deduction method.
9. Additional information about the vendor.
  - a. If a brochure is available from the vendor, include a copy with the request.
  - b. A sample of the deduction authorization form that is to be used within the agency. Completion of a signed authorization form is recommended for all deduction changes that are entered in People First by anyone other than the employee. The authorization should be maintained in a permanent personnel file.
  - c. Proof of authorization to provide the applicable product or service in the State of Florida.

Once received, deduction code requests will be reviewed by BOSP for completeness to determine if the request should be approved or denied. If any part of the request is deficient, the agency will be notified by email or in writing. Processing of the request will be suspended pending receipt of the required information.



The criteria applied by BOSP in considering requests for assignment of miscellaneous deduction codes will be:

1. A logical relationship to State employment. Requests for deduction codes for personal financial obligations not related to State employment or a group of State employees will not be approved. Deduction codes for sales of retail goods for personal use by state employees will not be permitted.
2. Authority to request specific deduction code types. Certain deduction code types can only be requested by the Department of Management Services (DMS) and may be approved by BOSP only when received from DMS. For example, only the Department of Management Services can request a deduction code for a Section 125 cafeteria plan. Other examples of deduction types that can be requested only when received from DMS are unions, retirement plans, and statewide products offered in the annual Benefits Open Enrollment.
3. Designation of the ultimate beneficiary as payee. Deductions to be made payable to insurance brokers or agents, or fringe benefit accounts will not be approved without written authority from an officer of the underwriting company.
4. Effect of the requested deduction upon the taxable wages of participating employees.
5. Convenience of the employer.
6. Level of participation by employees. Participation of the least of 50 employees or ten percent of the total number of employees in the requesting state agency is required.
7. Availability of codes to establish the deduction.
8. Existence of established deduction codes for the purpose requested. If a code already exists for a provider, a new code will not be authorized unless the provider is furnishing a type of service or product different from the one for which the code was established. For example, a group insurance program for different types of insurance, such as life, cancer, or disability, underwritten by the same insurance company may result in two different deduction codes being assigned. In contrast, the same type of insurance, offered by the same provider to multiple state agencies, would be assigned a single deduction code.
9. Only written requests from of the agency head or if delegated in writing, the agency human resources or payroll director will be considered.

BOSP will notify the requestor of its approval or denial of the requested deduction code. If denied, the notification will state the reasons for denying the request. The requesting agency may request reconsideration however the decision upon reconsideration is final. If approved, the notification will assign the deduction code and establish an effective date.

### **DEDUCTION CODE REVIEW**

BOSP performs a deduction code review on a yearly basis. During this review all deduction codes will be reviewed, and all criteria listed above to establish a deduction code must continue to be met.

This includes the level of participation by employees. If the level of participation drops below the requirement for over 180 days, the agencies utilizing the code will be notified of an inactivation date.

### **REQUIRED MISCELLANEOUS DEDUCTION CODES**

The Department of Financial Services will establish miscellaneous deduction codes for legally required deductions. Each agency must make provisions to accommodate these codes within any automated personnel payroll system which the agency uses for the preparation of payrolls.

### **DEDUCTIONS DROP PRIORITY SEQUENCE**

During the payroll calculation process if a payment's net amount drops below zero the PYRL system will reduce or drop deductions. Deductions are not dropped randomly, but have a drop sequence for deduction types, as outlined in the table below. The drop priority number is assigned in groupings of similar deductions. Deduction types with a low drop priority number will be dropped first before others with a higher drop priority number. Specific rules apply to the groups of deduction types. Where garnishment orders that exceed the maximum allowable under the Consumer Credit Protection Act are reduced, other deduction groupings, such as 02 Other Miscellaneous Deductions, will be dropped in their entirety.

| <b>DEDUCTION DROP PRIORITY SEQUENCE</b> |   |                      |  |
|---|---|----------------------|--|
| <b>Drop Priority</b>                    | <b>Deduction Type</b>   | <b>Drop Priority</b> | <b>Deduction Type</b>  |
| 02                                      | Other miscellaneous deductions  | 64                   | Pretax cancer, dental, vision and disability insurance                   |
| 10                                      | Pre-tax Parking   | 66                   | Pretax supplemental medical insurance                                    |
| 15                                      | Perquisites   | 68                   | Health savings account   |
| 20                                      | Fixed additional withholding tax  | 74                   | Student loan repayment – federal required                                |
| 30                                      | Optional annuity plan contributions   | 75                   | Debt garnishment   |
| 35                                      | 401K and miscellaneous 403B annuities   | 79                   | Mandatory taxes (Internal Revenue Service)                               |
| 40                                      | Optional retirement plan contributions  | 80                   | Court ordered support  |
| 45                                      | Deferred compensation contributions   | 83                   | Overage dependent health insurance                                       |
| 49                                      | State life/health employee reimbursement<br>Recovery of state funds – not salary refund | 84                   | Pretax state health insurance/HMO  |
| 56                                      | Dependent day care reimbursement account  | 95                   | OPS alternative retirement contributions<br>Social Security/Medicare tax |

| DEDUCTION DROP PRIORITY SEQUENCE |  |               |   |
|----------------------------------|--|---------------|---|
| Drop Priority                    | Deduction Type                               | Drop Priority | Deduction Type  |
| 58                               | Medical reimbursement account                | 96            | Retirement contribution<br>Withholding tax – federal, state and local |
| 60                               | Optional state life insurance                |               |   |
| 62                               | State life/health insurance – pre & post-tax |               |   |

### RECOVERY OF EMPLOYEE'S MISCELLANEOUS DEDUCTION FUNDS

Occasionally a vendor is erroneously paid or overpaid through a payroll submission error. The payroll error is corrected by either a cancellation of the salary payment or a Refund for Overpayment of Salary Adjustment.

If a payroll submission error is discovered prior to the monies being disbursed to the vendor, the following steps will need to be taken to determine the proper course of action to handle a warrant for a particular vendor.

1. The agency will first need to determine how the vendor received the deducted funds, by paper warrant, EFT or systematic transfer to an agency fund. An agency user must have Inquiry access to the Deduction Code Directory in PYRL to be able to view the Deduction Code details.
2. The user will need to sign on to the Payroll Main Menu and access the Directory Maintenance Menu. This can be done by typing **DM** in the SEL Code field and pressing the Enter key. On the next screen, type **D** (display) in the Action Field and **DED** (deduction control) in the DIR field. If you then press the Enter key, the deduction code directory will start with the very first deduction code. However, when looking for information on a specific deduction code, the deduction code should be typed into the CODE field before pressing the Enter key. Make sure to use the full 4-digit code, i.e. 0209.

```

                                PAYROLL MAIN MENU
SEL
BC  BATCH CONTROL PROCESS
CA  CANCELLATIONS AND ADJUSTMENTS
CS  COLLECTIONS SYSTEM
DC  DEFERRED COMP. AUTH. FILE - BOSP & DEF. COMP
DM  DIRECTORY MAINTENANCE MENU
EI  EMPLOYEE INFORMATION
OD  ON-DEMAND PAYROLL
RD  RETIREMENT DROP
TR  TAX REPORTING
W4  W4 MAINTENANCE MENU

                                DM <--- ENTER SEL CODE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
QUIT

```

```

PDMQMENU          ***** Directory Maintenance Menu *****          PDMMMENU
Jul 26,21
Action Dir Level      Description
-----
-   AAA   S   DIRECTORY INDEX
-   ASD   S   ADJUSTMENT SUSPENSION
-   BAD   S   BONUS & AWARDS DIRECTORY
-   BPT   S   BENEFITS PACKAGE TABLE
-   BSL   S   BASIC STATE LIFE INSURANCE
-   CAL   S   PAYROLL CALENDAR
-   CCT   S   COLLECTION CONTROL TABLE
-   CNX   S   CANX VOUCHER NUMBER
-   COC   C   COMPANY CONTROL
-   DED   S   DEDUCTION CONTROL
-   DID   S   DEDUCTION TYPES
-   DIS   S   STATE DISABILITY FACTORS
-   DVH   S   DEDUCTION VARIABLE HISTORY
-   EID   S   EARNINGS TYPES

DIRECT COMMAND:      Action d Dir ded olo      Code
Add      Display    Modify      (PF5=f1ip)

```

T/W Switch

The indicator in the T/W SWITCH field is used to determine the proper way to handle the recovery.

```

PDMQDEDI          DIRECTORY MAINTENANCE          PDMMDEDU
08/26/22          DEDUCTION CONTROL Display          9:12 AM

DED:      Description:      Eff Date: 01 01 1990
DID:      Short Desc.:      MM DD YYYY
Status Code: -

Addr (1): _____
Addr (2): _____
City..... State:  Zip: _____
Drop Prty...: 02
Last Change: 12/28/2001

Tax ID:      EFT Vendor Name: CAMPUS USA CREDIT UNION

Consolidated Reporting: Y      Semi Monthly: N      Restricted OLO.: N
OD Pay - Agency Input.: Y      Agency Input: Y      OLO.....: 439000
OD Pay - BOSP Approve.: N      T/W/X Switch: X      Stack Indicator: 048

Revenue Account.....: 43742139001 4320010000 00400000 OBJ: 0400
Disbursement Account: 43742139001 4320010000 31500200 OBJ: ____

NEXT:  SEL  DIR  OLO  CODE
      SEL: A = Add      D = Display      H = History      M = Modify
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN      FWD

```

If the indicator is an X (Consolidated Deduction), the agency will need to contact the vendor to request a refund.

- a. If this is an involuntary deduction code (0223, 0225, 0333, 0600, 0610) and the warrant was cancelled timely then BOSP will return the funds to the agency account. If the

warrant was not cancelled timely, the agency will need to contact the BOSP Collections team at [Collections2@myfloridacfo.com](mailto:Collections2@myfloridacfo.com) to determine if the recipient has already been sent the funds. If the recipient has received the funds, the agency will have to contact the recipient to recover the funds.

If the indicator is a **T (Transfer)**, the deducted amount will be systematically transferred when the warrant cancellation or salary refund adjustment occurs in PYRL. The agency will not have to recover funds from the vendor.

If the indicator is a **W (Warrant)**, utilize one of the following procedures to recover the money depending if the agency still has the warrant. There are a few scenarios that can occur with paper vendor warrants.

1. The agency still has the warrant and the warrant amount is equal to the amount that needs to be recovered. In this situation the agency should prepare the warrant for cancellation and proceed with cancelling the warrant. Payroll Vendor Warrants cannot be cancelled in the payroll system. To cancel the payroll vendor warrant the agency will need to do the following:
  - a. Forward the warrant and cancellation memorandum to the Bureau of Vendor Relations. Once the warrant has been cancelled, the money will be restored to the account of issue or other applicable account when the cancellation is processed.
  - b. If the deduction money is due back to the employee, create an expense voucher with the employee as the payee. If the money is due to the agency, no voucher is needed; the money will be restored to the agency account when the cancellation is processed.
2. The agency still has the warrant and the amount of the warrant is more than the amount that needs to be recovered. This is usually the result of deductions from multiple employees being included in the vendor payroll warrant total. If cancelled this warrant cannot be reissued through the payroll system. The agency must determine if the warrant should be cancelled and reissued manually or if an alternative method can be used to recover the money. An alternative method example would be a scenario like the following: if the vendor is a credit union and consultation between the agency and the credit union has occurred, the agency may want to release the warrant to the credit union with the erroneous deduction included and have the credit union immediately refund the amount back to the agency. This would allow the deposit for other employees' deducted funds to not be delayed. If there is no reasonable alternative to cancellation, proceed to cancel and reissue the warrant.
  - a. Prepare the warrant for cancellation. Mark it canceled and prepare a warrant cancellation memorandum. Forward the warrant and cancellation memorandum to the Bureau of Vendor Relations. The money will be restored to the agency when the cancellation is processed.
  - b. If the deduction money is due back to the employee, create an expense voucher

with two payees. One payee is the employee and the other is the miscellaneous deduction vendor for the remaining money due.

- c. If the deduction money is due back to the agency, create an expense voucher with one payee. The payee will be the miscellaneous deduction vendor for the remaining money due. The agency money will be restored when the warrant is cancelled.
- d. If the warrant was released to the vendor, follow the procedures for requesting a refund from the vendor.

### **Reissuing a payment via the On-Demand system after cancellation that includes Misc. Deductions**

If a payroll submission error is discovered and the agency cancels the employee's warrant/EFT with intent to reissue the employee's payment in the On-Demand system, the following steps should be taken to avoid a duplicate payment to the miscellaneous deduction vendor.

1. The agency will need to sign on to the Payroll Main Menu and access the Directory Maintenance Menu as described above to identify the indicator in the T/W Switch field.
2. If the T/W Switch indicator is an X (Consolidated) or W (Warrant) then the agency may use their agency recovery deduction code that has been assigned for recovering state funds so the payroll deducted funds will be returned to the agency instead of duplicating the payment to the vendor.
3. If the vendor receives a duplicate payment, the agency needs to follow the procedures for requesting a refund from the vendor.
4. If the T/W Switch indicator is a T (Transfer) then the funds will automatically transfer back to the agency upon cancellation of the employee's payroll warrant/EFT and no additional action is needed.

### **REFUND FROM VENDOR OF MISCELLANEOUS DEDUCTIONS**

The BOSP provides daily Cancellation and Adjustment posting reports that are made available in the Report Distribution System (RDS). The form ID's are: Q\*\*K for warrant cancellations, Q\*\*Z for EFT cancellations and Q\*\*Y for refund of overpayment of salary adjustments. The posting detail reports indicate which deductions have transferred back to the agency accounts. Some of the automated transfer deductions include state health, dental, vision, life insurance, paid parking, retirement, social security, Medicare, OPS alternative retirement, and deferred compensation. The report will also show a nontransferable deduction amount. The agency must request a refund from the vendor(s) for the nontransferable deduction(s). All vendor refunds are to be made payable to the State agency.

When the refund is received from the vendor, the agency should deposit the refund using the Automated Treasurer's Receipt System. If the funds are to be restored to the current fiscal year, a properly completed [DFS-A2-1896](#) form must be prepared and attached to the JT that is sent to the Bureau of

Auditing. Form [DFS-A2-1896](#) is used to restore miscellaneous deduction refunds to the account from which the original disbursement was made.

### **CONSOLIDATED DEDUCTIONS**

Deductions that are processed electronically are combined for purposes of payment and posting information to vendors. The vendor receives a lump sum per payroll, and then retrieves employee posting detail (remittance advice) from the CMDV (Consolidated Miscellaneous Deduction Vendor) website.

Inquiries from vendors concerning the CMDV website should be directed to contact the BOSP Employee Records section at 850-413-5513 or by email at [BOSPEmployeeRecords@myfloridacfo.com](mailto:BOSPEmployeeRecords@myfloridacfo.com).

### **MISCELLANEOUS DEDUCTION CODE RDS REPORTS AVAILABLE**

- **P\*\*H** – Payroll Vendor Warrant Report
- **P\*\*I** – Deduction Code Use per Payroll
- **P\*\*P** – Numerical List of all Deduction Codes
- **P\*\*Q** – Alphabetical List of all Deduction Codes
- **P\*\*R** – Deduction Transfer Account Codes
- **Q\*\*4** – Miscellaneous Deduction Register by Account Code

## A. GENERAL INFORMATION

Agencies can cancel payroll warrants and delete payroll EFT's using the On-Line Warrant/EFT Cancellation function accessed from the payroll system's (PYRL's) Main Menu screen. Paper warrants can be cancelled as early as the warrant date and up to one year after the warrant date. Agencies can delete an EFT as soon as the day after payroll processing until the deadline (usually 11:00 a.m.) published on the BOSP Payroll Calendar. NOTE: Bank holidays may affect the cutoff day for an EFT deletion.

After the 11:00 a.m. EFT Cancel Deadline time has passed, an EFT cannot be cancelled and the payment will be transmitted to the employee's account. If this occurs, the agency should obtain a refund from the employee and process a refund of overpayment of salary (Refer to [Volume V, Section 6](#) of this Payroll Manual).

**Note:** Expense and miscellaneous deduction payments cannot be cancelled through the PYRL system. Refer to [Volume V, Section 4](#) of this Payroll Manual for procedures on how to cancel a miscellaneous deduction warrant.

Separation of duties is enforced by the PYRL system: the employee who enters a warrant/EFT cancellation cannot approve that same warrant/EFT cancellation.

All records in "ADD" or "DELETE" status are purged six months after the date the record was added for cancellation.

Agencies should establish procedures that ensure proper steps are taken when it is necessary to cancel payroll warrants or delete payroll EFT's. Those procedures should, at a minimum, include safeguards to ensure the following:

1. Only warrants that should be cancelled are cancelled because a warrant cancellation cannot be reversed after it is approved. If a warrant is cancelled in error, the agency's only recourse is to process the payment again on the next payroll.
2. Paper warrants are to be cancelled ***ONLY when the employee approving the warrant cancellation is in possession of the warrant or 7 business days have passed since the date of the stop payment.***

Warrants that have been placed in "stop payment" status must not be cancelled until the stop payment clear date, which is usually 7 business days after the "stop payment" date. The agency must obtain the payment clear date from the DFS Reconciliation Group prior to canceling the warrant in order to ensure that the warrant was not paid while in "stop payment" status. The agency would contact the Reconciliation Section at 850-413-5516 for the stop payment clear date.

3. An original warrant must NOT be cancelled in the PYRL system after a duplicate has been issued. However, if the original is located subsequent to a duplicate being issued, the agency must destroy the original warrant.
4. As soon as an agency has possession of a warrant that is to be destroyed, the agency is to stamp or write, "cancel" on the face of the warrant and promptly destroy it. This prevents the possible error of the warrant being cashed. The agency must then process the cancellation in the PYRL system.
5. When a warrant is to be cancelled, the agency should promptly process the cancellation through the PYRL system.



6. The agency should monitor their warrant/EFT records to make sure their cancellations are processed correctly and timely.
7. If a payroll warrant with miscellaneous deductions has been cancelled and reissued, please refer to [Volume V, Section 4](#) (Refund from Vendor of Miscellaneous Deductions) for guidance.
8. Agencies will not be able to cancel any prior quarter payroll warrants during the last seven business days of each quarter. Refer to [Volume VI, Section 13 \(End of Quarter Payroll Adjustments\)](#) for additional information.

## B. PRIOR YEAR WARRANT CANCELLATIONS

Agencies should exercise diligence to ensure payroll warrants requiring cancellation are processed during the year of issue. Payroll warrants cancelled during the year of issue will have employee earnings records corrected and employee and employer taxes restored to agency accounts. A prior year warrant cancellation may not be entered during the last seven business days of each quarter.

Payroll warrants that are cancelled after the year in which the warrant was issued will result in a Form W-2C (corrected Wage and Tax Statement) being produced for the employee. The W-2C form will reflect corrected Taxable Gross (Box 1), Social Security Gross (Box 3), Social Security Tax (Box 4), Medicare Gross (Box 5), and Medicare Tax (Box 6). Federal Income Tax Withheld (Box 2) will not be corrected because the IRS does not permit the refund of income tax withheld in a prior year.

Agencies who cancel a warrant after the year in which the warrant was issued will be responsible for recovering the federal income tax withheld from the employee.

## C. CANCELLING WARRANTS CONTAINING DEFERRED COMPENSATION

Warrant cancellations for terminated employees having deferred compensation deductions (DED 0041) require **immediate** agency actions in order to ensure the recovery of the salary deferral from the provider company.

Employees terminating from state employment can request a full distribution of their accounts as early as 31 days after his/her employment ends. Once the provider company distributes the account monies, the Bureau of Deferred Compensation will be unable to recover any amounts deferred on cancelled warrants. Employing agencies are ultimately responsible for the recovery of deferred compensation deferrals owed in this situation.

### Agency Actions Required

Employing agencies must immediately notify the Bureau of Deferred Compensation (Department of Financial Services, Division of Treasury) of a need to cancel a warrant of a terminated employee having deferred compensation. The Bureau of Deferred Compensation Office's main number is (850) 413-3162.

1. If the warrant is cancelled after the deferred compensation contribution is remitted to the provider and the employee's account monies have **not** been distributed to the employee, the Bureau of Deferred Compensation will obtain the agency refund from the provider.
2. If the warrant is cancelled after a terminated employee has taken a full distribution of his/her deferred compensation account monies from the provider, the Bureau of Deferred Compensation will be unable to recover the contribution for the agency. The following actions are required when this occurs:

- a. The Bureau of Deferred Compensation will notify the employing agency and Bureau of State Payrolls (BOSP) of its inability to recover the payroll deduction.
- b. The employing agency is responsible for collecting the deferred compensation amount owed from the terminated employee. The agency will first determine whether the employee is due a leave payout.
- c. If so, the agency will deduct the deferred compensation amount owed as a salary overpayment (code 200) from the leave payout. Refer to [Volume V, Section 6 \(REFUND FOR OVERPAYMENT OF SALARY\)](#) for correct procedures.
- d. If the terminated employee is NOT due a leave payout at least as large as the amount of the deferred compensation to be recovered, the agency must still collect the remainder of the deferred compensation amount owed from the terminated employee as a salary overpayment. Refer to [Volume V, Section 6 \(REFUND FOR OVERPAYMENT OF SALARY\)](#) for correct procedures.
- e. The agency will need to transfer the money owed to the specified Bureau of Deferred Compensation account within thirty (30) business days of the notification from the Bureau of Deferred Compensation. The agency will also need to inform BOSP that the monies have been remitted.
- f. If the agency has **not** transferred the entire deferred compensation amount owed by the terminated employee within thirty (30) business days, BOSP will ask the agency for an account number. BOSP will then create a voucher to transfer the money from the agency's account to the specified Bureau of Deferred Compensation account. If an agency does not provide BOSP with a valid account code for this transaction within ten (10) business days, BOSP will select one of your agency's 29-digit FLAIR accounts that have sufficient budget and cash to cover the payment.
- g. The agency should continue to follow the standard collection procedures as noted in [Volume V, Section 6](#) of this Payroll Preparation Manual.

#### D. ACCESSING WARRANT/EFT CANCELLATION SCREEN

1. Follow directions in [Volume V, Section 1](#) of the Payroll Manual ([C. SIGN-ON PROCEDURES](#)) to sign in to the PAYROLL MAIN MENU screen. From this screen, the user can access the WARRANT/EFT CANCELLATION screen. An example of the MAIN MENU screen is below.

```

PAYROLL MAIN MENU

SEL
CA  CANCELLATIONS AND ADJUSTMENTS
CS  COLLECTIONS SYSTEM
DM  DIRECTORY MAINTENANCE MENU
EI  EMPLOYEE INFORMATION
OD  ON-DEMAND PAYROLL
SR  SALARY REFUNDS
TR  TAX REPORTING
W4  W4/W5 MAINTENANCE MENU

<--- ENTER SEL CODE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
QUIT

```

2. To access the WARRANT CANCELLATION screen, enter "CA" in the SEL field on the PAYROLL MAIN MENU screen and depress the <ENTER> key. The CANCELLATIONS & ADJUSTMENTS MAIN MENU screen will be displayed. See below.

```

***** CANCELLATIONS & ADJUSTMENTS *****
- MAIN MENU -

Code | System/Function/Explanation

```

|  |    |  |                           |  |
|--|----|--|---------------------------|--|
|  | MS |  | MISCELLANEOUS ADJUSTMENTS |  |
|  | NC |  | NON-CASH ADJUSTMENTS      |  |
|  | RT |  | RETIREMENT ADJUSTMENTS    |  |
|  | SR |  | SALARY REFUNDS            |  |
|  | TC |  | TAX COLLECTIONS           |  |
|  | TR |  | TAX REFUNDS               |  |
|  | WC |  | WARRANT/EFT CANCELLATION  |  |

Code: \_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 HELP QUIT RETRN MAIN FLIP

3. Enter "WC" in the Code: field and depress the <ENTER> key to access the AGENCY WARRANT CANCELLATION screen. See below.

\*\*\*\*\* AGENCY WARRANT CANCELLATION \*\*\*\*\*

| Code | System/Function/Explanation        |
|------|------------------------------------|
| AD   | ADD WARRANT TO BE CANCELLED        |
| IW   | INQUIRY/APPROVAL BY WARRANT NUMBER |
| IT   | INQUIRY/APPROVAL BY TAX ID NUMBER  |
| IS   | INQUIRY/APPROVAL BY STATUS         |
| AR   | AGENCY REPORT REQUEST              |

CODE:\_\_ SITE:\_\_ WARRANT NUMBER:\_\_ WARRANT DATE:\_\_\_\_\_  
 TAX ID:\_\_\_\_\_ DEST:\_\_\_\_\_ USER ID:\_\_\_\_\_ STATUS:\_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12  
 HELP QUIT RETRN MAIN FLIP

## E. ENTERING A WARRANT/EFT CANCELLATION/DELETION

- a. Agencies need to be aware of federal income tax implications of cancelled prior year warrants as noted in preceding [B. PRIOR YEAR WARRANT CANCELLATIONS](#).
2. Follow directions in preceding [D. ACCESSING WARRANT/EFT CANCELLATION SCREEN](#) to get to the AGENCY WARRANT CANCELLATION screen.
3. The AGENCY WARRANT CANCELLATION screen provides the ability to add a payment record (warrant or EFT) as the first step in canceling a warrant or an EFT, three options for inquiring about or approving warrant/EFT cancellations, and a report request option.
4. A payment record must be added before the warrant/EFT can be cancelled. To add a warrant/EFT, enter "AD" in the CODE field, enter the two-character agency code in the SITE field, enter the seven-digit warrant number in the WARRANT NUMBER field, enter the warrant date in format (CCYYMMDD) in the WARRANT DATE field, and depress the <ENTER> key. See example below.

PWCQMENU \*\*\*\*\* AGENCY WARRANT CANCELLATION \*\*\*\*\*

| Code | System/Function/Explanation        |
|------|------------------------------------|
| AD   | ADD WARRANT TO BE CANCELLED        |
| IW   | INQUIRY/APPROVAL BY WARRANT NUMBER |
| IT   | INQUIRY/APPROVAL BY TAX ID NUMBER  |

|                 |                 |                                |                               |
|-----------------|-----------------|--------------------------------|-------------------------------|
|                 |                 | IS                             | INQUIRY/APPROVAL BY STATUS    |
|                 |                 | RQ                             | REPORT REQUEST                |
|                 |                 | AR                             | AGENCY REPORT REQUEST         |
|                 |                 | ?                              | Help                          |
|                 |                 | .                              | Terminate                     |
| -----+          |                 |                                |                               |
| CODE: <b>AD</b> | SITE: <b>00</b> | WARRANT NUMBER: <b>9999999</b> | WARRANT DATE: <b>20080327</b> |
| TAX ID: _____   | DEST: _____     | USER ID: _____                 | STATUS: _____                 |

5. The agency SITE field is a required field; however, it is not an edited field. The SITE code may be entered as "00" or any other two characters designated by the agency. The SITE code is used only for reporting purposes and to distinguish between regions, institutions, etc. SITE may be alpha, numeric, or alpha/numeric. Agencies that designate a SITE code should stress to their staff the importance of consistently entering the correct code. Otherwise, reports generated by SITE will not necessarily be correct.
6. The following screen will be displayed:

```

Enter Information to be added
PWCNDADD          ***** AGENCY WARRANT CANCELLATION *****          PWCMD1
  Apr 02, 98
*Action (A,D,M)          AD

  WARRANT NUMBER.....: 9999999          WARRANT DATE: 19980327

  SOCIAL SECURITY NUMBER:          SALARY DETAIL NAME:
                                FIRST:
  NET AMOUNT.....:          LAST:

  SITE.....:          00
  ORG CODE.....:

                                STATUS CODE...:
  STOP PAYMENT CLEAR DATE.....:          USER ID.....:
                                ADD DATE.....: 19980402
  REASON CODE.....:          APPROVAL ID.....:
                                APPROVAL DATE:
  IS THIS THE RECORD TO BE ADDED - Y/N?          CANX PROCESS DATE:
  
```

7. Depress the <ENTER> key a second time to display the specific warrant information (i.e., name, SSN, amount).
8. When cancelling an EFT, an entry in the REASON CODE field is required. This field is optional when canceling a paper warrant. Correct EFT reason codes are:
- 01 - EFT Deceased
  - 02 - EFT Incorrect payment amount (hours/rate)
  - 03 - EFT Leave Without Pay
  - 04 - EFT Duplicate Payment
- Note:** Depress the "F1" key with the cursor in the REASON CODE field to display the EFT Delete Reason Codes.

9. If the warrant you are adding has a stop payment on it, the STOP PAYMENT CLEAR DATE must be entered before the warrant can be cancelled. **If the date is not entered, a message will be displayed that directs the agency to call the Reconciliation Section at (850) 413-5516 to obtain the stop payment clearance date for the warrant.** The agency would contact the Reconciliation Section at 850-413-5516 for the stop payment clear date. Failure to follow these procedures may cause a serious discrepancy between the Chief Financial Officer's paid warrant file and cancellation/paid file. The Reconciliation Section can clear the warrant for cancellation within 7 business days from the date a stop payment is placed on it.
10. Before proceeding, verify that the information being displayed is for the correct warrant/EFT. Enter "N" if this is not the correct warrant/EFT and the record will **NOT** be added for cancellation. If this is the correct record, enter "Y" at the bottom of the screen and the warrant/EFT will be added for cancellation. These records are now in ADD status.

```

PWCNDADD          ***** AGENCY WARRANT CANCELLATION *****          PWCMD1
Apr 02,98

*Action (A,D,M)          AD

WARRANT NUMBER.....: 9999999          WARRANT DATE: 19980327

SOCIAL SECURITY NUMBER: 999999999          SALARY DETAIL NAME:
FIRST: LARRY

NET AMOUNT.....: 25.62          LAST: XXXXX

SITE.....: 00          ORG CODE.....:
90041900605

STATUS CODE....:
STOP PAYMENT CLEAR DATE.....: _____          USER ID.....: XXX
ADD DATE.....: 19980402

REASON CODE.....:          APPROVAL ID.....:
APPROVAL DATE:

IS THIS THE RECORD TO BE ADDED - Y/N? Y          CANX PROCESS DATE:

```

11. The message "RECORD ADDED-PLEASE ENTER NEXT RECORD" is displayed on the screen after the warrant/EFT has been added for cancellation. The message, "RECORD ALREADY EXISTS" will be displayed when a cancellation record was previously added for the warrant/EFT you are attempting to add.
12. After adding a warrant/EFT for cancellation or deletion, the record will be in ADD status until it is approved or rejected.
13. When an *EFT* payment is added for cancellation, the following message will be displayed:

"Attention Payroll/Personnel Offices"

The earnings statement for the payment you are deleting has been printed. Please pull and destroy the statement. The backup memo for the EFT Section is no longer required.

If you have questions, please call the Bureau of State Payrolls at:  
(850) 413-5513.

Employees with questions concerning Direct Deposit start dates and/or deposit dates and amounts should call the automated line: (850) 413-7262.

14. An additional cancellation record can be added by entering the warrant number and warrant date at the "add cancellation screen" (i.e., where Y/N is entered). Site number will carry over into subsequent cancellation entries for a session.

**F. APPROVING OR DELETING A WARRANT/EFT CANCELLATION**

A warrant/EFT that has been added for cancellation (in ADD status) is ready for approval or rejection. The same **employee who added** the warrant/EFT cancellation record **cannot approve or reject** the same warrant/EFT cancellation.

1. Follow procedures in preceding section [D. ACCESSING WARRANT/EFT CANCELLATION SCREEN.](#)
2. At this screen, three ways are provided for accessing warrants/EFT's for approval or rejection:
3. Type "IT" in the CODE field, the employee's 9-digit social security number without dashes (-) in the TAX ID field, and depress the <ENTER> key. All payments for the specified social security number entered in the TAX ID field will be displayed;
  - a. Or type "IW" in the CODE field, the warrant date (YYYYMMDD) in the WARRANT DATE field and the 7-digit warrant number in the WARRANT NUMBER field and depress the <ENTER> key. Only information for the specified warrant will be displayed;
  - b. Or type "IS" in the CODE field, "ADD" in the STATUS field, and depress the <ENTER> key. All payment records added but not yet approved or rejected will be displayed. If the STATUS field is left blank, all records for all status codes will be displayed.

| PWCQMENU  |                                    | ***** AGENCY WARRANT CANCELLATION ***** |  |
|---|------------------------------------|---|--|
| Apr 02, 98  |                                    |   |  |
| Code  | System/Function/Explanation        |   |  |
| AD  | ADD WARRANT TO BE CANCELLED        |   |  |
| IW  | INQUIRY/APPROVAL BY WARRANT NUMBER |   |  |
| IT  | INQUIRY/APPROVAL BY TAX ID NUMBER  |   |  |
| IS  | INQUIRY/APPROVAL BY STATUS         |   |  |
| RQ  | REPORT REQUEST                     |   |  |
| AR  | AGENCY REPORT REQUEST              |   |  |
| ?   | Help                               |   |  |
| .   | Terminate                          |   |  |
| CODE: <b>IS</b> SITE: <b>00</b> WARRANT NUMBER: _____ WARRANT DATE: _____ |                                    |   |  |
| TAX ID: _____ DEST: _____ USER ID: _____ STATUS: <b>ADD</b>               |                                    |   |  |

4. It is possible that more records will be pulled than can be displayed on one screen. To find a cancellation record not displayed on the current screen, depress the "F8" key to access the next screen or depress the "PF7" key to access the previous screen.
5. To display a warrant/EFT cancellation record to be approved or rejected, enter "M" on the ACTION line to the left of the record and depress the <ENTER> key. Multiple records can be selected prior to depressing the <ENTER> key. Each selected record will be displayed in the order in which they are listed.

| ***** AGENCY WARRANT CANCELLATION ***** |      |         |          |           |        |        |        |          |
|---|------|---------|----------|-----------|--------|--------|--------|----------|
| PWCQSTAT                                |      |         |          |           |        |        |        |          |
| Apr 02, 98                              |      |         |          |           |        |        |        |          |
| ACTION                                  | STAT | WARRANT | WARRANT  | TAX ID    | AMOUNT | OLO    | LAST   | ADD      |
|   | CODE | NUMBER  | DATE     | NUMBER    |        |        | NAME   | DATE     |
| -----                                   | ---- | -----   | -----    | -----     | -----  | -----  | -----  | -----    |
| M                                       | ADD  | 9999999 | 19980327 | 999999999 | 25.62  | 900419 | XXXXXX | 19980402 |
| M                                       | ADD  | 8888888 | 19980327 | 888888888 | 7.73   | 110000 | SMITH  | 19980402 |
| M                                       | ADD  | 7777777 | 19980327 | 777777777 | 7.72   | 119500 | TIMMS  | 19980401 |
| M                                       | ADD  | 6666666 | 19980327 | 666666666 | 3.86   | 119500 | WRIGHT | 19980401 |

6. When a record is displayed, enter “Y” or “N” in the field at the bottom of the page next to “MARK ‘Y’ TO APPROVE OR ‘N’ TO REJECT”.
  - a. If you enter “Y” and depress the <ENTER> key, the warrant/EFT payment will be cancelled.
  - b. If you enter “N” and depress the <ENTER> key, the warrant/EFT payment will NOT be cancelled and the payment will be made to the employee.
  - c. The message "RECORD MODIFIED SUCCESSFULLY" will be displayed to let you know your update was successful. If this message is not displayed, enter the “Y” or “N” again and be sure to depress the <ENTER> key.

```

Enter Changes
PWCNDADD          ***** AGENCY WARRANT CANCELLATION *****          PWCMD1
Apr 02, 98
*Action (A,D,M)          M

WARRANT NUMBER.....: 9999999          WARRANT DATE: 19980327

SOCIAL SECURITY NUMBER: 999999999          SALARY DETAIL NAME:
FIRST: LARRY
NET AMOUNT.....: 25.62          LAST : XXXXX
SITE.....: 00
ORG CODE.....: 90041900605

STOP PAYMENT CLEAR DATE.....:          STATUS CODE....:
          USER ID.....: XXX
          ADD DATE.....: 19980402
REASON CODE.....:          APPROVAL ID.....:
          APPROVAL DATE:
MARK 'Y' TO APPROVE OR 'N' TO REJECT: Y          CANX PROCESS DATE:
  
```

7. If you have more than one payment record to approve or reject, depress the “F3” key after successfully updating the current record. The next record for approval or deletion will be displayed.
8. When a paper warrant cancellation is approved or rejected, the record’s STATUS CODE will change from “ADD” to “APR” or “DEL.” The records will be pulled for processing at 5:00 p.m. on the day the record was approved or rejected. The record’s STATUS CODE will then be changed to “PRO” (processed) status. Records approved after 5:00 p.m. will be processed on the next working day.
9. If you determine a paper warrant cancellation you approved should not have been approved, you can modify and reject (enter “N”) the record up until 5:00 p.m. on the same day the record was approved for cancellation.
  - a. To pull up the approved cancellation and reject the cancellation, follow the steps in preceding steps [F.1. through F.4.](#)

- b. Enter "N" in the field at the bottom of the page after, "MARK 'Y' TO APPROVE OR 'N' TO REJECT."
  - c. The warrant payment will NOT be cancelled and the payment will be made to the employee.
  - d. The message "RECORD MODIFIED SUCCESSFULLY" will be displayed to let you know your update was successful. If this message is not displayed, enter the "N" again and be sure to depress the <ENTER> key.
10. When an EFT cancellation is approved, the STATUS CODE will be changed from "ADD" to "APR". Approved EFT records will be pulled for processing by the EFT Section following the EFT Deadline and the STATUS CODE will then change to "PRT". The approved EFT records (in "PRT" Status) are pulled the night of the warrant date and the STATUS CODE will then change to "PRO." These EFT payments will not be sent to the employees' financial institution.
  11. When an EFT cancellation is rejected, the STATUS CODE will be changed from "ADD" to "DEL" in the nightly process on the day the record is rejected. This EFT cancellation record is deleted from the system and the payment is transmitted to the employee's financial institution on the warrant date.
  12. STATUS CODE "DEL" indicates the payment cancellation was rejected and the warrant/EFT was paid. After a payment cancellation has been rejected ("N" entered), the record cannot be subsequently approved. If the cancellation record should have been approved, the agency would add and approve the record again on a subsequent day. If a payment cancellation should be, but is not, approved within time, the agency would obtain a refund from the employee and process a refund of overpayment of salary following procedures given in [Volume V, Section 6](#) of this Payroll Manual.

## G. AGENCY CANCELLATION REPORTS

1. An agency can request cancellation reports at the WARRANT CANCELLATION screen. Two reports are available:
  - a. A report that lists all cancellations for a specified site (AR); and
  - b. A report that lists cancellation records by USER ID and/or OLO
2. Follow directions in preceding D. [ACCESSING WARRANT/EFT CANCELLATION SCREEN](#) to get to the WARRANT CANCELLATION screen.
3. To request a summary report of warrant cancellation records by SITE, enter "RQ" in the CODE field, the 2-character site code in the SITE field, and your printer identification number in the DEST field. A report summarizing all cancellation records for the specified site will be sent to the identified printer.
  - a. When User ID is entered in the USER ID field and/or the status of the record(s) is entered in the STATUS field, the resulting RQ report will be limited to records for the specified User ID and/or status as well as site.

|            |  |   |  |
|------------|--|---|--|
| PWCQMENU   |  | ***** AGENCY WARRANT CANCELLATION ***** |  |
| Apr 02, 98 |  |   |  |
| Code       |  | System/Function/Explanation             |  |
| +-----+    |  | -----+                                  |  |
| AD         |  | ADD WARRANT TO BE CANCELLED             |  |



```

| IW   INQUIRY BY WARRANT NUMBER
| IT   INQUIRY BY TAX ID NUMBER
| IS   INQUIRY BY STATUS
| RQ   REPORT REQUEST
| AR   AGENCY REPORT REQUEST
|
| ?   Help
| .   Terminate
+-----+

```

CODE: **RQ** SITE: **00** WARRANT NUMBER: \_\_\_\_\_ WARRANT DATE: \_\_\_\_\_  
TAX ID: \_\_\_\_\_ DEST: **R640** USER ID: \_\_\_\_\_ STATUS: \_\_\_\_\_

b. An example of a RQ report is below:

```

PWC RDALY          THE CHIEF FINANCIAL OFFICER          RUN TIME:
SAMAS PAYROLL      ONLINE WARRANT CANCELLATION REPORT    PAGE: 1
                   REQUESTED BY XXX

OLO: 9999
SSN 999-99-9999

WARRANT #  WARRANT DT  NET AMOUNT  STATUS  USER ID  SITE  ADD DATE
99999999   03/27/1998   25.62      APR     XXX      00    04/02/1998

SSN 999-99-9999
88888888   03/27/1998     7.73      PRO     XXX      00    04/02/1998

SSN 999-99-9999
66666666   03/27/1998     3.86      PRO     XXX      00    04/02/1998

SSN 999-99-9999
77777777   03/27/1998     7.72      PRO     XXX      00    04/02/1998

TOTAL NUMBER OF RECORDS          4

```

4. To request a summary report of warrant cancellation records by OLO, enter "AR" in the CODE field, 2-character agency site in the SITE field, and the printer identification number in the DEST field. The report will be in STATUS order as follows: ADD, APR, PRO and DEL.

a. Enter status in the STATUS field to limit the AR report to the specified status code.

b. An example of an AR report is below:

```

DATE RUN: MM/DD/CCYY          STATE OF FLORIDA
                                THE CHIEF FINANCIAL OFFICER
                                OLINE WARRANT CANCELLATION REPORT
                                BY (      ) ORDER

OLO: XXXX  SITE: XX
SSN 999-99-9999          SITE OR
WARRANT #  WARRANT DT  NET AMOUNT  STATUS  USER ID  ADD DT
99999999   MM/DD/CCYY  ZZZ,ZZZ.Z9  XXX     XXX     MM/DD/CCYY
99999999   MM/DD/CCYY  ZZZ,ZZZ.Z9  XXX     XXX     MM/DD/CCYY

SSN 999-99-9999

99999999   MM/DD/CCYY  ZZZ,ZZZ.Z9  XXX     XXX     MM/DD/CCYY
99999999   MM/DD/CCYY  ZZZ,ZZZ.Z9  XXX     XXX     MM/DD/CCYY

TOTAL NUMBER OF RECORDS      ZZ,ZZ9

```

**H. DESTRUCTION OF CANCELLED AND VOIDED ORIGINAL PAYROLL WARRANTS**

Each agency is responsible for the proper destruction of their agency's cancelled payroll warrants and voided original warrants. Each agency is to develop written internal procedures for destruction of these warrants that should, at a minimum, include the following:

1. The word "cancelled" or "cancel" must be stamped or written in a manner that will clearly render the warrant non-negotiable on the face of each salary warrant that is to be cancelled.
2. The word "void" must be stamped or written on the face of the original warrant when a duplicate warrant has been issued and the original warrant is subsequently located.
3. Destruction of warrants must be witnessed and attested to by a minimum of two employees. One of the persons attesting to the destruction of the warrants should be from a unit that is independent of the section that routinely handles this function.
4. The attestation should include a written record identifying the warrants that were destroyed and the destruction date.
5. A statement that destruction records will be made available for review by staff of the Chief Financial Officer's office upon request should be included.

## A. GENERAL INFORMATION

Salary overpayment is compensation greater than the maximum authorized for payment in accordance with the provisions of applicable personnel rules and regulations.

It is important for all agencies to review payroll data prior to payroll processing to prevent salary overpayments. In the instance that an overpayment is made to an employee, agencies are responsible for identifying the salary overpayment, promptly notifying the employee of overpayments when they occur, collecting overpayments in a timely manner, and adjusting payroll records by processing salary refunds in the Bureau of State Payrolls (BOSP) PYRL system.

### Notification to the Employee

Per Florida Statute 110.1165 (3), the statute of limitations for the recovery of a salary overpayment is two years from the day after the overpayment date. The employing agency must notify the employee of the salary overpayment within these two years and cite both Sections 120.569, F.S. and 120.57, F.S. in advising the employee of his/her rights.

The agency must notify the employee of the salary overpayment in writing. The overpayment notification must include the following:

- An explanation of how the overpayment occurred
- Repayment expectations including a deadline for the repayment
- Explanation that the recipient will be expected to repay the net amount received plus the federal withholding tax (income tax) paid to the IRS on the recipient's behalf if the net amount received is not fully repaid in the same calendar year in which it was overpaid
- Advisement to the employee of their rights to a hearing under Sections 120.569, F.S. and 120.57, F.S.

Agencies are to maintain appropriate records to document the actions they take.

### Adjusting the Employee's Payroll and Personnel Record

If an overpayment is made to an employee for a pay period in which the employee worked less than the full pay period, the employing agency is to process any needed adjustments to annual and sick leave accruals in accordance with Personnel Rules and Regulations in the appropriate HR system.

To ensure that the employee's payroll records, and Form W-2 are correct and that tax dollars are restored to the agency accounts, salary refunds must be collected and approved for processing in a timely manner. They should be **collected and approved** in the on-line system no later than **December 31<sup>st</sup>** of the year in which the overpayment was made. Salary refund records added to the on-line PYRL system by December 31<sup>st</sup>, **but not approved** by the date published in the BOSP Calendar Year End Information Memorandum (generally within the first 5 working days of January of the subsequent year), will automatically be purged from the system. Salary Refund records are purged due to the inability to adjust withholding tax amounts in a new calendar year per the IRS. This includes records of salary overpayments for which repayment has been received as well as records for which repayment has not been received. For any salary refund record that was purged and is still owed to the agency, the agency will have to re-enter the salary refund record in the PYRL system in the new year and advise

the employee of the new amount owed to the agency. This new amount will include the withholding tax that was paid on the employee's behalf by the agency which is no longer able to be recouped from the IRS and will be reflected on the employee's Form W-2 in the year the overpayment was made.

When a salary overpayment is repaid and fully processed in the PYRL system in the same calendar year in which the overpayment occurred, the employee's taxable gross, social security gross, Medicare gross, federal withholding tax, social security taxes, and Medicare taxes are adjusted.

Salary overpayments **NOT** repaid in the same calendar year in which the overpayment occurred will **NOT** have taxable gross or federal withholding tax adjusted per IRS guidelines. This also results in the employee owing an additional amount back to the agency to refund the agency for withholding taxes previously paid on the employee's behalf.

When a salary overpayment is repaid in the same calendar year in which the overpayment occurred but the salary refund is not fully processed in the PYRL system in that same calendar year, the agency must complete a manual salary refund form **DFS-A3-1911** and send it to the BOSP Employee Records section via email with documentation showing when the employee refunded the overpayment to the agency.

Manual salary refund forms must be reviewed, input and approved in the PYRL system by BOSP. Taxable gross and federal withholding tax will be adjusted for prior-year salary refunds submitted to BOSP **and processed** by the cutoff date given in the BOSP Calendar Year End Information Memorandum. Prior-year salary refunds processed after that date will have taxable gross, but not federal withholding tax, adjusted. Please refer to upcoming item [J. MANUAL REFUND FOR OVERPAYMENT OF SALARY: FORM DFS-A3-1911](#), for additional situations where agencies must submit a completed and approved manual salary refund and to find instructions for completing the manual form.

The salary refund adjustment system in PYRL allows agencies to calculate and re-calculate salary refunds, update employee records, and automate accounting entries. The agency can add a record to calculate the amount owed the agency, approve a record for processing when the employee repays the salary overpayment, and update the employee's record.

## **B. COLLECTING SALARY OVERPAYMENTS**

1. When an agency determines a salary overpayment has occurred, the agency is to follow the procedures listed below. These procedures apply to overpayments made on either an EFT or a paper warrant.
2. The agency can have the recipient of the overpayment repay the overpayment by money order, cashier's check, personal check (at agency discretion), or payroll deduction from the employee's next payment.
  - a. If the overpayment occurred in one payment, BOSP recommends that the agency collect the repayment in one payment, when possible.
3. Current Employee: If an employee is still currently employed, the employing agency is responsible for promptly notifying the employee (as stated above) of the overpayment when it occurs.

- a. Every effort should be made to begin immediate collection of the overpayment from the employee's payroll if the employee is not going to repay the entire amount to the agency by personal check or other payment method.
  - b. If the recipient of the overpayment is still employed with the state, the agency has the option of collecting the overpayment using miscellaneous Deduction Code 0200. However, the Federal Fair Labor Standards Act requires that an employee's gross wages minus the repayment amount cannot be below minimum wage. Therefore, the agency may have to collect the overpayment through several Code 0200 deductions. If the recipient is employed with another agency, the agency to which the overpayment is owed can request that the employing agency implement the Code 0200's and remit the money received to the owed agency or they can request BOSP's assistance in requesting the current employing agency to implement the Code 0200's.
4. Terminated Employee: If the employee is no longer employed with your agency, the employing agency is to promptly notify the employee of the overpayment with a letter sent by certified mail with return receipt requested. The letter from the agency should include all of the information as stated above and a request for a full repayment of the stated overpayment amount. The employing agency must send the notifying letter to the employee within two years from the day after the overpayment date.
- a. If the agency does not receive a response from the recipient by the stated deadline, the agency is to send another certified mail, return receipt requested, letter with a revised deadline.
  - b. If a response is still not received from the recipient by the stated revised deadline, or if the employee refuses to submit the repayment, and a hearing has not been requested, the agency is to refer the uncollected overpayment to their respective Collection Agency.

Once the salary overpayment has been submitted to the collection agency, all questions related to the repayment amount or status should be handled at the agency level. Agencies will need to work directly with their collection agency for any follow-up information once it has been submitted to them.

All documentation should be retained, as all salary overpayments submitted for collections can be requested for audit by BOSP. This includes copies of the salary overpayment calculation, copies of letters sent, copies of certified mail receipts and all correspondence with the employee concerning the overpayment.

**NOTE: If the employee still works for the agency, the overpayment should not be submitted for collection action.**

5. If full repayment in one payment is not possible, a repayment schedule (at agency discretion) can be established and followed. BOSP recommends that the repayment schedule provide for recovery of the overpayment in no more than the number of pay cycles in which the original overpayment was made. The employee's gross wages minus the repayment amount still cannot be brought below minimum wage, in accordance with the Fair Labor Standards Act.
  - a. The agency is to deposit received repayment money in the appropriate agency account. A salary refund adjustment should be approved for processing only when the employee has

repaid enough money to satisfy an individual pay period overpayment. The only exception to this would be at the end of the calendar year when an adjustment should be made for any partial repayment monies received by the agency. The agency is responsible for accounting for the overpayment. BOSP recommends that the agency create an account receivable to ensure that the correct amount is collected and fully processed. The agency will need to retain the deposit number for use in approving the salary refund adjustment in PYRL.

6. As stated above, if the overpayment cannot be completely repaid in the same calendar year in which the overpayment occurred, the amount of the repayment owed will most likely increase due to withholding taxes.
7. At calendar year-end, the agency is to approve the amount of the overpayment that has been collected and is to add a new on-line record for the outstanding balance. If the original refund record included income tax, the income tax amount will not be adjusted in the new salary refund record. Income tax is not adjusted for salary overpayments that are repaid in subsequent tax years.
8. The following additional procedures apply only to salary overpayments made on a paper warrant.
  - a. If the overpayment identified is for the entire amount of the warrant and the warrant has not been released to the employee, the agency is to cancel the salary warrant according to the on-line warrant/EFT cancellation procedures detailed in [Volume V, Section 5](#) of the Payroll Preparation Manual. Any employee who enters the cancellation of a paper warrant **MUST** have physical possession of that warrant. After the warrant has been cancelled, the agency can process a payment in the correct amount through the On-Demand system (detailed in [Volume IV, Section 9](#)) or on the next scheduled payroll. This procedure is strongly recommended for employees who repeatedly take leave without pay.
  - b. If the overpayment is identified prior to the employee receiving the paper warrant and it is not for the entire amount of the warrant, the agency can either cancel the paper warrant and issue a corrected payment through the On Demand system (detailed in [Volume IV, Section 9](#)) or collect the **net amount of the overpayment** from the employee and then release the original warrant to the employee. The agency must then process the salary refund adjustment in PYRL to correct the employee's pay records.
  - c. If the overpayment identified is for the entire amount of the warrant and the warrant has been released to the employee, the agency is to immediately notify the employee of the overpayment. If the employee has not cashed the warrant, the agency is to ask the employee to return the warrant. If circumstances cause this not to be possible within a short span of time, the agency is to notify the employee of their intended action and request a Stop Payment Order to the Department of Financial Services, Reconciliation Section. After the stop payment has cleared, the agency is to cancel the warrant following the warrant/EFT cancellation system procedures in [Volume V, Section 5](#) of the Payroll Preparation Manual. The agency can then request a new warrant in the correct amount on the next scheduled payroll.

#### C. PROCESSING NET SALARY REFUNDS CONTAINING DEFERRED COMPENSATION

Net salary refunds for terminated employees having deferred compensation deductions (DED 0041) require immediate agency actions in order to ensure the recovery of the salary deferral from the provider company.

Employees terminating from state employment can request a full distribution of their accounts as early as 31 days after his/her employment ends. Once the provider company distributes the account monies, the Bureau of Deferred Compensation will be unable to recover any amounts deferred on cancelled or adjusted warrants. Employing agencies are ultimately responsible for the recovery of deferred compensation deferrals owed in this situation.

### Agency Actions Required

Employing agencies must immediately notify the Bureau of Deferred Compensation (Department of Financial Services, Division of Treasury) of a need to process a net salary refund of a terminated employee having deferred compensation. The Bureau of Deferred Compensation Office's main number is (850) 413-3162.

1. If the net salary refund is processed after the deferred compensation contribution is remitted to the provider and the employee's account monies have **not** been distributed to the employee, the Bureau of Deferred Compensation will obtain the agency refund from the provider.

NOTE: Employees cannot take a distribution until 31 days after termination. This means that generally the Bureau of Deferred Compensation can obtain the money from the provider if the net salary refund is processed within that time frame.

2. If the net salary refund is processed after a terminated employee has taken a full distribution of his/her deferred compensation account monies from the provider, the Bureau of Deferred Compensation will be unable to recover the contribution for the agency. The following actions are required when this occurs:
  - a. The Bureau of Deferred Compensation will notify the employing agency and Bureau of State Payrolls (BOSP) of its inability to recover the payroll deduction.
  - b. The employing agency is responsible for collecting the deferred compensation amount owed from the terminated employee. The agency will first determine whether the employee is due a leave payout. If so, the agency will deduct the deferred compensation amount owed using their agency specific recovery deduction code from the leave payout.
  - c. If the terminated employee is NOT due a leave payout at least as large as the amount of the deferred compensation to be recovered, the agency must still collect the remainder of the deferred compensation amount owed from the terminated employee as a salary overpayment.
3. The agency will need to transfer the money owed to the specified Bureau of Deferred Compensation account within thirty (30) business days of the notification from the Bureau of Deferred Compensation. The agency will also need to inform BOSP that the monies have been remitted.
4. If the agency has not transferred the entire deferred compensation amount owed by the terminated employee within thirty (30) business days, BOSP will ask the agency for an account number. BOSP will then create a voucher to transfer the money from the agency's account to the specified Bureau of Deferred Compensation account. If an agency does not provide BOSP with a valid account code for this transaction within ten (10) business days, BOSP will select one of your agency's 29-digit FLAIR accounts that have enough budget and cash to cover the payment.
5. The agency should continue to follow the standard collection procedures.

**D. ACCESSING THE SALARY REFUND SYSTEM**

Follow directions to sign in to PYRL and access the PAYROLL MAIN MENU screen. From this screen, you can access the SALARY REFUNDS through the CANCELLATIONS AND ADJUSTMENTS menu option. An example of the PAYROLL MAIN MENU screen is below.

```

                                PAYROLL MAIN MENU
SEL
BC  BATCH CONTROL PROCESS
CA  CANCELLATIONS AND ADJUSTMENTS
CS  COLLECTIONS SYSTEM
DC  DEFERRED COMP. AUTH. FILE - BOSP & DEF. COMP
DM  DIRECTORY MAINTENANCE MENU
EI  EMPLOYEE INFORMATION
OD  ON-DEMAND PAYROLL
RD  RETIREMENT DROP
TR  TAX REPORTING
W4  W4 MAINTENANCE MENU

                                <--- ENTER SEL CODE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
QUIT

```

To access the SALARY REFUNDS screen, type “CA” in the SEL field on the PAYROLL MAIN MENU screen and press the Enter key. The CANCELLATIONS & ADJUSTMENTS MAIN MENU screen will be displayed.

```

PCAQMENU          ***** CANCELLATIONS & ADJUSTMENTS *****          PCAMMENU
Jul 19,21          - MAIN MENU -          02:57 PM

Code | System/Function/Explanation
+---+
ES   EFT INFORMATION (BANK/FIN. EFT SECTION ONLY)
MS   MISCELLANEOUS ADJUSTMENTS
NC   NON-CASH ADJUSTMENTS
RT   RETIREMENT ADJUSTMENTS
SR   SALARY REFUNDS
TC   TAX COLLECTIONS
TN   TAX ID ADJUSTMENTS
TR   TAX REFUNDS
WC   WARRANT/EFT CANCELLATION

?    Help
.    Terminate
+---+
code:  _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN FLIP

```

Type “SR” in the Code field and press the Enter key to access the SALARY REFUNDS MINI MENU screen.



**E. ADDING A SALARY REFUND RECORD**

The payment on which the overpayment occurred must first be added to the salary refund adjustment system in order to have the PYRL system calculate the repayment amount. This is accomplished from the SALARY REFUND MINI MENU screen. A user with salary refund ADD access can retrieve a record, update a record, save an updated record, delete a record, or inquire into a salary refund record.

From the SALARY REFUND MINI MENU screen, type “RF” (Refund) in the TYPE field, “A” (Add) in the SEL field, the employee’s social security number in the SSN field, the 8-digit warrant date in the WARRANT DATE field, the 7-digit warrant number in the WARRANT NUMBER field and press the Enter key.

```

PSRMMENU                                SALARY REFUND MINI MENU          07/19/2021 15:02:06.2

TYPE
----
RF - REFUND
AA - AGENCY APPROVAL
BA - BOSP APPROVAL
SS - STATUS (SEL NOT USED)
RR - REFUND REVERSAL

SEL
---
A - ADD
I - INQUIRY
U - UPDATE
D - DELETE

NEXT:  TYPE RF    SEL A    SSN 999 99 9999  WARRANT DATE 07012021
        WARRANT NUMBER 1234567  CONTROL NUMBER
ENTER--PF01--PF02--PF03--PF04--PF05--PF06--PF07--PF08--PF09--PF10--PF11--PF12
CONT          MAIN

```

Press the Enter key a second time to add the record. The message “RECORD HAS BEEN ADDED” will be displayed on the screen. This record is now available to use in calculating the refund amount.

```

RECORD HAS BEEN ADDED
PSRMRFAI                                SALARY REFUND - CALCULATION - ADD REQUEST  07/19/2021 15:30:54.8

        SOCIAL SECURITY NUMBER:  999 99 9999
        WARRANT DATE:           07012021
        WARRANT NUMBER:         1234567

NEXT:  TYPE      SEL      SSN              WARRANT DATE
        WARRANT NUMBER

ENTER--PF01--PF02--PF03--PF04--PF05--PF06--PF07--PF08--PF09--PF10--PF11--PF12
CONT          MINI  MAIN                      CAN

```

If the date of the warrant on which the overpayment was made is more than 13 months old, the record must be retrieved by the system in an overnight process.

The message “RECORD NOT IN SALARY DETAIL FILE DO YOU WANT RECORD RETRIEVED IN NIGHTLY PROCESS ( ) Y OR N” will be displayed. Enter “Y” to have the record retrieved as part of the nightly process or “N” to continue to the next record without having the record retrieved. If requested, these retrieved records will be available the following day.

Use the NEXT fields at the bottom of the screen to add additional records when needed.

## F. CALCULATING/UPDATING A SALARY REFUND RECORD

Once a record has been added it must then be updated and calculated to determine the amount owed back to the agency for the overpayment.

Any user with “UPDATE” access to Salary Refund can update and calculate the record. A user with this access can also inquire into salary refund records, i.e., added records (awaiting approval), approved records, and rejected records.

To calculate the amount owed, the user who added the salary refund record must first display the record that was added. A separate user with update access will not be able to calculate a record added by another user. The user who added and calculated the record will not be able to approve the record.

A record can be calculated more than once to achieve the accurate collection amount. After the calculation is determined to be correct, the user must save the record. To save the record, the user must press the Enter key three times. Once saved, the system automatically assigns a Control Number to the saved record.

To display the record on which a salary refund is to be calculated, type “RF” in the TYPE field, “U” in the SEL field, the social security number in the SSN field, the 8-digit warrant date in the WARRANT DATE field, and the 7-digit warrant number in the WARRANT NUMBER field. Press the Enter key.

```
PSRMMENU                                SALARY REFUND MINI MENU                07/19/2021 15:02:06.2

TYPE
----
RF - REFUND
AA - AGENCY APPROVAL
BA - BOSP APPROVAL
SS - STATUS (SEL NOT USED)
RR - REFUND REVERSAL

SEL
---
A - ADD
I - INQUIRY
U - UPDATE
D - DELETE

NEXT:  TYPE RF   SEL U   SSN 999 99 9999   WARRANT DATE 07012021
       WARRANT NUMBER 1234567   CONTROL NUMBER
ENTER--PF01--PF02--PF03--PF04--PF05--PF06--PF07--PF08--PF09--PF10--PF11--PF12
CONT                                     MAIN
```

The original payment record will be displayed on the SALARY REFUND – RATE, HOURS AND NUMBER OF PAY PERIODS UPDATE screen. From this screen, the user can enter parameters to

have the system calculate a total or partial net refund.

```

PSRMRHU
SALARY REFUND - RATE, HOURS AND NUMBER OF PAY PERIODS    07/19/2021 16:03:14.3
                                UPDATE

TOTAL NET REFUND?      ( _ )                                ORIGINAL
(Y - YES OR N - NO)

BEGINNING-RATE          ORIGINAL      ADJUSTED      FTE
BEGINNING-HOURS         04819.38      00000.00      EMPLR.-RET
BEGINNING-GROSS         184.0         000.0         EMPLR.-FICA/MEDI
                                004819.38      000000.00      PRETAX-SAVINGS
                                00000.00      00000.00      OTHER-ER-BENFS
                                000000.00      000000.00      GROSS-SALARY
                                00000.00      00000.00      INCOME-TAX
                                000.0         000.0         EMPLR.-RET
                                000000.00      000000.00      EMPLR.-FICA/MEDI
                                00000.00      00000.00      PRETAX-BENEFITS
                                000.0         000.0         DEFERRED-AMTS.
                                000000.00      000000.00      COURT-ORD-SUPP
                                00000.00      00000.00      FED.-TAX-LEVY
                                00000.00      00000.00      OTHER-MISC-DEDS
                                00000.00      00000.00      -----
                                00000.00      00000.00      NET
                                00000.00      00000.00      REGULAR GROSS
                                00000.00      00000.00      4,819.38
                                00000.00      00000.00      ENTER--PF01--PF02--PF03--PF04--PF05--PF06--PF07--PF08--PF09--PF10--PF11--PF12
                                00000.00      00000.00      CONT                                     CAN
  
```

1. The user must indicate whether a total net or partial refund is to be calculated by entering "Y" or "N" in the TOTAL NET REFUND? field located in the upper left portion of the screen.
  - a. If "Y" is entered, a full net refund will be calculated and no further adjustments to this salary refund calculation will be allowed. Press the Enter key 3 times to have the system calculate a total net refund and to assign the transaction control number. To change the calculation after this point, the record must be deleted and added again.
2. If the TOTAL NET REFUND? field indicator is set to "N", a partial refund will be calculated, and the user would make appropriate adjustments to BEGINNING-RATE and/or ENDING-RATE and BEGINNING-HOURS and/or ENDING-HOURS fields.
  - a. An entry is **required** in at least one of the RATE fields and one of the HOURS fields. The user can enter adjustments in both BEGINNING and ENDING fields if appropriate.
  - b. The gross pay calculated from the adjusted RATE and HOURS fields must be less than the original salary transaction gross that is displayed at the lower right of this screen and labeled REGULAR-GROSS.
3. The CONTRACTED HOURS field will display the value from the original payment. This field can be changed to any value greater than zero. This value is used in determining gross salary, which could significantly affect the refund calculation.
4. The user **must** enter a value greater than "0.00" in the RATE FOR BENEFITS field.
  - a. The value in this field is to be the same value as the regular rate of pay for the pay period, i.e., the same value that is in the ORIGINAL column of the BEGINNING-RATE field. The RATE FOR BENEFITS value is used in the calculation of employee benefits.
5. The value displayed in the TYPE RATE OF PAY field will be the TYPE RATE OF PAY (hourly or period) from the original payment. The user can change this value to "1" (period) or "2" (hourly).

**Screen edits and error messages will be displayed to assist the user. Possible error messages and their meanings are listed below:**

| Error Message                                      | Reason for Error  | Corrective Action   |
|--|---|---|
| "TOTAL NET REFUND? MUST BE "Y" OR "N""             | The user has not entered an acceptable value in the "TOTAL NET REFUND?" field.  | The user must enter a "Y" to calculate a total net refund.<br>OR the user must enter a "N" to calculate a partial refund. |
| "BEGINNING AND/OR ENDING RATE/HOURS REQUIRED"      | An acceptable value has not been entered in the BEGINNING-RATE and/or ENDING-RATE and BEGINNING-HOURS and/or ENDING-HOURS field.  | See #3 above.   |
| BEGINNING RATE AND HOURS MUST BE GREATER THAN ZERO | The user has failed to enter a value for the BEGINNING-RATE and/or BEGINNING-HOURS.   | The user must enter a value in the BEGINNING-RATE and/or BEGINNING-HOURS field.   |
| ENDING RATE AND HOURS MUST BE GREATER THAN ZERO    | The user has failed to enter a value for the ENDING-RATE and/or ENDING-HOURS.   | The user must enter a value in the ENDING-RATE and/or ENDING-HOURS field.   |
| CONTRACTED HOURS MUST BE GREATER THAN ZERO         | The value displayed in this field was removed and no value was re-entered.  | This field must be greater than zero and equal to the number of contracted hours to determine gross salary.               |
| RATE FOR BENEFITS MUST BE GREATER THAN ZEROES      | The user failed to enter a value for the RATE FOR BENEFITS field.   | This field must be equal to the BEGINNING-RATE in the Original Column.  |
| RECALCULATED GROSS IS NOT LESS THAN ORIGINAL GROSS | This error occurs when the combination of RATE, HOURS, TYPE-RATE-OF-PAY, and/or CONTRACTED-HOURS results in a recalculated gross that is equal to or greater than the original payment gross. | The recalculated gross must be less than the original payment gross.  |
| INVALID TYPE-RATE-OF-PAY                           | This occurs when the TYPE-RATE-OF-PAY field is not equal to "1" (period) or "2" (hourly)  | The user must complete a manual salary refund form for any payment with a TYPE-RATE-OF-PAY that is not equal to 1 or 2.   |

6. The user is to correct all errors and then press the Enter key three times to initiate the salary refund calculation. After the refund has been calculated, the following screen will be displayed. The amount to be repaid by the employee is itemized and totaled in the column titled, "REFUND".

| PSRMRFU3  |              | SALARY REFUND - CALCULATION - UPDATE |                |                      | 07/20/2021 11:42:56.4 |
|---|--------------|--------------------------------------|----------------|----------------------|-----------------------|
|   | ORIGINAL     | ADJUSTED                             | REFUND         |                      |                       |
| EMPLR. RET  | 481.94       | 429.55                               | 52.39          | GROSS SALARY CHARGE( | - )                   |
| EMPLR.FICA/MEDI   | 368.70       | 328.63                               | 40.07          | OTHER EMPE BENEFITS( | - )                   |
| PRETAX SAVINGS  | 0.00         | 0.00                                 | 0.00           | RATE, HOURS AND      |                       |
| OTHER ER BENFS  | 0.00         | 0.00                                 | 0.00           | NUMBER OF PERIODS (  | )                     |
| GROSS SALARY  | 4819.38      | 4295.53                              | 523.85         | DEFERRED AMOUNTS..   | ( )                   |
| INCOME TAX  | 601.75       | 536.34                               | 65.41          | W-4 AND TAXES.....   | ( )                   |
| EMPLOYEE RET  | 144.58       | 128.87                               | 15.71          | OTHER MISC. DEDS..   | ( )                   |
| EMPLE.FICA/MEDI   | 368.68       | 328.60                               | 40.08          | COMPONENTS OF GROSS( | )                     |
| PRETAX BENEFITS   | 0.00         | 0.00                                 | 0.00           | SAVE .....           | ( )                   |
| DEFERRED AMTS.  | 0.00         | 0.00                                 | 0.00           |                      |                       |
| COURT ORD SUPP  | 0.00         | 0.00                                 | 0.00           |                      |                       |
| FED. TAX LEVY   | 0.00         | 0.00                                 | 0.00           |                      |                       |
| OTHER MISC DEDS   | 2.00         | 2.00                                 | 0.00           |                      |                       |
| NET   | 3702.37      | 3299.72                              | 402.65-        | NET REFUND           |                       |
| NEXT: SSN   | WARRANT DATE |                                      | WARRANT NUMBER | 9022269              |                       |
| CONTROL NUMBER  | NAME         | CONSTANCE M HOSEY                    |                |                      |                       |
| ENTER--PF01--PF02--PF03--PF04--PF05--PF06--PF07--PF08--PF09--PF10--PF11--PF12 |              |                                      |                |                      |                       |
| CONT  | MINI         | MAIN                                 |                |                      | CAN                   |

7. The calculated refund screen displays several selections on the right side of the screen. The selections allow the user to review/change various components of the refund record. The system will calculate the withholding tax for retirement refunds repaid in the same calendar year. The system will automate the changes to life insurance and employee retirement contributions (including ORP) originally calculated by the payroll system and generate the appropriate accounting entries. The employee retirement contribution is a pre-tax deduction so the reduction of the contribution amount will result in a reduction of taxable gross.
8. The amounts originally deducted for the Pretax Benefits Program, court ordered support, federal tax levies, and U.S. savings bonds cannot be changed. If the correct payment amount displayed in the column titled ADJUSTED is not enough to cover those deductions, the employee repayment must include the difference.
9. The user may need to eliminate DEFERRALS or OTHER MISCELLANEOUS DEDUCTIONS. All other deductions or reductions can either be zeroed out or left as the original amount taken. **The zeroing out of miscellaneous deductions on partial refunds should occur only to correct documented errors caused by the agency.** To zero out one of these items, select either "DEFERRED AMOUNTS" or "OTHER MISCELLANEOUS DEDUCTIONS" (whichever is appropriate) from the SALARY REFUND- CALCULATION - UPDATE screen by placing an "X" to the right of the selection and pressing the Enter key. Once selected, all deferred/miscellaneous deductions are displayed. If a deferral/deduction is reduced to zero, and the agency later decides it should not have been reduced, the deferral/ deduction cannot be re-added at this point. The entire salary refund record will have to be deleted, and then re-added. The agency is to recover all zeroed out deductions or reductions either from the employee or the recipient of the proceeds. Deductions or reductions processed through transfer accounts, e.g., 0437 GENERAL REVENUE PAID PARKING, will be recovered by the system.
10. When the user determines the record has been calculated correctly, the calculated refund record

must be saved by typing a “X” in the SAVE field and pressing the Enter key. After a record is saved, a control number will be assigned by the system. Once the record has a control number it is ready to be approved or rejected by the agency.

11. If the record is not saved (“N” is entered in the SAVE field) before the user exits the system, the refund calculation record will **not** be retained and it may be necessary for the agency to re-enter or re-calculate the record.
12. REMINDER: A **total net** refund record that has been saved cannot be updated or calculated to be partial refund. However, until it has been approved, a **partial net** refund record can be adjusted and updated as many times as necessary to achieve the correct repayment amount.
13. The agency is to collect the refund from the employee and deposit the money in the appropriate departmental account. The agency is to maintain all documentation to support this salary refund and make the documents available to BOSP personnel for post audit purposes. Documentation must include the reason the refund was required and sufficient information for BOSP to determine whether the refund was correctly calculated and repaid.

#### G. APPROVING CALCULATED AND SAVED SALARY REFUND RECORDS

1. Approving the calculated and saved adjustment should be done only after the agency has received the overpayment refund from the recipient. Not approving the adjustment in the payroll system will cause the employee’s pay records and Form W-2 to not be correct.
2. A user who has UPDATE access to Salary Refund can inquire into salary refund records and approve or reject saved salary refund records. This access does not include the ability to modify any record field. The employee who approves the adjustment cannot be the same employee that added and calculated the record.
3. Agencies will not be able to cancel any prior quarter payroll warrants during the end of each quarter. Refer to [Volume VI, Section 13 \(End of Quarter Payroll Adjustments\)](#) for additional information.
4. To approve a saved salary refund record, from the SALARY REFUND MINI MENU screen, type “AA” (Agency Approval) in TYPE field, “U” in SEL field, the social security number in the SSN field, the 8-digit warrant date in the WARRANT DATE field, the 7-digit warrant number in the WARRANT NUMBER field and press the Enter key to retrieve the saved record. The following screen will be displayed.

| SALARY REFUND - CALCULATION   |                       |                        | AGENCY APPROVAL UPDATE SCREEN |                            |
|---|-----------------------|------------------------|-------------------------------|----------------------------|
|   | ORIGINAL              | ADJUSTED               | REFUND                        |                            |
| EMPLR. RET  | 481.94                | 429.55                 | 52.39-                        |                            |
| EMPLR.FICA/MEDI   | 368.70                | 328.63                 | 40.07-                        | GROSS SALARY CHARGE( _ )   |
| PRETAX SAVINGS  | 0.00                  | 0.00                   | 0.00                          | OTHER EMPE BENEFITS( _ )   |
| OTHER ER BENFS  | 0.00                  | 0.00                   | 0.00                          | RATE, HOURS AND            |
| GROSS SALARY  | 4819.38               | 4295.53                | 523.85-                       | NUMBER OF PERIODS ( _ )    |
| INCOME TAX  | 601.75                | 536.34                 | 65.41-                        | DEFERRED AMOUNTS.. ( _ )   |
| EMPLOYEE RET  | 144.58                | 128.87                 | 15.71-                        | W-4 AND TAXES..... ( _ )   |
| EMPLE.FICA/MEDI   | 368.68                | 328.60                 | 40.08-                        | OTHER MISC. DEDS.. ( _ )   |
| PRETAX BENEFITS   | 0.00                  | 0.00                   | 0.00                          | COMPONENTS OF GRSS ( _ )   |
| DEFERRED AMTS.  | 0.00                  | 0.00                   | 0.00                          | REPORTABLE GROSS ( _ )     |
| COURT ORD SUPP  | 0.00                  | 0.00                   | 0.00                          | AGENCY DEPOSIT             |
| FED. TAX LEVY   | 0.00                  | 0.00                   | 0.00                          | NUMBER ( _ )               |
| OTHER MISC DEDS   | 2.00                  | 2.00                   | 0.00                          | AGENCY APPROVAL. . . ( _ ) |
|   | -----                 | -----                  | -----                         | Y OR N FOR APPROVAL        |
| NET   | 3702.37               | 3299.72                | 402.65-                       |                            |
|   |                       |                        | NET REFUND                    |                            |
| SSN 999 99 9999   | WARRANT DATE 07012021 | WARRANT NUMBER 1234567 |                               |                            |
| CONTROL NUMBER  | NAME                  |                        |                               |                            |
| ENTER--PF01--PF02--PF03--PF04--PF05--PF06--PF07--PF08--PF09--PF10--PF11--PF12 |                       |                        |                               |                            |
| CONT  | MINI MAIN             |                        |                               |                            |

- An alternative way to retrieve the record is to enter "AA" in the TYPE field, "U" in the SEL field, the control number in the CONTROL NUMBER field and press the Enter key.
- To approve the salary refund record, enter the Deposit number in the AGENCY DEPOSIT NUMBER field and press the Enter key. An agency should not approve a salary refund record without a Deposit Number. The message "TRANSACTION IS AGENCY APPROVED" will be displayed. The screen will also list the deposit number, refund amount, social security number, warrant date, warrant number, and control number.

NOTE: If an adjustment is approved without a deposit number it will automatically go into BOSP Approval Status. This means that it must be approved by BOSP to adjust the employee's payroll record and complete the financial transactions associated with the adjustment.

| PSRMMMSG              |               | TRANSACTION IS AGENCY APPROVED |              |                |                |
|-----------------------|---------------|--------------------------------|--------------|----------------|----------------|
| AGENCY DEPOSIT NUMBER | REFUND AMOUNT | SOCIAL SECURITY NUMBER         | WARRANT DATE | WARRANT NUMBER | CONTROL NUMBER |
| NN02345               | 402.65        | 999 99 9999                    | 20210701     | 1234567        | 2021-1234567   |

- If a record is incorrect and cannot be modified, it should be rejected so it can be re-added. A user with UPDATE access must reject the record by typing an "N" in the AGENCY APPROVAL field and pressing the Enter key. The record can then be entered again for



processing if needed.

8. Records in approved (APR) status will be pulled for processing by DFS at 5:00 p.m. on the approval date. If a record is approved in error, the agency can update and reject the record until 5:00 p.m. Any records approved after 5:00 p.m. will be processed the next day. As part of the nightly processing, employee payroll records are updated and resulting accounting transactions are processed. Records that have been rejected will not be pulled for processing.

## **H. REJECTING/DELETING CALCULATED AND SAVED SALARY REFUND RECORDS**

1. The agency can reject/delete any salary refund record that has been added, updated/calculated, saved, or approved within the same day. When a record is deleted, that record is immediately removed from the salary refund file but can be re-added. Any user with ADD or UPDATE access to salary refund records can delete those records.
2. There are two ways to delete a salary refund record from the SALARY REFUND MINI MENU screen.
  - a. This first method deletes a specified record. At the SALARY REFUND MINI MENU screen, type "AA" in the TYPE field and "D" in the SEL field. Then enter either the social security number in the SSN field, the 8-character date of the salary overpayment in the WARRANT DATE field and the 7-character warrant number in the WARRANT NUMBER field or enter the control number in the CONTROL NUMBER field. Only the specified salary refund record will be displayed on the following screen. Enter "D" in the field marked by the cursor and press the Enter key to display a screen confirming that the record has been deleted. Prior to pressing the Enter key and deleting the record, the user can press the PF3 key to return to the SALARY REFUND MINI MENU screen and the record will not be deleted.
  - b. The second method displays a group of records to allow the user to select the record(s) to be deleted. To do this, the user would enter "AA" in the TYPE field, "D" in the SEL field and press the Enter key. All salary refund records that can be deleted will be displayed in social security number order. The user can then select one or more record(s) for deletion by moving the cursor to the record and typing a "D" to the left of the record. When the user has selected all the records to be deleted, press the Enter key to delete the selected records. A screen will confirm that the records were deleted and will tell the number of records deleted. Prior to pressing the Enter key and deleting the records, the user can press the PF3 key to return to the SALARY REFUND MINI MENU screen without deleting the records.

## **I. SALARY REFUND STATUS REVIEW**

1. Users with "Update" access can view the REFUND TRANSACTIONS STATUS INQUIRY SELECTION screen to check the status of refund records in the refund process. This is particularly important as the end of the calendar year approaches so that the agency can ensure that all records that have been repaid in the current year are approved for processing. This will ensure that employees receive an accurate W-2.
2. To access the REFUND TRANSACTIONS STATUS INQUIRY SELECTION screen from the SALARY REFUND MINI MENU screen type "SS" in the Type field and press the Enter key. The following REFUND TRANSACTIONS STATUS INQUIRY SELECTION screen will be displayed.



```

PSRMTSI

REFUND TRANSACTIONS STATUS INQUIRY SELECTION

REVIEW ONE OF THE FOLLOWING. . . .

REFUND APPROVAL STATUS . . . . .( )
NON-RETRIEVABLE TRANSACTIONS . . . . .( )
TRANSACTIONS ADDED NOT UPDATED . . . . .( )
TRANSACTIONS UPDATED NOT SAVED . . . . .( )
TRANSACTIONS SAVED NOT AGENCY APPROVED . . . . .( )
TRANSACTIONS REJECTED BY AGENCY. . . . .( )
TRANSACTIONS AGENCY APPROVED BY DEPOSIT NUMBER . . . . .( )

NEXT:  TYPE      SEL      SSN      WARRANT DATE
       WARRANT NUMBER      CONTROL NUMBER
ENTER--PF01--PF02--PF03--PF04--PF05--PF06--PF07--PF08--PF09--PF10--PF11--PF12
CONT          MINI  MAIN

```

3. The user can select the desired subset of records by entering "X" inside the parentheses to the right of that subset listing. Some selections allow the user to change records directly from the displayed screens. Listed below is a description of each subset of salary refund records.
  - a. The REFUND APPROVAL STATUS screen lists salary refund records that have been approved or rejected. The screen displays the approval date and the initials of the person who approved the record. If the transaction was rejected by the agency, the agency "APPROVAL BY" field will be "XXX" and the "AGENCY APPROVAL DATE" will be 99/99/9999. No Update can be performed from this screen.
  - b. The NON-RETRIEVABLE TRANSACTIONS screen lists salary refund records that could not be retrieved in the nightly process. The system assigns a status code to the records. If the status code is "N", the transaction was not found on the salary detail file and the user should check the accuracy of the SSN, WARRANT DATE and WARRANT NUMBER entered. If the status code is "W", the record was found but it cannot be adjusted through the on-line system. The user needs to contact the BOSP Employee Records section. The record can be deleted from this screen. The non-retrievable records list will be purged 30 days after the non-retrievable determination date.
  - c. The TRANSACTIONS ADDED NOT UPDATED screen lists records that have been added to the salary refund file but have not been updated. The user should review records on this list and determine whether the transactions should be updated or deleted. A user with appropriate access can select a record from this screen to calculate or update. The process for calculating the salary refund and updating the record is the same as selecting a record through the add process and updating.
  - d. The TRANSACTIONS UPDATED NOT SAVED screen lists salary refund records that have been updated by partial refund calculations but have not been saved. These records may be ready for the approval process but cannot be approved until SAVED by the user. From this screen, the user can select an individual record to be saved. Only one record can be selected at a time. The selected record will be displayed on the REFUND SAVE screen and can be

reviewed and saved.

- e. The TRANSACTIONS SAVED NOT AGENCY APPROVED lists salary refund records saved but not approved by the agency. The agency should review and then approve or reject these records. The user can select a record from this transaction screen to be approved. Only one record can be selected at a time. The selected record will be displayed on the REFUND APPROVAL screen and can be reviewed and approved or rejected.
- f. The TRANSACTIONS REJECTED BY AGENCY lists salary refund records that were rejected by the agency. A user with ADD access can recalculate or delete the transaction.
- g. The TRANSACTIONS AGENCY APPROVED BY DEPOSIT NUMBER screen lists salary refunds that have been agency-approved that day. These records are listed by social security numbers and the deposit numbers are displayed. All records displayed will be pulled that night for nightly processing and will not appear on this list again.

#### **J. MANUAL REFUND FOR OVERPAYMENT OF SALARY: FORM **DFS-A3-1911****

The purpose of the Refund For Overpayment Of Salary form is to provide a mechanism for processing salary refunds when the transactions cannot be calculated using the on-line Salary Refund System.

Examples of situations in which the agency must submit a completed Manual Salary Refund to BOSP for processing include supplemental payments that include overtime pay, payments to nonresident aliens, payments for multiple pay periods, payments with more than one earnings code, and salary refunds repaid in the prior year but not fully processed in the prior year.

The agency must complete Form **DFS-A3-1911** and submit it to the BOSP Employee Records section with documentation showing when the employee refunded the overpayment. The agency must have one employee complete the form and another employee approve the form before submitting it to BOSP. BOSP will review the form for completeness and accuracy of all information prior to processing.

The agency should follow the steps below to accurately complete the Refund for Overpayment of Salary Form.

- a. The agency should have one employee fill out the entire form and then another employee audit the form for completeness, legibility and accuracy.
- b. The warrant number, warrant date, redacted social security number, retirement code, pretax benefit indicator, employee name and org code levels 1 and 2 at the top of the form should all be filled out prior to submission.
- c. The Original Warrant Amt column should include all amounts from the Employee Detail screens in PYRL for the overpayment.
- d. The Correct Warrant Amt column should include all amounts of what the employee should have received as payment.
- e. The Refund Amount column will indicate the difference in the two columns and will display the amounts that will be adjusted systematically once the payment has been processed.
- f. All gross amounts that pertain to the overpayment warrant should be included in all

columns. For example, if there is a retirement contribution on the payment then there will be an amount in the retirement gross. If there are Social Security (FICA) and/or Medicare taxes on the payment, the FICA gross and Medicare gross fields should be populated.

- g. The warrant amounts as they were originally processed are to be listed in the Original Warrant Amount column. Fill in all fields that are pertinent to the original warrant. Be sure to include the miscellaneous deductions if they will be adjusted in the refund column. If there will be no changes to the miscellaneous deductions in the adjusted warrant amount column and they will remain the same as the original amount column, the deductions do not need to be included on the form.
- h. The Correct Warrant Amount column is the amount for which the warrant should have been issued. To calculate the correct amount, follow these steps:
  1. Compute gross salary - This must be computed the way the payroll system processed it using cash gross salary. Round partial hour to lower quarter hour. If this overpayment was the result of a rate error and the employee has State Life Insurance and/or State Disability Insurance, you must compute the correct employer and employee premiums following instructions in [Volume IV, Section 13](#) of the Payroll Manual.
  2. Compute employer retirement based on retirement gross salary using the applicable percentage for the retirement code and year. Employee retirement is also calculated on retirement gross salary.
  3. To compute Social Security (FICA) & Medicare Grosses and taxes you must first determine the gross amounts. If the original payment had pretax deductions, subtract the amounts for these deductions (codes 0042 through 0049 and 0101 through 0105) from gross salary to determine the Social Security (FICA) and Medicare gross amounts. Use these amounts and the applicable tax rates to compute employee and employer Social Security (6.2% of Gross Salary) and Medicare (1.45% of Gross Salary).
  4. Subtract deferred compensation, annuities and PTB from cash gross; calculate withholding tax on the resulting taxable gross.
  5. Compute Pretax Saving -If the employee has not reached the maximum for Social Security, use the combined percentage of Social Security and Medicare to calculate the pretax savings amount by multiplying the total percentage times the sum of deduction codes 0042 through 0049 and deduction codes 0101 through 0105. If the employee has reached the maximum for Social Security, use the Medicare percentage to multiply the sum of the deduction codes 0042 through 0049 and deduction codes 0101 through 0105.
  6. Bring the rest of the valid miscellaneous deductions over from the Warrant Amount column to the Correct Warrant Amount column.
  7. Calculate Gross Salary down to Net Salary in the Correct Warrant Amount column. If a negative amount is obtained, and the employee wants the deductions to remain as they were in the original payment, the employee must provide a refund amount to cover the deductions. Otherwise, adjustments to the miscellaneous deductions will need to be performed. Partial amounts of the miscellaneous adjustments cannot be adjusted, if an adjustment is to be made to deduction from the original warrant it must be for the full amount. Deductions at the bottom of the page such as miscellaneous insurances, dues, contributions, etc., would be dropped first. If the drop sequence includes State Insurance and the employee is entitled to coverage and has not made arrangements to terminate

coverage, the employee must pay the additional amount needed to cover his/her premiums. The agency is to recover dropped miscellaneous deductions from the vendor.

**CAUTION:** Frequently, credit unions are unable to refund deductions because the employee's account no longer contains the funds. It is prudent to require the employee to include the credit union deduction amount in the refund of the overpayment of salary.

8. Gross Salary Charge equals gross salary plus all employer amounts.
- i. The Refund Amount column is determined by subtracting the Correct Warrant Amount column from the Original Warrant Amount column in all appropriate fields. Verify Refund Amounts by calculating retirement, Social Security, Medicare, etc in the Refund Amount column as you did in the Correct Warrant Amount column.
- j. The net in the Original Warrant Amount column minus the net in the Correct Warrant Amount column (plus any miscellaneous deductions not collectable from the vendor, e.g. credit unions) should equal the net in the Refund Amount column. This is the amount to be refunded by the employee.
- k. If the original payment included more than one earnings code, the earnings code to be adjusted is to be listed on the form under the miscellaneous deduction section. The amounts pertaining to the earnings code should be in the appropriate columns, e.g., annual leave (earnings code 9108) or retroactive pay (earnings code 9130).
- l. Reason For Adjustment - Be specific in stating the reason for the salary adjustment. Provide enough information for BOSP to verify the amount of the refund.
- m. Send completed form **DFS-A3-1911** and documentation showing when the agency received the overpayment refund (such as copy of deposit slip or copy of check from employee) to the Employee Records inbox [BOSPEmployeeRecords@myfloridacfo.com](mailto:BOSPEmployeeRecords@myfloridacfo.com).

**NOTE:** If more than one warrant is involved in an overpayment, a separate Form **DFS-A3-1911** is required for each warrant.

An example of a completed Form **DFS-A3-1911** follows.

| CODE  |                      | WARRANT #         | WARRANT DATE | LAST FOUR OF SSN | PTB             | RET CODE      | DATE OF SUBMISSION |
|---|----------------------|-------------------|--------------|------------------|-----------------|---------------|--------------------|
| 21  |                      | 1234567           | 6/30/2021    | xxx-xx-9999      |                 | HA            | 7/21/2021          |
| LAST NAME   |                      |                   | FIRST NAME   |                  |                 | MI            | ORG 1/2            |
| SMITH   |                      |                   | JOHN         |                  |                 | J             | 4343               |
|   |                      |                   |              | ORIG WARRANT AMT | CORRECT WRT AMT | REFUND AMOUNT | (-)                |
| GROSS SALARY CHARGE:  |                      |                   |              | \$1,512.09       | \$1,242.64      | \$269.45      | (-)                |
| LESS:   | RETIREMENT/ORP/OAP   |                   |              | \$65.98          | \$54.23         | \$11.75       | (-)                |
| EMPLOYER CONTRIBUTIONS  | FICA                 |                   |              | \$82.85          | \$68.01         | \$14.84       | (-)                |
|   | MEDICARE             |                   |              | \$19.39          | \$15.91         | \$3.48        | (-)                |
|   | HEALTH               |                   |              |                  |                 |               | (-)                |
|   | LIFE                 |                   |              |                  |                 |               | (-)                |
|   | DISABILITY           |                   |              |                  |                 |               | (-)                |
|   | PRETAX SAVINGS       |                   |              |                  |                 |               | (-)                |
| REPORTABLE GROSSES  | FICA GROSS           |                   |              | \$1,336.37       | \$1,096.99      | \$239.38      | (-)                |
|   | MEDICARE GROSS       |                   |              | \$1,336.37       | \$1,096.99      | \$239.38      | (-)                |
|   | RETIREMENT GROSS     |                   |              | \$1,343.87       | \$1,104.49      | \$239.38      | (-)                |
|   | GROSS SALARY         |                   |              | \$1,343.87       | \$1,104.49      | \$239.38      | (-)                |
| LESS:   | FICA                 |                   |              | \$82.85          | \$68.01         | \$14.84       | (-)                |
| EMPLOYEE DEDUCTIONS   | MEDICARE             |                   |              | \$19.37          | \$15.91         | \$3.46        | (-)                |
|   | RETIREMENT           |                   |              | \$40.32          | \$33.14         | \$7.18        | (-)                |
|   | WITHHOLDING TAX      |                   |              | \$116.14         | \$94.69         | \$21.45       | (-)                |
|   | FIXED ADDITIONAL W/H |                   |              |                  |                 |               | (-)                |
| MISCELLANEOUS DEDUCTIONS  |                      |                   |              |                  |                 |               |                    |
| DESCRIPTION   | PTB                  | TE                | CODE         | AMOUNTS          |                 |               |                    |
| PTB MEDI REIMB  | X                    |                   | 0042         | \$5.08           | \$5.08          | \$0.00        | (-)                |
| ST OPT LIFE 5   |                      |                   | 0775         | \$53.75          | \$53.75         | \$0.00        | (-)                |
| PTB HEALTH INS  | X                    |                   | 0049         | \$7.50           | \$7.50          | \$0.00        | (-)                |
|   |                      |                   |              |                  |                 |               | (-)                |
|   |                      |                   |              |                  |                 |               | (-)                |
|   |                      |                   |              |                  |                 |               | (-)                |
|   |                      |                   |              |                  |                 |               | (-)                |
|   |                      |                   |              |                  |                 |               | (-)                |
|   |                      |                   |              |                  |                 |               | (-)                |
|   |                      |                   |              |                  |                 |               | (-)                |
|   |                      |                   |              |                  |                 |               | (-)                |
|   |                      |                   |              |                  |                 |               | (-)                |
|   |                      |                   |              |                  |                 |               | (-)                |
| EMPLOYEE'S NET SALARY:  |                      |                   |              | 1018.86          | 826.41          | 192.45        | (-)                |
| REASON FOR ADJUSTMENT: Employee was paid for 80 hours of Overtime and should have been paid for 65.5. |                      |                   |              |                  |                 |               |                    |
| PREPARED BY:  |                      | TELEPHONE NUMBER: |              |                  | VERIFIED BY:    |               |                    |

**A. GENERAL INFORMATION**

The purpose of the On-Line Non-Cash Adjustment System is to provide state agencies with the ability to adjust an employee's earnings for non-cash fringe benefits. The system is accessed through the Payroll Main Menu (PYRL). Currently, the following Earning Codes may be adjusted through the use of this online function:

| EARNING CODE | DESCRIPTION  |
|--------------|--|
| 9100         | Value of Group Term Life Insurance (For use by BOSP only)                  |
| 9101         | DSO - Taxable Travel   |
| 9102         | DSO - Taxable Memberships  |
| 9103         | Taxable Education Assistance   |
| 9104         | Non-Cash Cellular Telephone Benefits                                       |
| 9109         | Non-Cash Vehicle Fringe Benefits   |
| 9114         | State Award Non-Cash   |
| 9116         | Tip Income Subject to FICA   |
| 9136         | Tip Income Medicare Only   |
| 9137         | Non-Cash Education Benefits  |
| 9142         | Employer Purchased Retirement Service Credit                               |
| 9146         | Tip Income – No FICA   |
| 9183         | Non-Cash Clothing Fringe Benefit   |
| 9184         | Non-Resident Alien Non-Qualified (Taxable) Fellowship/Scholarship Non-cash |

More codes may be added to accommodate IRS regulations and state approved perquisite changes.

Because these adjustments affect an employee's earnings, agencies must ensure that proper internal controls are in place. Separation of duties must be established between adding a non-cash adjustment and approving the adjustment. Agencies should maintain appropriate documentation to support the adjustment should, at a later date, a post-audit by BOSP be conducted.

**NOTE:** Agencies will not be able to process any prior quarter adjustments during the last seven business days of each quarter. Refer to [Volume VI, Section 13 \(End of Quarter Payroll Adjustments\)](#) for additional information.

The following procedures provide instructions on how to maneuver through the screens required for adding and approving a non-cash adjustment. Specific policies relative to each type of Earning Code can be found in [Volume VI, Section 3](#), Fringe Benefits and the Nonresident Aliens Handbook.

**B. ON-LINE PROCEDURES**

Agencies may access the Non-Cash Adjustment function in the following manner:

1. Type in "CA" at the Payroll Main Menu and depress ENTER.

```

PAYROLL MAIN MENU

SEL
CA CANCELLATIONS AND ADJUSTMENTS
CS COLLECTIONS SYSTEM
DM DIRECTORY MAINTENANCE MENU
EI EMPLOYEE INFORMATION
ET EMPLOYEE TRAVEL
FC FILE TRANSFER CERTIFICATION
TR TAX REPORTING
W4 W4/W5 MAINTENANCE MENU

CA <--- ENTER SEL CODE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
QUIT

```

2. The next screen to appear will be the Cancellations & Adjustments Main Menu screen. Select “NC” on this menu and depress the <ENTER> key.

```

PCQMENU          ***** CANCELLATIONS & ADJUSTMENTS *****          PCAMMENU
Sep 16, 99              - MAIN MENU -                               03:20 PM

Code | System/Function/Explanation
+-----+-----+
| MP | MANUAL PAYROLLS
| NA | NON-RESIDENT ALIEN ADJUSTMENTS
| NC | NON-CASH ADJUSTMENTS
| RT | RETIREMENT ADJUSTMENTS
| SR | SALARY REFUNDS
| TC | TAX COLLECTIONS
| TN | TAX ID ADJUSTMENTS
| TR | TAX REFUNDS
| WC | WARRANT/EFT CANCELLATION
| ?  | Help
| .  | Terminate
+-----+-----+

Code: NC

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN FLIP

```

3. To add a non-cash adjustment, input “AD” in the CODE field and depress the Enter key.

```

PNCQMENU          NONCASH ADJUSTMENT MENU FOR OLO *****          PNCMMENU
Sep 16, 99                                     03:25 PM

Code | Functions
+-----+-----+
| AD | ADD NONCASH ADJUSTMENT
| IW | INQUIRY/APPROVAL BY WARRANT NUMBER
| IT | INQUIRY/APPROVAL BY TAX ID NUMBER
| IS | INQUIRY/APPROVAL BY BY STATUS
| IU | INQUIRY/APPROVAL BY USER ID
| RO | REPORT BY OLO
+-----+-----+

CODE: AD WARRANT/ERN NBR: _____ USER ID: _____
TAX ID: _____ STATUS: _____ OLO CD: _____ DEST: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN FLIP

```



4. At the next screen, the operator should then input the appropriate information. Unless otherwise noted below, the fields can be completed using the Glossary in [Volume VII](#) of this manual.
  - a. Gross Up (Y/N) - The indicator should be set to "Y" when the agency is paying the employee's Social Security, Medicare and withholding taxes. This is referred to as "grossing up" the payment. This would be appropriate in the case of a Non-Cash State Award (Earning Code 9114). When payments are "grossed up", the agency should exercise care at calendar year end to ensure that the payment is input and approved prior to the processing of the last daily cancellation run of the calendar year. The taxes for a "grossed up" payment are systematically transferred from the agency's FLAIR account. Refer to the year-end memo issued by BOSP for the date of the last daily cancellation run of the year.

The indicator should be set to "N" when the agency is collecting the taxes from the employee or having the payroll system collect the taxes from the employee.

- b. Earning Code - This is a four-digit code that designates the type of non-cash earnings being recorded. See the beginning of this section for a list of applicable earning codes.
- c. Earning Amount - The operator should input the gross amount unless this is a gross-up; in which case, the operator should input the net amount. The operator should input the decimal and cents if the amount is not a whole number. This field will also accept a negative amount for situations where the agency is reversing or correcting a previously processed non-cash record adjustment. In the case of a gross-up adjustment, the system will calculate from Net up to Gross. A "G" will appear next to the Earning Amount to indicate that this is a gross-up adjustment. The Earning Amount will then reflect the grossed-up amount.
- d. Benefit End Date - The operator should input the date to reflect the date of the benefit. Please remember that Vehicle Fringe Benefits and Cellular Telephone Benefits (personal use of state-provided cell phone) have a special accounting period that runs from November 1 of the prior year through October 31 of the current year. The value of the benefits received in November and December of a calendar year is considered taxable income for the next year and cannot be recorded until that calendar year. When these adjustments are entered the system will automatically change the date to January 1 of the current year (i.e. 11/30/1999 will change to 01/01/2000). The benefit end date for taxable tuition waivers corresponds with the school term (i.e. Spring term 03/31/year; Summer term 06/30/year; and, Fall term 09/30/year).
- e. Empee Pay Cycle - This field should be used only when the agency is collecting Social Security and/or Medicare taxes on the next regularly scheduled payroll. Enter the employee's regular pay cycle: "M" for monthly, "B" for biweekly.
- f. FLAIR Account Code - This is the 29-digit agency account code from which the applicable taxes will be transferred from the agency to the appropriate BOSP clearing trust funds. This field should be completed only when all the money for taxes is to come out of an agency account, i.e. Gross Ups, Terminated Employees. The transfer of taxes will be automatic on a nightly basis and will not require a journal transfer. Note: For a Non-Cash State Award adjustment, agencies should continue to generate the warrant voucher for the award and



submit the voucher to the Bureau of Auditing. Refer to Bureau of Auditing, Voucher Processing Handbook at [referenceguideforstateexpenditures.pdf \(myfloridacfo.com\)](http://referenceguideforstateexpenditures.pdf(myfloridacfo.com)) for guidance.

**NOTE:** The operator should enter either an employee pay cycle or FLAIR Account Code, but not both.

|   |             |                                      |         |                |          |
|---|-------------|--------------------------------------|---------|----------------|----------|
| PNCNDADD  |             | ***** NONCASH ADJUSTMENT INPUT ***** |         | PNCMAB1        |          |
| Sep 17, 99  |             |                                      |         | 9:30 AM        |          |
| *ACTION (A, D, M)   |             | AD                                   |         |                |          |
| TAX ID NUMBER   | 123456789   | GROSS UP (Y/N):                      | n       |                |          |
| *EARNING CODE   | 9103        | DESCRIPTION:                         |         |                |          |
| EARNING AMOUNT:   | 229.58      | NET AMOUNT:                          | 0.00    |                |          |
| BENEFIT END DT:   | 03311999    | WARRANT/ERN NBR:                     | 9103000 |                |          |
| RETIREMENT CODE:  | ha          | EMPEE PAY CYCLE:                     | b       |                |          |
| FLAIR ACCT CODE:  |             |                                      |         |                |          |
| LAST NAME:  |             | FIRST:                               |         | MI:            |          |
| ORGANIZATION CD:  | 70100000000 | OLO CD:                              | 700000  |                |          |
| W2 GROSS:   | 0.00        |                                      |         |                |          |
| 1042S GR:   | 0.00        | W/H TAX:                             | 0.00    | ENTER DATE:    | 09171999 |
| SS GROSS:   | 0.00        | MED GROSS:                           | 0.00    | ENTER ID:      | CA1      |
| SS TAXES:   | 0.00        | MED TAXES:                           | 0.00    | APPROVAL DATE: |          |
| SS EMPLR:   | 0.00        | MED EMPLR:                           | 0.00    | APPROVAL ID:   |          |
|   |             |                                      |         | STATUS CODE:   | ADD      |
| IS THIS THE RECORD TO BE ADDED - Y/N? _   |             |                                      |         |                |          |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |             |                                      |         |                |          |
| CONFIRM HELP QUIT RETRN MAIN FLIP PREF Enter information to be added              |             |                                      |         |                |          |

- Once this information is input, the operator should depress Enter. This will bring up the Description, Warrant/ERN Nbr, Full Pay Cycle text, the User ID of the person adding the adjustment, input date and the appropriate updates to grosses and taxes.

|   |             |                                      |                        |                |          |
|---|-------------|--------------------------------------|------------------------|----------------|----------|
| PNCNDADD  |             | ***** NONCASH ADJUSTMENT INPUT ***** |                        | PNCMAB1        |          |
| Sep 17, 99  |             |                                      |                        | 9:12 AM        |          |
| *ACTION (A, D, M)   |             | AD                                   |                        |                |          |
| TAX ID NUMBER   | 123456789   | GROSS UP (Y/N):                      | N                      |                |          |
| *EARNING CODE   | 9103        | DESCRIPTION:                         | TAXABLE TUITION WAIVER |                |          |
| EARNING AMOUNT:   | 229.58      | NET AMOUNT:                          | 229.58                 |                |          |
| BENEFIT END DT:   | 03311999    | WARRANT/ERN NBR:                     | 9103000                |                |          |
| RETIREMENT CODE:  | HA          | EMPEE PAY CYCLE:                     | B BIWEEKLY             |                |          |
| FLAIR ACCT CODE:  |             |                                      |                        |                |          |
| LAST NAME:  | MOORE       | FIRST:                               | MARY                   | MI:            | M        |
| ORGANIZATION CD:  | 70100000000 | OLO CD:                              | 700000                 |                |          |
| W2 GROSS:   | 229.58      |                                      |                        |                |          |
| 1042S GR:   | 0.00        | W/H TAX:                             | 0.00                   | ENTER DATE:    | 09171999 |
| SS GROSS:   | 229.58      | MED GROSS:                           | 229.58                 | ENTER ID:      | CA1      |
| SS TAXES:   | 0.00        | MED TAXES:                           | 0.00                   | APPROVAL DATE: |          |
| SS EMPLR:   | 0.00        | MED EMPLR:                           | 0.00                   | APPROVAL ID:   |          |
|   |             |                                      |                        | STATUS CODE:   | ADD      |
| IS THIS THE RECORD TO BE ADDED - Y/N? _   |             |                                      |                        |                |          |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |             |                                      |                        |                |          |
| CONFIRM HELP QUIT RETRN MAIN FLIP PREF  |             |                                      |                        |                |          |

- The operator should review the record to determine if all fields are properly completed. Employees who have reached the Social Security maximum wage base at the time of the adjustment will not have Social Security tax calculated on the adjustment and there will be **no**

transfer or collection of Social Security tax from the employee or the agency. If the adjustment will cause the Social Security maximum gross wage base to be exceeded, then the operator will receive the following pop-up window message:

**SOCIAL SECURITY GROSS MAXIMUM WINDOW**

THIS TRANSACTION CAUSED SOCIAL SECURITY GROSS TO EXCEED THE ANNUAL MAXIMUM. SOCIAL SECURITY GROSS HAS BEEN ADJUSTED TO MEET THE MAXIMUM. THIS MAY CAUSE NET TO BE DIFFERENT THAN EXPECTED.

7. The screen will appear with the message that states "Indicator Must Be Y or N" if the input passes all edits. If the input does not clear all edits, an error message will be produced that will guide the operator in making the correction. The operator may type over the incorrect information with the correct information. The following is a list of error messages:
- a. Adjustment Exceeded The Employee's Maximum Treaty Amt: The employee's tax treaty has a cap on amounts paid for fellowship/scholarships. The employee has reached that cap; therefore, a tax treaty exemption is not allowed.
  - b. ERN Amt Is Required: The operator failed to input the Earning Amount for the adjustment.
  - c. Fellowship File Indicates Employee Not Eligible For Exclusion: The employee's IRS Form 1001 has expired; thus, the employee is no longer eligible for the tax treaty exemption.
  - d. Gross Up Ind (Y/N) Is Required: The operator failed to input a Y or a N in the Gross Up (Y/N) field.
  - e. Indicator Must Be Y Or N: The operator failed to input a Y or N in the field IS THIS THE RECORD TO BE ADDED - Y/N?
  - f. Input Does Not Correspond To Input Edit Mask: The Effective Date is not a valid date.
  - g. Invalid Only One SSN-ERN Combo Per Day: Only one non-cash adjustment per Earning Code may be entered for an employee per day.
  - h. Invalid FLAIR Category For OPS Employee: The FLAIR Account Code reflects a category that is not appropriate for an OPS employee.
  - i. Invalid FLAIR Category For Regular Employee: The FLAIR Account Code reflects a category that is not appropriate for a regular employee.
  - j. Invalid Input - YTD ERN Balance Negative: The operator input a negative gross amount in an effort to reverse or correct a previous record adjustment for that Earning Code and the amount was in excess of the adjustment amount initially processed.
  - k. Invalid Input-No Valid W-4 For This SSN: The Social Security Number may have been input incorrectly or there is no W-4 on file for this employee.

- l. Invalid Input - ERN Not In ERN Directory: The operator input an incorrect Earning Code.
- m. Invalid Input - ERN Not Non-cash: The operator input an Earning Code that is not a Non-Cash Earning Code.
- n. Invalid Input - FLAIR Account Code: The operator input an invalid 29-digit FLAIR Account Code.
- o. Invalid No Matching ERN On Employee YTD: The operator input a negative gross amount in an effort to reverse or correct a previous record adjustment and either the operator input the wrong Earning Code or there was not a record adjustment on file for that particular Earning Code and employee.
- p. Invalid No Scholarship Record For This SSN: The operator entered a nonresident alien scholarship/fellowship adjustment (Earning Code 9157 or 9184) and there is no Type 8 on the W-4 file for this employee.
- q. Invalid Organization Code: The operator input an incorrect 11-digit organization code.
- r. Invalid Retirement Code: The operator input an incorrect or inactive Retirement Code.
- s. Invalid Retirement Code Medicare Only: The operator input an Earning Code that requires an adjustment for Medicare taxes (e.g. Earning Code 9136) when the Retirement Code (e.g. Retirement Code ZX) does not specify the collection of Medicare taxes for the employee.
- t.
- u. No Tax Treaty For Employee's Country: There is no fellowship exclusion in the tax treaty or there is no tax treaty with the employee's country of residence.
- v. Retirement Code Is Required: The operator failed to input the Retirement Code for the employee.
- w. Security Violation Unauthorized Adjustment: The operator input an adjustment for Earning Code 9100 - Value Group Term Life Insurance. Only BOSP may make adjustments to an employee's record for this Earning Code.
- x. Security Violation Access Denied: The agency access control custodian has not given the operator access or the operator may not have the type of access to initiate the entry (e.g., the operator has only Approve capability and attempted to Add a record). If the access control custodian has given the operator ADD and UPDATE, the operator will only be able to modify a record and not add a record.
- y. SSN Is Required: The operator failed to input the Social Security Number for the employee.

INDICATOR MUST BE Y OR N .

```

PNCNDADD          ***** NONCASH ADJUSTMENT INPUT *****          PNCMAB1
Sep 17, 99                                     9:39 AM
*ACTION   (A, D, M)   AD

TAX ID NUMBER   : 123456789          GROSS UP (Y/N): N
*EARNING CODE   : 9103                DESCRIPTION : TAXABLE TUITION WAIVER
EARNING AMOUNT  : 229.58              NET AMOUNT   : 229.58
BENEFIT END DT  : 03311999          WARRANT/ERN NBR: 9103000
RETIREMENT CODE: HA                  EMPEE PAY CYCLE : B BIWEEKLY
FLAIR ACCT CODE: _____

LAST NAME       : MOORE                FIRST: MARY                MI: M
ORGANIZATION CD: 70100000000          OLO CD: 700000

W2 GROSS:      229.58
1042S GR:      0.00      W/H TAX:      0.00  ENTER DATE   : 09171999
SS GROSS:      229.58    MED GROSS:      229.58  ENTER ID      : CA1
SS TAXES:      0.00     MED TAXES:      0.00  APPROVAL DATE:
SS EMPLR:      0.00     MED EMPLR:      0.00  APPROVAL ID   :
                                           STATUS CODE   : ADD

IS THIS THE RECORD TO BE ADDED - Y/N? Y
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONFIRM HELP QUIT RETRN MAIN FLIP  PREF

```

8. Once the information is correct, the operator should then input a **Y** in the field "IS THIS THE RECORD TO BE ADDED – Y/N?". After depressing the Enter key, the record adjustment will be in an **ADD** status. (Conversely, if the operator decides not to add the record adjustment, the operator should then input an **N** and the record adjustment would not be added.) After the “Y” is input and enter depressed, the following screen with the message "RECORD added successfully" will be displayed.

```

PNCNOBJ RECORD added successfully

PNCNDADD          ***** NONCASH ADJUSTMENT INPUT *****          PNCMAB1
Sep 17, 99                                     9:42 AM
*ACTION   (A, D, M)   AD

TAX ID NUMBER   : _____          GROSS UP (Y/N): _
*EARNING CODE   : 9103                DESCRIPTION :
EARNING AMOUNT  : _____          NET AMOUNT   : 0.00
BENEFIT END DT  : 03311999          WARRANT/ERN NBR:
RETIREMENT CODE: _                  EMPEE PAY CYCLE : _
FLAIR ACCT CODE: _____

LAST NAME       : _____          FIRST: _____          MI:
ORGANIZATION CD: 70100000000          OLO CD: 700000

W2 GROSS:      0.00
1042S GR:      0.00      W/H TAX:      0.00  ENTER DATE   : 01020000
SS GROSS:      0.00    MED GROSS:      0.00  ENTER ID      : CA1
SS TAXES:      0.00     MED TAXES:      0.00  APPROVAL DATE:
SS EMPLR:      0.00     MED EMPLR:      0.00  APPROVAL ID   :
                                           STATUS CODE   : ADD

IS THIS THE RECORD TO BE ADDED - Y/N? _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONFIRM HELP QUIT RETRN MAIN FLIP  PREF

```

**NOTE:** The Earning Code, FLAIR Account Code, Effective Date, Organization Code and OLO Code will carry to the next screen. If any of this information is not the same for the subsequent

adjustment, the operator may then input the proper information by overwriting the existing information.

9. If the operator determines that an error occurred during the add process, then the record can be selected and the necessary corrections made. To do this, the operator would inquire on the record adjustment by using one of the four available methods:
  - a. IW - by warrant number (this is the ERN code followed by zeros). The operator would be required to input the BENEFIT END DT;
  - b. IT - by tax ID number;
  - c. IS - by status (records awaiting approval will be in an ADD status); or
  - d. IU - by User ID (this will be the ID of the User who added the record adjustment).  
It is recommended that the operator use the "IT" code to select a record for edit or approval. The operator should input the SSN in the Tax ID field. This has proven to be the easiest method for retrieving these records.

| PNCQMNU<br>Sep 17, 99  | NONCASH ADJUSTMENT MENU FOR OLO **** | PNCMMNU<br>11:36 AM |      |           |    |                        |    |                                    |    |                                   |    |                               |    |                             |    |               |
|--|--------------------------------------|---------------------|------|-----------|----|------------------------|----|------------------------------------|----|-----------------------------------|----|-------------------------------|----|-----------------------------|----|---------------|
| <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Code</th> <th style="width: 90%;">Functions</th> </tr> </thead> <tbody> <tr> <td>AD</td> <td>ADD NONCASH ADJUSTMENT</td> </tr> <tr> <td>IW</td> <td>INQUIRY/APPROVAL BY WARRANT NUMBER</td> </tr> <tr> <td>IT</td> <td>INQUIRY/APPROVAL BY TAX ID NUMBER</td> </tr> <tr> <td>IS</td> <td>INQUIRY/APPROVAL BY BY STATUS</td> </tr> <tr> <td>IU</td> <td>INQUIRY/APPROVAL BY USER ID</td> </tr> <tr> <td>RO</td> <td>REPORT BY OLO</td> </tr> </tbody> </table> |                                      |                     | Code | Functions | AD | ADD NONCASH ADJUSTMENT | IW | INQUIRY/APPROVAL BY WARRANT NUMBER | IT | INQUIRY/APPROVAL BY TAX ID NUMBER | IS | INQUIRY/APPROVAL BY BY STATUS | IU | INQUIRY/APPROVAL BY USER ID | RO | REPORT BY OLO |
| Code   | Functions                            |                     |      |           |    |                        |    |                                    |    |                                   |    |                               |    |                             |    |               |
| AD   | ADD NONCASH ADJUSTMENT               |                     |      |           |    |                        |    |                                    |    |                                   |    |                               |    |                             |    |               |
| IW   | INQUIRY/APPROVAL BY WARRANT NUMBER   |                     |      |           |    |                        |    |                                    |    |                                   |    |                               |    |                             |    |               |
| IT   | INQUIRY/APPROVAL BY TAX ID NUMBER    |                     |      |           |    |                        |    |                                    |    |                                   |    |                               |    |                             |    |               |
| IS   | INQUIRY/APPROVAL BY BY STATUS        |                     |      |           |    |                        |    |                                    |    |                                   |    |                               |    |                             |    |               |
| IU   | INQUIRY/APPROVAL BY USER ID          |                     |      |           |    |                        |    |                                    |    |                                   |    |                               |    |                             |    |               |
| RO   | REPORT BY OLO                        |                     |      |           |    |                        |    |                                    |    |                                   |    |                               |    |                             |    |               |
| CODE: IT WARRANT/ERN NBR: _____ USER ID: _____<br>TAX ID: 123456789 STATUS: _____ OLO CD: _____ DEST: _____  |                                      |                     |      |           |    |                        |    |                                    |    |                                   |    |                               |    |                             |    |               |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---<br>HELP QUIT RETRN MAIN FLIP   |                                      |                     |      |           |    |                        |    |                                    |    |                                   |    |                               |    |                             |    |               |

10. Once the inquiry is made, the operator should place an **M**, for modification, on the appropriate Action field line of the record that needs to be corrected.

| PNCQSSN<br>Sep 17, 99   | ***** NONCASH ADJUSTMENTS ***** | PNCMBRS2<br>11:44 AM |         |         |           |         |                 |          |     |     |        |      |        |        |      |        |      |      |          |     |           |       |         |          |        |                 |                     |  |  |  |  |  |  |  |
|---|---------------------------------|----------------------|---------|---------|-----------|---------|-----------------|----------|-----|-----|--------|------|--------|--------|------|--------|------|------|----------|-----|-----------|-------|---------|----------|--------|-----------------|---------------------|--|--|--|--|--|--|--|
| <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">STAT</th> <th style="width: 15%;">TAX ID</th> <th style="width: 15%;">LAST NAME</th> <th style="width: 15%;">WARRANT</th> <th style="width: 15%;">WARRANT</th> <th style="width: 15%;">EARNINGS</th> <th style="width: 10%;">OLO</th> <th style="width: 10%;">ADD</th> </tr> <tr> <th>ACTION</th> <th>CODE</th> <th>NUMBER</th> <th>NUMBER</th> <th>DATE</th> <th>AMOUNT</th> <th>CODE</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td><b>M</b></td> <td>ADD</td> <td>123456789</td> <td>MOORE</td> <td>9103000</td> <td>03311999</td> <td>229.58</td> <td>700000 09171999</td> </tr> <tr> <td colspan="8" style="text-align: center;">*** End of Data ***</td> </tr> </tbody> </table> |                                 |                      | STAT    | TAX ID  | LAST NAME | WARRANT | WARRANT         | EARNINGS | OLO | ADD | ACTION | CODE | NUMBER | NUMBER | DATE | AMOUNT | CODE | DATE | <b>M</b> | ADD | 123456789 | MOORE | 9103000 | 03311999 | 229.58 | 700000 09171999 | *** End of Data *** |  |  |  |  |  |  |  |
| STAT  | TAX ID                          | LAST NAME            | WARRANT | WARRANT | EARNINGS  | OLO     | ADD             |          |     |     |        |      |        |        |      |        |      |      |          |     |           |       |         |          |        |                 |                     |  |  |  |  |  |  |  |
| ACTION  | CODE                            | NUMBER               | NUMBER  | DATE    | AMOUNT    | CODE    | DATE            |          |     |     |        |      |        |        |      |        |      |      |          |     |           |       |         |          |        |                 |                     |  |  |  |  |  |  |  |
| <b>M</b>  | ADD                             | 123456789            | MOORE   | 9103000 | 03311999  | 229.58  | 700000 09171999 |          |     |     |        |      |        |        |      |        |      |      |          |     |           |       |         |          |        |                 |                     |  |  |  |  |  |  |  |
| *** End of Data ***   |                                 |                      |         |         |           |         |                 |          |     |     |        |      |        |        |      |        |      |      |          |     |           |       |         |          |        |                 |                     |  |  |  |  |  |  |  |
| TYPE: 0 TAX ID: _____ OLO: _____<br>Add      Display      Modify      (PF5=flip)  |                                 |                      |         |         |           |         |                 |          |     |     |        |      |        |        |      |        |      |      |          |     |           |       |         |          |        |                 |                     |  |  |  |  |  |  |  |

11. The record adjustment will be displayed and the operator may then correct the appropriate fields.

```

Enter changes

PNCNDADD          ***** NONCASH ADJUSTMENT INPUT *****          PNCMAB1
Sep 21,99                                     5:24 PM
*ACTION   (A,D,M)   M_

TAX ID NUMBER      123456789          GROSS UP (Y/N): N
*EARNING CODE      9103              DESCRIPTION : TAXABLE TUITION WAIVER
EARNING AMOUNT : 229.58              NET AMOUNT : 229.58
BENEFIT END DT : 03311999          WARRANT/ERN NBR: 9103000
RETIREMENT CODE: HA              EMPEE PAY CYCLE : B BIWEEKLY
FLAIR ACCT CODE: _____

LAST NAME      : MOORE              FIRST: MARY              MI: M
ORGANIZATION CD: 701000000000      OLO CD: 700000

W2 GROSS:      229.58
1042S GR:      0.00      W/H TAX:      0.00      ENTER DATE   : 09171999
SS GROSS:      229.58      MED GROSS:      229.58      ENTER ID      : CA1
SS TAXES:      0.00      MED TAXES:      0.00      APPROVAL DATE:
SS EMPLR:      0.00      MED EMPLR:      0.00      APPROVAL ID :
                                           STATUS CODE : ADD

IS THIS THE RECORD TO BE ADDED - Y/N? _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONFIRM HELP QUIT RETRN MAIN FLIP  PREF
  
```

12. When the operator has made the corrections, Enter should be depressed to confirm that the correction was made. The operator will then receive the message "INDICATOR MUST BE Y OR N". The operator should then input a **Y** in the field "IS THIS THE RECORD TO BE ADDED - Y/N?" The record adjustment with the correction will be in an **ADD** status. The modified record adjustment replaces the initial record adjustment. At this point, the record can only be rejected in the approval process.

13. The operator will receive the message "RECORD modified successfully". The operator should then PF3 until the desired screen is reached.

```

PNCNOBJ RECORD modified successfully

PNCNDADD          ***** NONCASH ADJUSTMENT INPUT *****          PNCMAB1
Sep 21,99                                     5:34 PM
*ACTION   (A,D,M)   D_

TAX ID NUMBER      123456789          GROSS UP (Y/N): N
*EARNING CODE      9103              DESCRIPTION : TAXABLE TUITION WAIVER
EARNING AMOUNT : 229.60              NET AMOUNT : 229.60
BENEFIT END DT : 03311999          WARRANT/ERN NBR: 9103000
RETIREMENT CODE: HA              EMPEE PAY CYCLE : B BIWEEKLY
FLAIR ACCT CODE: _____

LAST NAME      : MOORE              FIRST: MARY              MI: M
ORGANIZATION CD: 701000000000      OLO CD: 700000

W2 GROSS:      229.60
1042S GR:      0.00      W/H TAX:      0.00      ENTER DATE   : 09171999
SS GROSS:      229.60      MED GROSS:      229.60      ENTER ID      : CA1
SS TAXES:      0.00      MED TAXES:      0.00      APPROVAL DATE:
SS EMPLR:      0.00      MED EMPLR:      0.00      APPROVAL ID :
                                           STATUS CODE : ADD

IS THIS THE RECORD TO BE ADDED - Y/N? Y
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONFIRM HELP QUIT RETRN MAIN FLIP  PREF
  
```

14. To view the adjustment without making any modifications, the operator would place a **D**, for display, on the appropriate Action field line and depress Enter.

15. After the adjustment has been added, another operator should approve the record adjustment. The approver may select the record for approval using one of the four methods described above. If there are several records awaiting approval, it might be advisable to select using **IS** for all the records in an ADD status.
16. The approver should then select the non-cash adjustment to be approved. To do this, a **M** for modification, should be placed on the appropriate line in the Action field. Once selected for modification, the approver should depress Enter.
17. The cursor will be blinking at the "Mark Y to Approve or N to Reject" field. The approver must input Y or N and depress Enter. The record adjustment will not process until it is approved.

|   |                                      |                   |                        |
|---|--------------------------------------|-------------------|------------------------|
| PNCNDADD  | ***** NONCASH ADJUSTMENT INPUT ***** |                   | PNCMAB1                |
| Sep 22, 99  |                                      |                   | 2:58 PM                |
| *ACTION (A, D, M)   | M_                                   |                   |                        |
|   |                                      |                   |                        |
| TAX ID NUMBER :   | 123456789                            | GROSS UP (Y/N) :  | N                      |
| *EARNING CODE :   | 9103                                 | DESCRIPTION :     | TAXABLE TUITION WAIVER |
| EARNING AMOUNT :  | 229.60                               | NET AMOUNT :      | 229.60                 |
| BENEFIT END DT :  | 03311999                             | WARRANT/ERN NBR : | 9103000                |
| RETIREMENT CODE :   | HA                                   | EMPEE PAY CYCLE : | B BIWEEKLY             |
| FLAIR ACCT CODE :   |                                      |                   |                        |
|   |                                      |                   |                        |
| LAST NAME :   | MOORE                                | FIRST :           | MARY                   |
| ORGANIZATION CD :   | 70100000000                          | MI :              | M                      |
| W2 GROSS :  | 229.60                               | OLO CD :          | 700000                 |
| 1042S GR :  | 0.00                                 | W/H TAX :         | 0.00                   |
| SS GROSS :  | 229.60                               | ENTER DATE :      | 09171999               |
| SS TAXES :  | 0.00                                 | ENTER ID :        | CA1                    |
| SS EMPLR :  | 0.00                                 | APPROVAL DATE :   |                        |
|   |                                      | APPROVAL ID :     |                        |
|   |                                      | STATUS CODE :     | ADD                    |
|   |                                      |                   |                        |
| MARK 'Y' TO APPROVE OR 'N' TO REJECT: <u>y</u>                                    |                                      |                   |                        |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |                                      |                   |                        |
| CONFIRM HELP QUIT RETRN MAIN FLIP PREF  |                                      |                   |                        |

18. A message stating "RECORD Modified Successfully" will be received. The record adjustment is then in an Approved or APR status. If the approver marks the record adjustment for rejection, then it will be in a DEL status. Once the record is approved, it will be pulled for processing at 5:00 p.m. The adjustment then moves to a Processed or PRO status. The employee record is updated and the necessary accounting entries to obtain the applicable taxes from the agency account are generated. This information may be verified in the Employee Detail Register for Non-Cash Adjustments which is available on RDS (FORM ID QxxM, where xx=OLO). Agencies should contact their RDS Administrator to have access to this report. The operator must then select the PF3 function key to return back to the desired screen.

PNCNOBJ RECORD modified successfully

```

PNCNDADD          ***** NONCASH ADJUSTMENT INPUT *****          PNCMAB1
Sep 22,99                                                3:01 PM
*ACTION  (A,D,M)   M_

TAX ID NUMBER   : 123456789      GROSS UP (Y/N): N
*EARNING CODE   : 9103           DESCRIPTION : TAXABLE TUITION WAIVER
EARNING AMOUNT  : 229.60         NET AMOUNT  : 229.60
BENEFIT END DT  : 03311999      WARRANT/ERN NBR: 9103000
RETIREMENT CODE: HA             EMPEE PAY CYCLE : B BIWEEKLY
FLAIR ACCT CODE: _____

LAST NAME       : MOORE           FIRST: MARY           MI: M
ORGANIZATION CD: 70100000000     OLO CD: 700000

W2 GROSS:       229.60
1042S GR:       0.00      W/H TAX:       0.00  ENTER DATE  : 09171999
SS GROSS:       229.60    MED GROSS:      229.60  ENTER ID   : CA1
SS TAXES:       0.00     MED TAXES:       0.00  APPROVAL DATE: 09221999
SS EMPLR:       0.00     MED EMPLR:       0.00  APPROVAL ID : CA2
                                           STATUS CODE : APR

MARK 'Y' TO APPROVE OR 'N' TO REJECT: Y
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONFIRM HELP QUIT RETRN MAIN FLIP  PREF

```

19. To obtain a report of non-cash adjustments and the corresponding status, the operator may access this by inputting **RO** in the Code field of the Non-Cash Adjustment Menu and the local printer identification number in the **DEST.** field. The operator may designate by status those records they wish to see on the report (i.e., ADD, APR, DEL, PRO). For example, the operator may wish to get a report of all non-cash adjustments that are in an ADD status and have not been approved. To do this, the operator should input ADD in the **STATUS** field.

```

PNCQMNU          NONCASH ADJUSTMENT MENU FOR OLO *****          PNCMMENU
Sep 22,99                                                03:09 PM

Code | Functions
+---+-----+
| AD | ADD NONCASH ADJUSTMENT |
| IW | INQUIRY/APPROVAL BY WARRANT NUMBER |
| IT | INQUIRY/APPROVAL BY TAX ID NUMBER |
| IS | INQUIRY/APPROVAL BY BY STATUS |
| IU | INQUIRY/APPROVAL BY USER ID |
| RO | REPORT BY OLO |
+---+-----+

CODE: RO  WARRANT/ERN NBR: _____  USER ID: _____
TAX ID: _____  STATUS: ADD  OLO CD: _____  DEST: R640

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN FLIP

```



20. The result of choosing **RO** will be a report in the following format:

|         |             |  |            |          |      |            |
|---------|-------------|--|------------|----------|------|------------|
| PNCJRPT |             | STATE OF FLORIDA                                 |            |          |      |            |
| PNCRAR  |             | OFFICE OF THE CHIEF FINANCIAL OFFICER            |            |          |      |            |
|         |             | NONCASH ADJUSTMENT REPORT OF ONLINE TRANSACTIONS |            |          |      |            |
|         |             | FOR OLO: 4910                                    |            |          |      |            |
| STATUS  |             | WARRANT  | EFFECTIVE  | EARNINGS | USER | ADD        |
| CODE    | TAX-ID      | NBR/ERN  | DATE       | AMOUNT   | ID   | DATE       |
| ADD     | 123-45-6789 | 9137000  | 12/30/1998 | 86. 66   | SD1  | 12/30/1998 |
| ADD     | 123-45-6789 | 9103000  | 12/31/1998 | 50. 00   | SD1  | 12/31/1998 |
| ADD     | 123-45-6789 | 9109000  | 01/01/1998 | 108. 28  | SD1  | 12/31/1998 |

21. The deadline for submission of fringe benefit information to BOSP varies depending upon the method of submission. When taxes are to be collected during payroll processing using the on-line non-cash adjustment system, data must be input and approved by 5:00 p.m. the workday prior to payroll processing. Refer to the BOSP Payroll Calendar or the year-end letter issued by BOSP for the date of the last payroll processing for the year. Fringe benefit information submitted after these dates will result in a corrected W-2 to the employee.

**A. GENERAL INFORMATION**

It is the responsibility of the [agency](#) to correct an employee's retirement record when it has been determined that one of the following has occurred:

1. The employee was paid using an incorrect [retirement code](#).
2. An employee reimburses an Overpayment of Salary for a year which is outside the Federal Statute of Limitations (i.e., the on-line salary refund system will not allow retrieval of the record).
3. The employee is paid on a biweekly basis and has entered the DROP program during a pay period that spans two different months. The retirement contributions for the whole period would have been paid using a DROP [retirement code](#).
4. The employee has been on worker's compensation. (See [Volume IV, Section 5](#) for detailed information on this topic).
5. The employee has been on a military leave of absence. When these employees return to employment, the State (employing [agency](#)) shall pay the additional retirement contribution necessary to make up the difference between the contribution paid on the supplemental salary and the contribution that would have been paid on the gross salary at the time military leave was granted. For this type of leave, the employee's retirement record can not be adjusted using the online adjustment system. When these employees return to work, the employing agency must file a copy of the DD214 and FR9 with the Division of Retirement. The Division of Retirement will determine if this is a creditable claim and determine the cost.

**NOTE:** Agencies will not be able to process any adjustments during the last seven business days of each quarter. Refer to [Volume VI, Section 13 \(End of Quarter Payroll Adjustments\)](#) for additional information.

**B. PROCEDURES FOR PROCESSING RETIREMENT ADJUSTMENTS**

Retirement Adjustments should be entered through the Payroll Main Menu (PYRL). This is a two-step process where one [agency](#) employee must enter the adjustments and another [agency](#) employee should approve the adjustments. The approved records are pulled for processing at 5:00p.m. and will update the employee(s) record(s) and perform the appropriate accounting entries. The [agency](#) access control custodian controls access to the system and determines the security level for each [agency](#).

1. After signing on to the Payroll Main Menu (**PYRL**), the operator will select **CA** for the Cancellations & Adjustments MAIN MENU.

```
PAYROLL MAIN MENU
SEL
CA  CANCELLATIONS AND ADJUSTMENTS
CS  COLLECTIONS SYSTEM
DM  DIRECTORY MAINTENANCE MENU
EI  EMPLOYEE INFORMATION
ET  EMPLOYEE TRAVEL
FC  FILE TRANSFER CERTIFICATION
TR  TAX REPORTING
W4  W4/W5 MAINTENANCE MENU
```

```
CA <--- ENTER SEL CODE
```

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
QUIT
```

2. The operator will receive the following screen and select **RT** for Retirement Adjustments.

| PCAQMENU<br>Apr 20, 99   | ***** CANCELLATIONS & ADJUSTMENTS *****<br>- MAIN MENU - | PCAMMENU<br>10: 50 AM |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
|--|--|-----------------------|------|-----------------------------|----|-----------------|----|---------------------------|----|----------------------|----|------------------------|----|----------------|----|-----------------|----|--------------------|----|-------------|----|--------------------------|---|------|---|-----------|
| <table border="1"> <thead> <tr> <th>Code</th> <th>System/Function/Explanation</th> </tr> </thead> <tbody> <tr><td>ES</td><td>EFT INFORMATION</td></tr> <tr><td>MS</td><td>MISCELLANEOUS ADJUSTMENTS</td></tr> <tr><td>NC</td><td>NON-CASH ADJUSTMENTS</td></tr> <tr><td>RT</td><td>RETIREMENT ADJUSTMENTS</td></tr> <tr><td>SR</td><td>SALARY REFUNDS</td></tr> <tr><td>TC</td><td>TAX COLLECTIONS</td></tr> <tr><td>TN</td><td>TAX ID ADJUSTMENTS</td></tr> <tr><td>TR</td><td>TAX REFUNDS</td></tr> <tr><td>WC</td><td>WARRANT/EFT CANCELLATION</td></tr> <tr><td>?</td><td>Help</td></tr> <tr><td>.</td><td>Terminate</td></tr> </tbody> </table> |  |                       | Code | System/Function/Explanation | ES | EFT INFORMATION | MS | MISCELLANEOUS ADJUSTMENTS | NC | NON-CASH ADJUSTMENTS | RT | RETIREMENT ADJUSTMENTS | SR | SALARY REFUNDS | TC | TAX COLLECTIONS | TN | TAX ID ADJUSTMENTS | TR | TAX REFUNDS | WC | WARRANT/EFT CANCELLATION | ? | Help | . | Terminate |
| Code   | System/Function/Explanation                              |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| ES   | EFT INFORMATION  |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| MS   | MISCELLANEOUS ADJUSTMENTS                                |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| NC   | NON-CASH ADJUSTMENTS                                     |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| RT   | RETIREMENT ADJUSTMENTS                                   |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| SR   | SALARY REFUNDS   |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| TC   | TAX COLLECTIONS  |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| TN   | TAX ID ADJUSTMENTS                                       |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| TR   | TAX REFUNDS  |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| WC   | WARRANT/EFT CANCELLATION                                 |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| ?  | Help   |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| .  | Terminate  |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| Code: RT   |  |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  |  |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |
| HELP QUIT RETRN MAIN FLIP  |  |                       |      |                             |    |                 |    |                           |    |                      |    |                        |    |                |    |                 |    |                    |    |             |    |                          |   |      |   |           |

3. To add a record, the operator will input **AD** in the CODE field.
- If the adjustment is being made for one of the first three reasons mentioned under the **GENERAL INFORMATION** section, **WARRANT NUMBER**, **WARRANT DATE** and **TAX ID** from the original record should be input at this time. Enter should then be depressed. By entering this information, the retirement adjustment function allows the selection of an original payroll detail record.
  - If the adjustment is for the fourth reason mentioned in the **GENERAL INFORMATION** section, then a fictitious warrant number is required for the adjustments to process. The **WARRANT NUMBER** for a worker's compensation adjustment should be input as 7777890. The **WARRANT DATE** for this type of adjustment should be the last day of the month for which contributions are being made. There will need to be a separate adjustment for every month effected. See **Volume IV, Section 5** of this manual for the calculation procedures for worker's compensation adjustments.

| PRTQMENU<br>Apr 20, 99  | ***** AGENCY RETIREMENT ADJUSTMENT ***** | PRTMMENU<br>10: 56 AM |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
|---|--|-----------------------|------|-----------|----|---------------------------|----|------------------------------------|----|-----------------------------------|----|----------------------------|----|-----------------------|---|------|---|-----------|
| <table border="1"> <thead> <tr> <th>Code</th> <th>Functions</th> </tr> </thead> <tbody> <tr><td>AD</td><td>ADD RETIREMENT ADJUSTMENT</td></tr> <tr><td>IW</td><td>INQUIRY/APPROVAL BY WARRANT NUMBER</td></tr> <tr><td>IT</td><td>INQUIRY/APPROVAL BY TAX ID NUMBER</td></tr> <tr><td>IS</td><td>INQUIRY/APPROVAL BY STATUS</td></tr> <tr><td>AR</td><td>AGENCY REPORT REQUEST</td></tr> <tr><td>?</td><td>Help</td></tr> <tr><td>.</td><td>Terminate</td></tr> </tbody> </table> |  |                       | Code | Functions | AD | ADD RETIREMENT ADJUSTMENT | IW | INQUIRY/APPROVAL BY WARRANT NUMBER | IT | INQUIRY/APPROVAL BY TAX ID NUMBER | IS | INQUIRY/APPROVAL BY STATUS | AR | AGENCY REPORT REQUEST | ? | Help | . | Terminate |
| Code  | Functions                                |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| AD  | ADD RETIREMENT ADJUSTMENT                |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| IW  | INQUIRY/APPROVAL BY WARRANT NUMBER       |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| IT  | INQUIRY/APPROVAL BY TAX ID NUMBER        |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| IS  | INQUIRY/APPROVAL BY STATUS               |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| AR  | AGENCY REPORT REQUEST                    |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| ?   | Help                                     |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| .   | Terminate                                |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| CODE: AD OLO: 4400 WARRANT NUMBER: 1235458 WARRANT DATE: 01312011   |  |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| TAX ID: 999999999 DEST: _____ STATUS: ____  |  |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---   |  |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| HELP QUIT RETRN MAIN FLIP   |  |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |

4. If the adjustment is based on an original warrant that is no longer on the salary detail database, a message will be received as follows:

```
*****
*
*          RECORD NOT ON DATA BASE, RETRIEVAL NECESSARY,
*          RETRIEVE IN NIGHTLY PROCESS ? ENTER Y OR N
*
*****
```

5. The retrieval process will be done overnight If you believe that you received this message in error, input an "N". The system will return you to the previous screen and you can verify the information that has been entered. If you input a "Y" and depress enter, the following screen will be displayed.

```
RETRIEVAL RECORD added successfully
PRTNDADD          ***** AGENCY RETIREMENT ADJUSTMENT *****          PRTMD1
Apr 20, 99                                              10: 57 AM

ACTION: (A, D, M)    AD

TAX ID NUMBER: 22222222
WARRANT NUMBER: 3002409          WARRANT DATE: 01311997
FIRST NAME: MICKY_____ MI: _   LAST NAME: MOUSE_____
ACCOUNT CODE: _____
    RETIREMENT
    CODE
    GROSS
    EMPR CONTRIB
    EMPE CONTRIB
                                HA
                                2884.62
                                141.63
                                86.54
                                REFUND AMOUNT: 0.00
                                COLLECTION AMOUNT: 0.00
                                REC STAT: ADD
                                ADD DATE: 09142011
                                USER ID: JH4
                                USER APPROVE ID: BR2
                                APPROVE/REJECT DATE: 09192011
                                IS
THIS THE RECORD TO BE ADDED - Y/N? -
    USER APPROVE ID:
                                APPROVE/REJECT DATE:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFIRM HELP QUIT RETRN MAIN FLIP PREF
```

6. If the record is on the database or is a Worker's Compensation record, the screen below will be displayed:

```
Y OR N REQUIRED.
```

|   |  |                           |
|---|--|---------------------------|
| PRTNDADD                                | ***** AGENCY RETIREMENT ADJUSTMENT ***** | PRTMD1                    |
| Oct 17,11                               |  | 1:09 PM                   |
| ACTION:                                 | (A,D,M)      AD                          |                           |
| TAX ID NUMBER:                          | 123456789                                |                           |
| WARRANT NUMBER:                         | 7777890                                  | WARRANT DATE: 07312011    |
| FIRST NAME:                             | REBECCA                                  | MI: S    LAST NAME: BROWN |
| ACCOUNT CODE:                           | 43000000000000000000000000000000         |                           |
| RETIREMENT<br>CODE                      | ORIGINAL                                 | CORRECTED<br>HA           |
| GROSS                                   | 0.00                                     | 1500.00                   |
| EMPR CONTRIB                            | 0.00                                     | 118.65                    |
| EMPE CONTRIB                            | 0.00                                     | 0.00                      |
|   | REFUND AMOUNT: 0.00                      |                           |
| COLLECTION                              |  | AMOUNT: 0.00              |
| ORG CODE:                               | 430000000000                             | REC STAT: ADD             |
| OLO:                                    | 430000                                   | ADD DATE: 10172011        |
| CLASS CODE:                             | 5000                                     | USER ID: BR1              |
| POS NUM:                                | 500000                                   | USER APPROVE ID:          |
|   |  | APPROVE/REJECT DATE:      |
| IS THIS THE RECORD TO BE ADDED - Y/N? _ |  |                           |

7. When all of the data is input, the operator will depress enter and the screen will be returned with the calculated retirement contribution and the message "Y OR N REQUIRED." The operator will then input **Y** (yes) or **N** (no) in the field "IS THIS THE RECORD TO BE ADDED - Y/N? ".

[illegible]

8. Once **Y** is entered, the operator will receive the message "RECORD ADDED SUCCESSFULLY". The record is now waiting to be approved by another [agency](#) user. The operator can then enter PF3 to return and continue adding adjustments or PF4 to return to the Payroll MAIN MENU
9. If an amount is shown in the Refund Amount field, the employee is due a refund. The employee refund will be processed on the next regularly scheduled payroll (i.e. monthly, biweekly or supplemental). The Earnings Code that will be used for these refunds is 9179.
10. If an amount is shown in the Collection Amount field, the employee owes money to the agency. This amount takes into account a change to the employee's withholding tax. Therefore, the collection is the difference between the retirement contribution and the change to withholding tax. When the adjustment processes, the contributions due for both employer and employee will be taken from the Agency account. When the Agency collects the money from the employee, it will need to be deposited to the Agency account.

### C. APPROVAL OF ADDED RECORDS

The approver may select the record(s) to be approved. This can be done in one of three ways. The approver may input **IW**, the warrant number and [warrant date](#); **IT** and the [Tax ID number](#) (the [SSN](#) in most cases); or **IS** and ADD in the status field (records awaiting approval are in an ADD status).

| PRTQMENU<br>Apr 20, 99  | ***** AGENCY RETIREMENT ADJUSTMENT ***** | PRTMMENU<br>11: 16 AM |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
|---|--|-----------------------|------|-----------|----|---------------------------|----|------------------------------------|----|-----------------------------------|----|----------------------------|----|-----------------------|---|------|---|-----------|
| <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Code</th> <th style="width: 90%;">Functions</th> </tr> </thead> <tbody> <tr> <td>AD</td> <td>ADD RETIREMENT ADJUSTMENT</td> </tr> <tr> <td>IW</td> <td>INQUIRY/APPROVAL BY WARRANT NUMBER</td> </tr> <tr> <td>IT</td> <td>INQUIRY/APPROVAL BY TAX ID NUMBER</td> </tr> <tr> <td>IS</td> <td>INQUIRY/APPROVAL BY STATUS</td> </tr> <tr> <td>AR</td> <td>AGENCY REPORT REQUEST</td> </tr> <tr> <td>?</td> <td>Help</td> </tr> <tr> <td>.</td> <td>Terminate</td> </tr> </tbody> </table> |  |                       | Code | Functions | AD | ADD RETIREMENT ADJUSTMENT | IW | INQUIRY/APPROVAL BY WARRANT NUMBER | IT | INQUIRY/APPROVAL BY TAX ID NUMBER | IS | INQUIRY/APPROVAL BY STATUS | AR | AGENCY REPORT REQUEST | ? | Help | . | Terminate |
| Code  | Functions                                |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| AD  | ADD RETIREMENT ADJUSTMENT                |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| IW  | INQUIRY/APPROVAL BY WARRANT NUMBER       |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| IT  | INQUIRY/APPROVAL BY TAX ID NUMBER        |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| IS  | INQUIRY/APPROVAL BY STATUS               |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| AR  | AGENCY REPORT REQUEST                    |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| ?   | Help                                     |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| .   | Terminate                                |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |
| CODE: _____ OLO: _____ WARRANT NUMBER: _____ WARRANT DATE: _____<br>TAX ID: _____ DEST: _____ STATUS: _____<br>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---<br>HELP QUIT RETRN MAIN FLIP   |  |                       |      |           |    |                           |    |                                    |    |                                   |    |                            |    |                       |   |      |   |           |

1. After a selection is made and enter is depressed, all the adjustments will be displayed based on the selection criteria. If selection is by **IT** ([TAX ID](#)), only the transactions for that [Tax ID](#) will be displayed.
2. Under the ACTION header, the approver can place an **M** for modify on the line in front of the record they wish to approve and then depress enter again.

|  |  |                    |                   |                     |           |              |           |               |
|--|--|--------------------|-------------------|---------------------|-----------|--------------|-----------|---------------|
| PRTQIW<br>Jan 28, 99   | ***** AGENCY RETIREMENT ADJUSTMENT ***** | PRTMIW<br>3: 25 PM |                   |                     |           |              |           |               |
| ACTION   | REC<br>STAT                              | TAX ID<br>NUMBER   | WARRANT<br>NUMBER | WARRANT<br>ISSUE DT | RET<br>CD | RET<br>GROSS | LAST NAME | DATE<br>ADDED |
| M  | ADD                                      | 123456789          | 7777890           | 12311998            | HA        | 1000. 00     | EXAMPLE   | 01221999      |
| Warrant Number: _____ TYPE: 0<br>Add                  Di spl ay          Modi fy          (PF5=fl i p) |  |                    |                   |                     |           |              |           |               |

3. The screen that is returned will have the message: "Enter changes" and the cursor will be located at the field "MARK 'Y' TO APPROVE OR 'N' TO REJECT:\_".

```

Enter changes
PRTNDADD          ***** AGENCY RETIREMENT ADJUSTMENT *****          PRTMD1
Oct 17, 11                                             1: 19 PM

ACTION: (A, D, M)      M_

TAX ID NUMBER:  999009999
WARRANT NUMBER: 0547167      WARRANT DATE: 09092011
FIRST NAME:     BETTY        MI: A  LAST NAME: CALDWELL
ACCOUNT CODE:   60101000326609105060003000000
                RETIREMENT
                CODE                     HA
                GROSS                     340.00
                EMPR CONTRIB              16.69
                EMPE CONTRIB              10.20
                REFUND AMOUNT: 0.00
                COLLECTION AMOUNT: 9.90      REC STAT: ADD
ORG CODE:       60122803955                ADD DATE: 09142011
OLO:            600000                    USER ID: JH4
CLASS CODE:     0078                    USER APPROVE ID:
POS NUM:        912051                APPROVE/REJECT DATE:
MARK 'Y' TO APPROVE OR 'N' TO REJECT: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFIRM HELP QUIT RETRN MAIN FLIP PREF
  
```

4. After the **Y** is input and enter is depressed, the screen will return with the message "[ret code](#) adjustments record modified successfully". When **N** is input and enter depressed, the record adjustment has been rejected and will need to be added again, if appropriate. If modifications need to be made to the record, do not reject. PF3 to exit the current screen. The user with add capability should enter an **M** on the inquiry screen. The corrections to the record can be done at this time.

```

ret code adjustments record modified successfully
PRTNDADD          ***** AGENCY RETIREMENT ADJUSTMENT *****          PRTMD1
Jan 22, 99                                             4: 21 PM

ACTION: (A, D, M)      _

TAX ID NUMBER:  123456789
WARRANT NUMBER: 7777890      WARRANT DATE: 11211998
FIRST NAME:     IM          MI: N  LAST NAME: EXAMPLE
ACCOUNT CODE:   99102999004606007000701000000
                RETIREMENT
                CODE                     HA
                GROSS                     1000.00
                CONTRIB                   164.50
ORG CODE:       99990700000
OLO:            999900
                REC STAT: APR
                ADD DATE: 01221999
MARK 'Y' TO APPROVE OR 'N' TO REJECT:  Y      USER ID: CA1
                USER APPROVE ID: CA2
                APPROVE/REJECT DATE: 01221999
  
```

5. All approved retirement adjustments will be pulled for processing at 5:00 p.m., the employee record will be updated and the appropriate accounting entries will be posted to the [agency](#) accounts nightly. The [agency](#) will be able to confirm the processing of these adjustments on the Employee Detail Register that may be accessed through the Report Distribution System (RDS).

The Form Id for this report is QxxL (where xx = [OLO](#)). [Agencies](#) should contact their RDS Administrator to obtain access to this report.

NOTE: To correct an online retirement adjustment record entered and processed in error, an e-mail should be sent to the Employee Records section requesting correction of the error. This e-mail should list the last four digits of SSN, warrant number, warrant date and the amount to be adjusted.

#### D. REPORTS

Request for a report of retirement adjustments added, approved and processed will be available by inputting **AR** in the Code field and the local printer identification number in the **DEST** field. An example of an **AR** report is as follows:

|               |             |                                     |                 |             |                |              |          |            |
|---------------|-------------|-------------------------------------|-----------------|-------------|----------------|--------------|----------|------------|
| PRTJTXM       |             | STATE OF FLORIDA                    |                 |             |                |              |          |            |
| PRTRAR        |             | THE CHIEF FINANCIAL OFFICER         |                 |             |                |              |          |            |
| SAMAS PAYROLL |             | ONLINE RETIREMENT ADJUSTMENT REPORT |                 |             |                |              |          |            |
|               |             | FOR OLO: 4400                       |                 |             |                |              |          |            |
| STATUS        | TAX I D     | WARRANT<br>NUMBER                   | WARRANT<br>DATE | RET<br>CODE | RET<br>CONTRIB | RET<br>GROSS | USER I D | ADD DATE   |
| PRO           | 122-33-4455 | 7777890                             | 11/30/1998      | HA          | 164. 50        | 1, 000. 00   | RSR      | 11/21/1998 |
| PRO           | 111-22-3333 | 3015058                             | 01/31/1996      | ZX          | 0. 00          | 0. 00        | CA1      | 12/18/1998 |
| PRO           | 111-22-3333 | 3015058                             | 01/31/1996      | HA          | 426. 81        | 2, 416. 84   | CA1      | 12/18/1998 |
| PRO           | 333-44-5555 | 3873138                             | 03/29/1996      | OP          | 426. 81        | 2, 416. 84   | CA1      | 12/18/1998 |
| PRO           | 333-44-5555 | 3873138                             | 03/29/1996      | HA          | -426. 81       | -2, 416. 84  | CA1      | 12/18/1998 |



The Employees' Information Center (EIC) website was designed for state employees to view their earning statements, Form W-2, reimbursement payments, W4 information and check their tuition waiver status. The website is located at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>. A link to this website is also provided on the Division website under State Employees and Retirees.

### **USER ACCESS**

Current and prior employees of the state of Florida can register to view their payroll information on the EIC website. Individuals that no longer work for the state of Florida, including retirees, may maintain access for up to 4 years after they are no longer employed.

### **ELECTRONIC FORM W-2**

It is encouraged by the Bureau of State Payrolls that all employees register and agree to receive their Form W-2 electronically. This must be done by the employee and should not be done by anyone in the agency. The employee must provide a valid email address to maintain the election to receive their Form W-2 notification electronically.

Employees who want to receive their W-2 electronically, must make the election prior to the Withholding Adjustment Date (WAD) each year. This date is in the first week of January as noted on the Agency Payroll Calendar. If they do not elect to receive their Form W-2 electronically prior to the WAD date, a paper Form W-2 will be printed for the employee.

Employees that separate from state employment can still view their Form W-2 electronically if they have a valid email address on their personal information on the EIC website. It is recommended to all agencies to advise separating employees to review their email address on the EIC website and update as needed, i.e. Remove work email address, if used.

RDS report Form ID Q\*\*1, where \*\* equals the first two digits of the agency OLO, is a weekly report that is available to all agencies for use in determining which employees have elected to receive their Form W-2 electronically. It is recommended that agencies work this report on a regular basis to encourage employees to sign up for the electronic delivery.

### **AGENCY ACCESS TO MASTER PERSONNEL WEBSITE**

Agency Payroll or Human Resource personnel can be granted access to the Master Personnel EIC website, <https://apps.fldfs.com/EIC/EmployeeInfoCenter/MasterAccountLogin.aspx>, to be able to access employees' earnings statements and Form W-2 information. Agency access is granted based on organization code and agency users with access will only be able to view employees within their organization. Agency payroll supervisors or directors are responsible for designating access for their agency.

There are two levels of agency access. The Access Control Custodian and Local Supervisors. An Access Control Custodian will need to be set up by the BOSP Employee Records section. An email request for this level of access should be sent to the [BOSPEmployeeRecords@myfloridacfo.com](mailto:BOSPEmployeeRecords@myfloridacfo.com) email address from the supervisor of the employee being granted Access Control access. Agency Access

Control Custodians can grant access to other users in their agency as Local Supervisors. Local Supervisors are unable to set up additional users for their agency.

#### Password Resets

The BOSP Employee Records section is responsible for resetting passwords for Agency Access Control Custodians. The agency Local Supervisors can call their ACC for password resets.

#### **QUARTERLY REVIEW**

On a quarterly basis, an email will be sent to the supervisor of each Access Control Custodian and Local Supervisor to confirm access is still needed for the users assigned. A response is requested within 3 days or all ACC and Local Supervisors will have their access revoked.

The Bureau of State Payrolls (BOSP) Employee Records section has positions dedicated to Post Audit research, assessments, and reviews of payroll related data.

**A. CHIEF FINANCIAL OFFICER (CFO) AUTHORITY**

The auditing of state payrolls is statutorily supported by the following:

- The CFO has the lawful authority to audit and settle all wage claims against the State. The Bureau of State Payrolls within DFS reserves the right to examine all payroll data and resolve any variance.
- The Bureau of State Payrolls will examine payroll input documents and calculate employee payroll records to verify the accuracy of wage and deduction amounts. When a discrepancy exists between department and the Bureau's record, the Bureau's records prevail. The burden is upon the department to prove otherwise.
- The Bureau may require that any document which supports a payroll related transaction be sent to the Bureau for audit purposes.
- **Chapter 17 of the Florida Statutes**, F.S. 17.04 more specifically, also gives the CFO authority to audit claims against the state for money the state owes, as well as to audit and adjust accounts of officers indebted to the state, or those who owe the state money.

**B. QUALITY ASSURANCE REVIEWS, AGENCY SCORECARDS, & SPECIAL PROJECTS**

The Post Audit section's responsibilities include but are not limited to Post Audit Quality Assessment Reviews (QAR's), Agency Scorecards, and special projects for leadership.

QAR's are done monthly, quarterly on a rotational basis, and annually. Some examples are:

- Agency Submitted Salary Refunds – determines if agencies are collecting and recording appropriate amounts of salary refund overpayments, keeping proper documentation, as well as making sure the employee's payment record is correct.
- Leave Without Pay (LWOP) – determines if agencies approve timesheets in an accurate and timely manner and ensures employees aren't paid for the time in LWOP status.
- 24-hour Holiday Annual Leave Payout – ensures payments made to Career Service employees were accurate and in accordance with F.A.C. 60L-34.0041(4)(b) and F.S. 110.219(7) as well as the instructions set forth by the Department of Management Services.
- PYRL Access Review – ensures User ID's are removed timely upon separation, that User ID's are not shared to bypass internal controls, and that they are set up in accordance with the recommended Payroll Preparation Manual guidelines and requirements.
- Outstanding Payroll Warrants – determines if state agencies have procedures in place for outstanding payroll warrants, are routinely monitoring reports, managing Deduction Code vendor warrants, processing Salary Refund warrants timely, and promptly notifying employees of outstanding payroll warrants.
- Employees Not of Age – determines whether agencies have employed or paid someone

who does not meet age requirements set forth by the Federal Department of Labor's Fair Labor Standards Act (FLSA).

- New Hires & Onboarding – determines whether selected agencies have established policies and procedures to ensure newly hired employees are onboarded to the People First HR system appropriately to be paid by the payroll system accurately and timely.
- Annual Compliance Checklist Review – provides DFS with reasonable assurances that agencies are presenting accurate and reliable information to BOSP for payroll processing and to ensure compliance with the applicable guidelines governing this process.
- Direct Deposit Exemption Compliance – determines whether state agencies are requiring employees to sign up for direct deposit in a timely manner upon onboarding, promotions, or transfers as well as vetting and documenting reasonable hardship requests.

#### Agency Scorecards and Special Projects

- Electronic W-2 Elections in the Employee Information Center (EIC) Scorecard – this scorecard reflects agency percentages for employees that have elected to receive their Form W-2 electronically. Electronic delivery is highly encouraged, and therefore monitored weekly.

Note: It is important for all agencies to inform employees about the EIC upon hiring. It is equally important to remind employees to update their personal information upon separation from state employment so there is no disruption with their W-2.

For additional information on the Employee Information Center website and agency functionality, please see [Volume V, Section 9](#).

- Career Service Employees EFT Scorecard (monthly) – this scorecard reflects agency percentages of employees that receive payments EFT vs. paper warrants.

Direct Deposit is required per F.S. 110.113(2). “As a condition of employment, a person appointed to a position in state government is required to participate in the direct deposit program pursuant to s. 17.076. An employee may request an exemption from the provisions of this subsection when such employee can demonstrate a hardship or when such employee is in an OPS position.”

For additional information on Direct Deposit, please see [Volume IV, Section 2](#).

- OPS ZZ Retirement Codes – determines whether state agencies other than the approved agencies of Justice Administration (JAC) or Department of Environmental Protection (DEP) for AmeriCorps employees are using the OPS retirement code of ZZ.
- Non-Resident Aliens – determines the validity of state employees claiming Nonresident Alien (NRA) status on their Form W-4. It also ensures each employee's W-4 status is correct, minimizing the possible corrections to the rate of taxation of their gross wages.

### C. WHAT AGENCIES CAN EXPECT FROM BOSP POST AUDIT

Agencies can expect to receive inquiries into payroll policies and procedures, timesheets, and other payroll data, from the BOSP Post Audit team.

Communication will begin with the agency's main payroll contact that has been provided to BOSP and is in the PYRL COC directory and occasionally agency PYRL Access Control Custodians. Agencies should ensure that their payroll contact is updated regularly. To update the main payroll contact for the agency an email can be sent to the BOSP Payroll Processing section at [BOSPPayProcessing@myfloridacfo.com](mailto:BOSPPayProcessing@myfloridacfo.com).


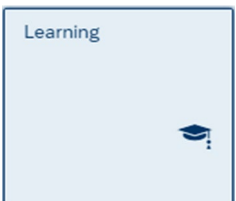

The BOSP Post Audit team is here to support agencies with improving accuracy and efficiency with payroll functions, payroll policies and procedures. QAR's are discussed and vetted with management, shared with agency directors, and are then made available to agency personnel on DFS' website.

### D. PAYROLL FUNDAMENTALS CLASS (QUARTERLY 2 DAY WEBINAR)

An instructor led two-day webinar (4 hours each day) is offered on a quarterly basis with registration available in the People First Learning Management System. The webinar provides a student package of the slide presentation and a resource guide that includes samples and important contact information. This webinar will provide an overview of the payroll process including important People First reports utilized in the payroll review process and additional basic HR information.

It is highly recommended that all new payroll and HR employees who need to understand the common payroll principles and screens within PYRL attend the course. It is also recommended as a refresher to those who want to sharpen their payroll skills, learn new concepts or processes, or have questions for BOSP about the payroll process. As payroll information continues to evolve and system updates are made, it is strongly recommended that all agencies are represented at least once annually.

To register for the course in People First, click the Talent Management tile, then the Learning Tile and then search in the Keyword for Statewide Payroll Fundamentals.

|   |  |  |
|---|--|--|
| <p>Step 1:</p>  <p>Talent Management</p> | <p>Step 2:</p>  <p>Learning</p> | <p>Step 3:</p>  <p>My Learning Assignments</p> <p>Keyword: Statewide-Payroll Fund Select All</p> <p>▼ DUE ANYTIME</p> <p>Statewide-Payroll Fundamentals</p> <p>COURSE DFS_AA_PayrollFundamentals rev.1 1/6/2020</p> <p>Self-Assigned</p> |
|---|--|--|

**A. GENERAL INFORMATION**

A request for a Social Security, Medicare, and/or withholding tax refund may be made by an employing agency or the Bureau of State Payrolls (BOSP) personnel after determining that an employee has had payroll taxes deducted in error. The error may have resulted from the employee being a nonresident alien, a full or part-time student, a rehired retiree, or assigned an incorrect retirement code.

BOSP may also receive a notification from the Internal Revenue Service (IRS) that an employee requested and received a refund of Social Security and/or Medicare taxes (employee portion only). BOSP refunds the employer-matching portion to the agency. In this situation, BOSP will review the notice, confirm that a refund is due and respond to the IRS notice.

**B. TIME LIMITATION – WITHHOLDING TAX**

Employers may make an adjustment to correct income tax withholding errors for payments made during the same calendar year only. Over-withholding discovered during the year must be credited back to the employee by December 31 of that year. Prior year income tax withholding cannot be refunded.

Salary overpayments collected from the employee by the agency in the same calendar year must be processed through Florida Accounting Information Resource's (FLAIR) payroll component (PYRL) on or before the last day to adjust Form W-2 in order for withholding tax to be refunded to the agency. Please refer to the Calendar Year End Memo for specific adjustment date deadlines.

**C. TIME LIMITATION – SOCIAL SECURITY AND MEDICARE TAX**

Any claim an employer makes for a credit or refund of overpaid Social Security or Medicare taxes must be filed within three years of the date the return (Form 941) was filed containing the overpayment or within two years of the date of the overpayment, whichever is later. Forms 941 filed for any quarter within a calendar year are considered filed as of April 15 of the following year, and taxes paid with such forms are considered paid as of the same date.

Effective December 31, 2024, claims for calendar year 2021 Social Security and Medicare tax refunds will not be approved as that year is closed with the IRS for - tax filings. Claims may be approved for years 2022, 2023, 2024 and current year.

When a request for refund of Social Security or Medicare taxes for an employee is due to an incorrect retirement code, BOSP will verify the employee's last payment detail information. If the employee is still being paid using the incorrect retirement code, BOSP will hold the refund request until the employee's retirement code is corrected.

The agency may request an adjustment to correct errors on an employee's additional Medicare tax (employee's 0.9% contribution for wages over \$200,000) payments made during the same calendar year. If an adjustment is not made within the same calendar year, an employee may claim a refund or credit of overpaid additional Medicare tax on their individual federal tax return.

**D. PROCEDURES**

Requests for tax refunds should be sent to the BOSP Taxation section. Requests must be in writing and include an explanation for the refund and sufficient documentation to process the refund. Requests for Social Security and Medicare tax refunds must include Form **DFS-A3-1932**. Tax refund approvals will be based on the documentation received and IRS/SSA guidelines.

**GENERAL INFORMATION**

Occasionally, it may be necessary to collect underpaid payroll taxes (i.e., Social Security, Medicare) from an employee. Underpayment of taxes typically result from the addition of non-cash fringe benefits or incorrect use of the retirement codes. BOSP may also receive notification from the IRS that an employee has improperly claimed an exemption from Social Security and/or Medicare tax and BOSP is instructed to collect the amounts due.

If a collection is needed, the agency should email the request to the Taxation/Reconciliation section at [BOSPTaxation@myfloridacfo.com](mailto:BOSPTaxation@myfloridacfo.com) detailing the reason for the collection, including copies of the necessary documentation (i.e., Form W-4, Nonresident Alien paperwork, etc). Tax collections must be recovered from an employee on or before the last day of the calendar year to ensure correct information is reported on the employee's W-2.

The Online Tax Collection System is utilized when the amount of payroll taxes can be collected from a later payment to the employee. It provides BOSP the ability to collect employer and employee Social Security and Medicare tax underpayments, correct employee earnings records, and transfer collected taxes to the appropriate trust fund clearing account.

If the employee is no longer employed with the agency, the employee's share of payroll taxes will be collected from the agency, since it is the agency's responsibility to ensure proper taxes are withheld. Reimbursement of this amount is a matter of settlement between the agency and the employee.



**A. OVERVIEW**

This section provides brief explanations of several types of fringe benefits a state employee may be authorized to receive and the taxability classification of these benefits under Title 26 of the United States Code (USC), also known as the Internal Revenue Code (IRC). IRS Publication 15-B contains information regarding the tax treatment of these fringe benefits. (<https://www.irs.gov/forms-pubs/about-publication-15-b>)

Unless specifically excluded by law, employee fringe benefits are taxable and must be reported on Form W-2. Taxable noncash fringe benefits (including personal use of employer-provided motor vehicles) may be treated as being paid on a pay period, quarter, semi-annual, annual, or other basis. However, the benefits must be treated as paid no less frequently than annually. The State of Florida uses a special accounting period for vehicle fringe benefits, which is discussed later in this section.

Agencies may treat the taxable value of a single noncash fringe benefit as paid on one or more dates in the same calendar year, even if the employee receives the entire benefit at one time. For example, if an employee receives a noncash fringe benefit valued at \$1,000, it may be taxed as if it was paid in four separate pay periods of \$250 each within the same calendar year. The applicable income, Social Security, and Medicare taxes must be withheld on the date/dates chosen to treat the benefits as paid.

The deadlines for submitting taxable fringe benefits to the Bureau of State Payrolls (BOSP) depends upon the method of submission and the way taxes are collected. For employees that receive taxable fringe benefits and terminate employment, careful coordination of the final salary payment by the agency is necessary. Every effort must be made to avoid a situation in which the terminated employee owes the State money for unpaid Social Security and Medicare taxes.

**B. ACCOUNTABLE PLAN**

The State of Florida provides some benefits under the Treasury Regulation (Treas. Reg.) section 1.62-2(2), Accountable plans. Generally, reimbursements and allowances paid to an employee under an accountable plan are excluded from the employee's wages and are not subject to withholding, Social Security and Medicare taxes.

**1. Requirements**

To be considered an accountable plan, a reimbursement or other employee expense allowance arrangement must comply with the three following conditions:

- The expenditure must have a business connection that would be paid or incurred in connection with the agency's primary purpose but would not otherwise be paid to the employee as wages.
- The employee must adequately account for all expenditures to the agency within a reasonable period of time.
- The employee must return any excess reimbursement or allowance within a reasonable period of time.

## 2. Reasonable Period of Time

The IRS defines what a reasonable period of time is for requiring substantiation and the return of excess amounts.

- Advanced payments are made no more than 30 days before an employee incurs business expenses.
- Expenses are substantiated within 60 days after they are incurred or paid.
- Excess payments are returned to the employer within 120 days after being incurred or paid.
- Periodic statements should be provided to employees at least quarterly regarding unsubstantiated expenses or unreturned excess payments. The timeliness requirement will be satisfied if employee complies by substantiating the expenses or by refunding any excess within 120 days of the statement.

## C. NONACCOUNTABLE PLAN

A nonaccountable plan is a reimbursement or expense allowance arrangement that does not meet one or more of the three conditions required of an accountable plan. Even if the agency has an accountable plan for reimbursements and expense allowances, the following payments are treated as being paid under a nonaccountable plan:

- Excess reimbursements that the employee does not return to the agency
- Reimbursements of nondeductible expenditures related to the agency

Reimbursement plans that provide the employee a fixed advance and then reimbursement after each trip for whatever is spent, so that the continuing advances remains fixed, are generally nonaccountable plans since they do not provide amounts reasonably calculated to match anticipated expenses or do not require the return of excess amounts.

Advances that exceed the time periods, or are not substantiated, or the excess not returned, become taxable income to the employee, subject to withholding income, Social Security, and Medicare taxes. Accountable Plans that provide advances to the employee are discouraged.

Any payments to an employee under a nonaccountable plan must be included in the employee's wages and are subject to withholding income, Social Security and Medicare taxes.

## D. SPECIAL ACCOUNTING PERIOD

The State of Florida uses the special accounting period for certain *noncash fringe benefits*, including vehicle fringe benefits. The special accounting period allows the agency to compute the value of the benefits provided during the period beginning November 1 of the prior year and ending October 31 of the current calendar year. This gives the agency additional time to value noncash fringe benefits. A special accounting rule is used to value the noncash fringe benefits that are considered provided in the following year. (e.g., annual lease method, vehicle cents-per-mile method). The value of benefits provided in the last two months of a previous calendar year is included with the value of the benefits provided in the first ten months of the current calendar year. Social Security and Medicare taxes are calculated at the same percentage and as the current year's wages. The rule applies only to noncash fringe benefits *provided* during November and December, not to all benefits the agency treats as paid during those two months.

The State Chief Financial Officer informs current state employees of the special accounting period on the employee Annual Earnings and Benefits Statements. These statements are provided to employees annually on the Employee Information Center website ([Volume V, Section 9](#)). Agencies are required to inform new employees within 30 days after the date the agency first provides a vehicle to an employee.

## **E. AWARDS, PRIZES, AND GIFTS**

1. Generally, awards and prizes provided to employees for outstanding achievement, money-savings suggestions, etc., are included in the employees' income and are subject to federal income tax withholding, and Social Security and Medicare taxes. There are exceptions for noncash length-of-service awards, safety, retirement, and de minimis awards and prizes that comply with several restrictions.

### **Satisfactory Service Awards**

Pursuant to section 110.1245, Florida Statutes (F.S.), each department head is authorized to incur expenditures to award suitable framed certificates, pins, and other tokens of recognition to retiring state employees, state employees who demonstrate satisfactory service to the agency or state, and appointed members of a state board or commission whose service to the state has been satisfactory. Such awards may not cost more than \$100 plus applicable taxes.

#### **a. Nontaxable Satisfactory Service Awards**

- Noncash awards such as framed certificates, pins and tokens-of-recognition.
- Noncash awards to retiring employees that meet the exclusion requirements for length-of-service awards or de minimis fringe benefits.

#### **b. Taxable Satisfactory Service Awards**

- Cash or cash equivalent awards such as a gift certificate, phone card, gift card or credit card.
- Noncash awards provided to employees for outstanding achievement, money saving suggestions, etc. are generally included in the employee's income.

The taxable value of awards and prizes must be reported to the BOSP using the On-Line Non-Cash Adjustment System. Refer to [Volume V, Section 7](#) for more information on entering a Non-Cash adjustment. Taxable noncash awards are subject to gross-up and the payment of all income tax withholding, Social Security and Medicare taxes by the agency. For an overview of Gross-Up procedures, refer to [Volume IV, Section 3](#).

## **2. Nontaxable Awards, Prizes, and Gifts**

Length-of-service awards and de minimis fringe benefit awards that meet certain requirements may be excludable from income. Any other awards, such as recognition awards, are taxable.

#### **a. Length-of-Service Awards**

- **General Requirements** – To qualify for exclusion from income, a length-of-service award must be an award of “tangible personal property,” which does not include cash or gift cards, gift certificates, stocks, bonds, vacations, meals, lodging or tickets to theater or sporting events. Also, the award must be presented in a “meaningful presentation.” An award presented upon the occasion of an employee’s retirement is a length-of-service award subject to the IRS employee achievement award rules. However, under appropriate circumstances, a traditional retirement award will be excludable from income as a de minimis fringe benefit. Finally, the award must not be disguised compensation.
- **Specific Requirements** – To qualify as nontaxable a length-of-service award must not be presented for less than five years on the job and must not have been awarded to the same employee within the last four years.

**b. De Minimis Awards and Prizes**

Certain property or services of small value may be provided to employees without including the value in the employees’ income if the following conditions are met:

- The value of the benefit is so small that accounting for it would be unreasonable or impractical.
- The employer must consider the frequency with which it provides the benefit to all its employees in making this determination.

Examples of nontaxable de minimis benefits:

- Certificates, pins, and other tokens of recognition, having nominal value.
- Coffee and donuts provided to employees.
- Traditional holiday gifts (e.g., turkeys, candy) with a small value (no cash or cash equivalents).
- Flowers, fruit, books, or similar property provided to employees under special circumstances (e.g., because illness, or family crisis).
- Transitional awards that are presented upon retirement, such as gold watches for 25 years of service, are excludible even though they are typically of higher value.

The IRS has never set a specific dollar maximum on the value of a de minimis fringe benefit before it becomes taxable. If the value of the item is readily ascertainable, it would not constitute a de minimis fringe benefit because accounting for it would not be unreasonable or administratively impracticable.

**3. Taxable Awards, Prizes, and Gifts**

Generally, noncash awards, prizes, and gifts provided to employees are included in the employees’ income.

**a. Cash and Cash Equivalents**

- Any cash award, regardless of the amount is taxable.
- Cash equivalents, such as a gift certificates, gift cards or credit cards are taxable, even if the property or service acquired (if provided in kind) is excludable. Gift certificates and cards have a “readily ascertainable” value that can easily be accounted for. Gift certificates and gift cards generally do not qualify as de minimis fringes since they are considered cash equivalents.

**b. Other Taxable Awards, Prizes and Gifts:**

- Savings bonds.
- Season tickets to sporting or theatrical events.
- An individual membership in a private country club or athletic facility, regardless of the frequency with which the employee uses the facility.
- Awards having a fair market value of \$100 do not qualify as de minimis fringes.

**F. EDUCATION ASSISTANCE/TUITION WAIVERS**

Employer provided education assistance may be excludable from the employee’s income up to a maximum exclusion of \$5,250 if the education is provided for job-related education under an accountable plan, or the education is not job-related and meets the IRS tests for a deductible business expense under IRC section 127, Education assistance programs.

**1. Job-Related Education**

Employer paid education assistance that is related to the employee’s current job is excludable from the employee’s income as a working condition fringe benefit. The education assistance, even amounts in excess of \$5,250, will be considered a working condition fringe benefit when the education is job-related, and the amount paid would have been a deductible educational expense by the employee had the employee paid for it.

As provided by IRC section 132(d) and Treas. Reg. section 1.162-5, the following conditions must be met:

- The courses must not be necessary to meet the minimum education requirements of the current job.
- The courses are not taken to qualify the employee for a promotion or transfer to a different type of work.
- The education must be related to the employee’s current job and must help maintain or improve the knowledge and skills required for that job (e.g., refresher or update courses). If the requirements change while the employee is working, employer-paid education designed to meet them is a working condition fringe benefit.

If these requirements are not met, tuition reimbursements must be included in employees’ gross income and are subject to Social Security and Medicare taxes.

**2. Non-Job-Related Education**

Employer education assistance provided through a program meeting the requirements of IRC section 127 is excludable from income up to \$5,250 per year for tuition, fees, books, supplies,

and equipment. The exclusion does not apply to supplies, tools, or equipment that may be retained by the employee after completion of the course of instruction, or meals, lodging or transportation. The term “education assistance” also does not include any course or other education involving sports, games, or hobbies unless the education has a reasonable relationship to your business or is required as part of a degree program.

An education assistance program is a separate written plan that provides education assistance only to your employees. The program qualifies only if all the following tests are met:

- The program benefits employees who qualify under rules that do not favor highly compensated employees.
- The program does not allow employees to choose to receive cash or other benefits that must be included in gross income instead of education assistance.
- You give reasonable notice of the program to eligible employees.

### **3. Exclusion for employer payments of student loans**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act added student loan payments (up to \$5,250) to the types of benefits an employer may provide under an Educational Assistance Program. Employer-provided educational assistance benefits include payments made after March 27, 2020, and before January 1, 2026, whether paid to the employee or to a lender, of principal or interest on any qualified education loan incurred by the employee for education of the employee. Qualified education loans are defined in chapter 10 of Pub. 970. (<https://www.irs.gov/forms-pubs/about-publication-970>)

### **4. State of Florida Tuition Waiver Program**

Subject to approval by the agency, state universities and community colleges shall grant state employees tuition and fee waivers of up to six credit hours per term, for courses taken on a space-available basis, pursuant to section 1009.265, F.S. State employees include employees of the executive, legislative, and judicial branches of state government; however, anyone employed by a state university is not considered an employee for the state employee fee waivers.

In order to provide a tax-exempt benefit, state agencies must abide by the written plan document. The document includes eligibility requirements, benefit provisions, and limitations that conform with current statutes, appropriations proviso language, and general state employment policies relevant to this program. If an agency elects not to administer the program pursuant to a written plan document or fails to communicate the provisions of the qualified program to all eligible employees, waivers of tuition and fees could be subject to federal income, Social Security, and Medicare taxes.

For additional information see IRS Reg. §1.127-2, Qualified Educational Assistance Program and IRS Publication 15-B, Employer’s Tax Guide to Fringe Benefits ([www.irs.gov](http://www.irs.gov)).

### **5. Taxable Education Assistance**

Each agency providing education assistance to its employees must determine whether the

assistance is excludable from gross income. Education not qualifying for income exclusion must be reported to the Bureau of State Payrolls for federal reporting and taxation purposes. Taxable values will be included with the employee's earnings through the employee record adjustment process. This process collects the Social Security and Medicare taxes on the next regular payroll after the employee record update is entered, or from the agency FLAIR account, but does not collect income taxes.

Employees should be notified of tax liabilities during the eligibility for enrollment approval process and, where applicable, provide employees an opportunity to request a tax exemption for job-related education. Agencies should notify employees having taxable education assistance of this additional tax liability so that they may adjust their Form W-4, Employee's Withholding Allowance Certificate, as needed. Documentation supporting courses determined to be tax exempt shall be retained by the agency. The final arbiter as to the tax exclusion is the IRS.

## 6. Reporting Taxable Education Assistance

Employing agencies must report taxable education assistance to BOSP using the On-Line Non-Cash Adjustments System (earnings code 9103). Instructions and submission deadlines for the online system are provided in [Volume V, Section 7](#) of this manual.

When entering taxable tuition values using the On-Line Non-Cash Adjustment System, agencies should use the following dates for the "Benefit End Date" field. Only taxable education assistance values are to be reported to BOSP.

| TERM   | BENEFIT END DATE |
|--------|------------------|
| Spring | 03/31/20YY       |
| Summer | 06/30/20YY       |
| Fall   | 09/30/20YY       |

Taxable values must be reported in the current calendar year and cannot be carried over into the next calendar year. Employing agencies are encouraged to report these taxable values as soon as possible. If the employee is currently employed, the agency may report the value of the taxable tuition assistance over more than one pay period to distribute the collection of Social Security and Medicare taxes. Agencies collecting taxes through the payroll process in December should exercise care to ensure that the values are entered and approved prior to processing the last payroll of the year.

Prior to entering the adjustment, agencies should verify that the employee is still employed by the agency. To collect the taxes on payrolls, the agency must fill in the "EMPEE PAY CYCLE" field on the online noncash adjustment.

Agencies having taxable education assistance for employees no longer on the payroll must report those taxable values and pay the employer and employee FICA taxes. Employee taxes paid by the agency are considered additional income to the employee unless collected from the employee during the calendar year. To record this additional income, the agency should enter a "Y" in the "Gross Up (Y/N)" field on the online noncash adjustment.

Nontaxable values are not reported to BOSP. Documentation supporting nontaxable education assistance should be retained by the agency.

## G. EMPLOYER-PROVIDED CLOTHING

The State of Florida's policy is to furnish uniforms, clothing, laundry service and safety footwear as perquisites to state officers and employees only in those specific instances where it is determined that the furnishing of such items is in the best interest of the State due to the exceptional or unique requirements of the position. The Department of Management Services (DMS) has established procedures for agencies to follow in developing a plan to be approved by DMS for the furnishing of perquisites to state officers or employees.

### 1. Items Issued to Employee

If a uniform is required by the employer for safety, security, or health purposes and is not suitable for everyday wear, the issuance to the employee of the uniform, or the purchase of the uniform by the agency, is a nonreportable and nontaxable event for federal employment tax purposes. Examples of these type items are safety equipment, special footwear, protective clothing, etc. These items may be processed directly through the Bureau of Auditing. The Reference Guide for State Expenditures, Perquisites can be found at [Reference Guide for State Expenditures](#).

### 2. Payments Under Accountable Plan Rules

Allowances, advances or reimbursements for the purchase, maintenance or replacement of uniforms and tools that meet the requirements of an Accountable Plan, as noted in the beginning of this section, are not reportable and taxable events for federal employment tax purposes.

Expense accounting by the employee is required to have sufficient detail to identify the specific nature of each expense and therefore conclude that the expense is attributable to the agency's business activities. Expenses are not to be aggregated into broad categories such as clothing. Written statements substantiating expenses in vague non-descriptive terms such as cleaning, or shoes will not be accepted.

The following information must be provided and substantiated in order to make a reimbursement under an Accountable Plan:

- a. Date expense incurred;
- b. Amount of each separate expense item;
- c. Specific description of each separate expense item;
- d. Business reason or business benefit gained.

Form **DFS-A3-1929**, Accountable Plan Check-Off, should be completed and submitted with the voucher and supporting documents for Accountable Plan payments to employees for reimbursements, advances, and allowances for footwear, clothing, and tools.



### 3. Payments Under Nonaccountable Plan Rules

Allowances, advances, or reimbursements for the purchase, maintenance, or replacement of uniforms and tools that do not meet the requirements of an Accountable plan, as noted at the beginning of this section, are reportable and taxable events for federal employment tax purposes. These taxable payments should be submitted to BOSP using the People First System or via the On-Demand System. The procedures for the On-Demand System are found in [Volume IV, Section 9](#).

## H. EMPLOYER-PURCHASED RETIREMENT SERVICE CREDIT

The Florida Retirement System (FRS) is a defined benefit plan qualified under 26 U.S.C. Section 401(a). The FRS provides that eligible members may purchase extra retirement credits for in state and out-of-state public employment and other types of eligible employment (sections 121.1115 and 121.1122, F.S.).

### 1. Employee Purchased Retirement Service Credit

The purchase of retirement service credits by an employee is not a taxable event and is not reportable to BOSP or the Internal Revenue Service.

### 2. Employer Purchased Retirement Service Credit

The employing agency may purchase an eligible employee's retirement service credit subject to agency head approval and budget authority. The payment to the FRS for the purchase of retirement service credit by an employing agency is considered gross income to the employee in the year of purchase and is subject to federal withholding, Social Security, and Medicare.

### 3. Reporting Employer Purchased Retirement Service Credit

Agencies providing this non-cash benefit must report the taxable value for tax reporting and remitting to the IRS. Earnings Code 9142 has been assigned for this non-cash fringe benefit. Taxable values, the cost of the service credits being purchased by the Agency, should be reported to the BOSP utilizing the On-Line Non-Cash Adjustment System, Earning Code 9142. The system will automatically calculate the applicable taxes using the gross-up feature. The online non-cash adjustment system is accessed through the Payroll Main Menu (PYRL); refer to Volume V, Section 7 of the Payroll Preparation Manual. This section of the manual provides instructions on how to add and approve selected noncash adjustments. The agency's FLAIR account code is required if you use the gross-up feature and payment of employment taxes will be deducted from that FLAIR account code.

## I. MOVING EXPENSES

The 2017 Tax Cut and Jobs Act suspended the exclusion from income of employer-provided, job related moving expenses for taxable years 2018 through 2025 ([PUBL097.PS \(congress.gov\)](#)). During those years, agency payments and reimbursements for moving expenses will be subject to federal income tax withholding, Social Security, and Medicare taxes, including payments from the agency to third parties on behalf of the employee (e.g., payments to a moving company). The ability of a taxpayer to deduct moving expenses under IRC 2017 is also suspended through 2025, so the employee cannot deduct expenses for which the agency makes payments or reimbursements.

Prior to incurring or allowing an employee to incur moving expenses agencies should review the

requirements for payment under the Florida Statutes and the respective personnel rules. Payments of moving expenses must also comply with the Bureau of Auditing, Reference Guide for State Expenditures at [Reference Guide for State Expenditures](#). Attorney General Opinion prescribes the conditions that allow an agency head to approve the payment of travel expenses related to a move. See AGO 81-34, [Advisory Legal Opinion - Authority to pay relocation expenses \(myfloridalegal.com\)](#).

Section 216.262(1)(f), F.S., requires the approval of DMS, unless delegated to the agency head for perquisites furnished by an executive branch state agency. DMS has delegated to the agency heads, or their designee, the approval of the payment of moving expenses.

Moving expenses for entities of the Judicial Branch as defined in [section 216.011\(1\)\(r\)](#), F.S., are governed by Section 10, of the Florida State Courts System Personnel Regulations Manual. The Chief Justice must approve perquisites furnished by the judicial branch.

### 1. Vouchering and Audit Requirements for Moving Expenses

Vouchers requesting payment for moving expenses **must** contain sufficient information for a determination of the proper taxation and reporting. This should include the following:

- The locations of the former and new principal places of work and residence, and the commuting distance between the employee's former home and new work location.

Moving expenses should be classified utilizing the following object codes:

- **Object Code 1361 – Moving Expenses – Third Party – Nonqualified** – Vendor eligible costs determined to be nonqualified moving expenses as described above, for packing and shipping household goods or privately-owned mobile homes, and travel expenses for state employees for authorized relocation expenses paid to a third party.
- **Object Code 2840 – Moving Expenses – Employee – Nonqualified** – Employee eligible costs determined to be nonqualified moving expenses as described above, for packing and shipping household goods or privately-owned mobile homes, and travel expenses for state employees for authorized relocation expenses paid directly to an employee.

Moving expense payments to vendors (object codes 1361) must include the employee as the sub-vendor. This is essential for the reporting of moving expense information to the IRS and employee and for the taxation of nonqualified moving expense payments.

Payment or reimbursement of "Moving Expenses" (object codes 1361 and 2840) will be reported as wages on Form W-2 and will be subject to employment taxes. Taxable values obtained from payment vouchers posted by the Bureau of Auditing will be included with the employees' earnings through the employee records adjustment process. These taxable values will not be included with the employees' regular salary payment and therefore, income tax will not be withheld. The process will collect the social security and Medicare taxes on the next regular payroll after the employee record adjustment has been approved. Agencies should notify employees having moving expenses of this additional tax liability so that they may adjust their Form W-4, Employee's Withholding Allowance Certificate, as needed.

If the employee is not included as the sub-vendor on the payment, a manual adjustment to the employee's record will be made by BOSP. This will include the collection of applicable taxes from the employing Agency.

The listed object codes have been established to work in conjunction with the following payroll earnings codes to facilitate the reporting and taxation of employee moving expenses.

| OBJECT CODE | EARNINGS CODE | EQUIVALENT                                   |
|-------------|---------------|--|
| 1361        | 9196          | Moving Expenses – Third Party – Nonqualified |
| 2840        | 9197          | Moving Expenses – Employee – Nonqualified    |

## J. PERSONAL USE OF STATE AIRCRAFT

Aircraft owned, leased, or operated by any state agency shall be available for official state business only as authorized by agency heads. Internal procedures are required to be developed to ensure state aircraft are used only for official state business or for purposes consistent with official state business as defined in chapter 287, F.S.

Persons not on official state business may be transported on a space available basis when approved by and when accompanying the Governor, the Lt. Governor, a member of the Cabinet, the Speaker of the House of Representatives, and the President of the Senate or the Chief Justice of the Supreme Court. However, such transportation is not considered official state business, Chapter 60B-4.003, F.A.C.

### 1. Determining Taxable Personal Use

The value of an employee's business travel in a state-controlled aircraft is excluded from the employee's income as a working condition fringe benefit.

Transportation that is not for official state business may result in taxable income. If the travel is primarily personal, the value is included in the employee's income. Travel that combines business and personal purposes must be allocated to each. It is not necessary for an employee to be on a flight on an employer-provided aircraft to have the value of the flight imputed to the employee's income. If an employee's guests are on the flight because of their relationship to the employee, the employee is taxed on the value of the flight by the guests.

Spouses, dependents, or other persons that accompany employees on state business may also incur taxable income to the employee unless on bona fide state business (see IRC §274(m)(3)). Social security, Medicare, and income tax apply to any taxable income exceeding the amount, if any, paid by the employee for the flight.

### 2. Determining Taxable Value

Agencies may choose to value personal flights on state-controlled aircraft under either the general or special valuation rules. The special non-commercial flight valuation rule may be used to determine the value of benefits if they prove to be more advantageous than the general

fair market value. Agencies must use the same valuation method to value all personal flights by employees in any one calendar year.

- **General Valuation Rule**

Under the general valuation method, the value of the flight is equal to the cost of chartering a comparable aircraft for a comparable flight. The charter cost must be allocated among all employees aboard, including those traveling on business.

- **Special Valuation Rule**

Under the special valuation rule for noncommercial flights, the value of a flight is determined under the base aircraft valuation formula also known as the Standard Industry Fare Level formula (SIFL) by multiplying the SIFL cents-per-mile rates applicable for the periods during which the flight was taken by the appropriate aircraft multiple provided in section IRS Reg. §1.61-21(g)(7) and then adding the applicable terminal charge. The SIFL cents-per-mile rates in the formula and the terminal charge are calculated by the federal Department of Transportation and are reviewed semi-annually. The formula varies depending on if the employee taking the flight is a control employee (defined on pg. 19).

$$[(\text{SIFL} \times \text{miles flown}) \times \text{weight-based aircraft multiple}] + \text{terminal charge} = \text{value}$$

The aircraft fringe benefit valuation formulas are published twice per year in the Internal Revenue Bulletin as Revenue Rulings and are usually available in March and September.

If an agency uses the special valuation rule to value any non-commercial flight provided to an employee, it must use the rule to value all eligible flights provided to employees during the calendar year.

### 3. Reporting Procedures

- Identify all employees and guests with personal flights on state aircraft.
- Determine the value of the flight using either general or special valuation rules less any reimbursement made by the employee.
- Subtract the nonpersonal value of the trip.

## K. PERSONAL USE OF STATE-PROVIDED VEHICLES

Motor vehicles owned, leased, or operated by any state agency shall be available for official state business only as authorized by the agency head, as defined in sections 287.012 and 287.17, F.S. The term “official state business” may not be construed to permit the use of a motor vehicle for commuting purposes, unless special assignment of a motor vehicle is (1) authorized as a perquisite by DMS, (2) required by an employee after normal duty hours to perform duties of the position to which assigned, or (3) authorized for an employee whose home is the official base of operation. As used in section 216.262(1)(f), F.S. the term “perquisites” means those things, or the use thereof, or services of a kind that confer on the officers or employees receiving them some benefit that is in the nature of additional compensation, or that reduce to some extent the normal personal expenses of the officer or employee receiving them. *60B-1, F.A.C.*

The following information is provided to assist agencies with determining the substantiation requirements for employer-provided vehicles and the reporting requirements for personal use.

**Taxability of Employer-Provided Vehicles**

If an agency provides a vehicle that is used for business purposes, the value of the use is excluded from income as a working condition fringe benefit. Employees should maintain records to substantiate that all vehicle use was for business. Substantiation generally requires keeping daily records. All other use of the vehicle is generally considered taxable income to the employee, unless an exception applies.

If an employer-provided vehicle is used for both business and personal purposes, substantiated business use is not taxable to the employee. Personal use is taxable to the employee as wages.

**1. Exclusion from Income**

The value of the vehicle's use is not taxable if it qualifies for treatment as:

**a. De Minimis Fringe Benefit**

If the employee uses an employer-provided vehicle mainly for the agency's business, infrequent and brief side trips for personal reasons are considered de minimis benefits whose value is excluded from income. In determining whether the value of personal use of an employer-provided vehicle is de minimis, the agency must consider the frequency with which a vehicle is available to the employee for personal use.

**b. Qualified Nonpersonal Use Vehicles**

A qualified nonpersonal use vehicle is one that, by its design, is not likely to be used more than minimally for personal purposes. Use of these vehicles is considered a working condition fringe benefit and does not require substantiation for the use to be excluded from the wages of the employee.

Qualified nonpersonal use vehicles generally include the following vehicles:

- Marked police, fire, and public safety officer vehicles
- Unmarked vehicles used by law enforcement officers, if the use is officially authorized
- Ambulances and hearses
- Delivery trucks with only a driver's seat
- Moving vans
- School buses
- Passenger buses seating at least 20 passengers.
- Animal control vehicles
- Dump trucks
- Refrigerated trucks.
- Qualified utility repair vehicles
- Trucks with a loaded weight over 14,000 pounds.

## 2. Accounting for Vehicle Use

### a. Substantiation Requirements

An administrative burden of employer-provided vehicles to both the employee and the agency is the recordkeeping requirements if the employee is permitted to use the vehicle for personal matters. If an employee uses an employer-provided vehicle for both business and personal travel, the employee must account to the agency for the business use. This is done by substantiating the usage (e.g., mileage), the time and place of the travel and the business purpose of the travel. Written records made at the time of each business use are the best evidence. Any use of an employer-provided vehicle by an employee that is not substantiated as business use is defined by the Internal Revenue Code to be personal use and is included in the employee's income.

### b. Exception – Qualified Nonpersonal Use Vehicle

Use of a qualified nonpersonal use vehicle for commuting is excludable to the employee; and record-keeping and substantiation by the employee are not required by the IRS.

### c. Safe Harbor Substantiation Rules – IRS Reg. § 1.132-5(e) and § 1.274-6T

Employees using employer-provided vehicles are **not** required to keep detailed records of vehicle use if **all** the following tests are met:

#### 1) For vehicles not used for personal purposes:

- The vehicle is owned or leased by the agency and is provided to one or more employees for use in the agency's business
- When not in use, the vehicle is kept on agency's premises (i.e., motor pool cars)
- No employee using the vehicle lives at the agency's business premises
- The agency has a written policy prohibiting personal use, except de minimis use (such as stop for lunch between two business deliveries)
- The agency reasonably believes the vehicle is not used for any personal use (other than de minimis).

#### 2) For vehicles not used for personal purposes other than commuting, the following conditions must apply:

- The vehicle is owned or leased by the agency and is provided to one or more employees for use in the agency's business
- For bona fide non-compensatory reasons, the agency requires the employee to commute to and/or from work in the vehicle
- The agency has established a written policy prohibiting personal use other than commuting and de minimis use.
- The agency reasonably believes that, except for commuting and de minimis use, no individual uses the vehicle for personal purposes.
- The employee is not a control employee (defined on pg. 19)
- The agency accounts for the commuting use by including the commuting

value in the employee's wages.

### 3) Recordkeeping

It is very important that the agency and employees maintain adequate records to determine the business and personal use of a company-provided vehicle. The employee should log the business use of the vehicle for each trip including the date, business purpose of the trip, and mileage. However, if the employee's business or personal mileage is the same for each period during a year (e.g., each week, month, etc.), adequate records kept during one period can be used to project totals for the entire year.

An agency can avoid these substantiation requirements by enforcing a written policy against personal use of vehicles it provides to employees, by meeting the rules governing the commuting valuation method, or by considering all employee use of the vehicles as personal use.

## 3. Determining Personal Use Value

Employee personal use of employer-provided vehicles that is not de minimis, and does not qualify for some other exclusion must be included in the employee's income as a taxable fringe benefit. To determine the amount to include in the employee's income, the IRS provides employers with four methods for valuing employees' personal use of employer-provided vehicles.

Agencies may value the availability of personal use of an employer-provided vehicle under the general valuation method or one of three optional special valuation methods (the cents-per-mile valuation; the commuting valuation; and the lease valuation). The optional special valuation methods may be used only under certain circumstances.

The agency is not required to use the same valuation method for all vehicles or all employees. However, the agency must use only one valuation method for a vehicle if more than one employee uses the same vehicle. The value determined must then be allocated to all employees using the vehicle.

The following procedure should be used to determine how much to include in wages on the employee's Form W-2.

**Step 1:** Compute personal use based on miles driven.

**Example:** 2,000 personal miles ÷ 10,000 total miles = 20% Personal use

**Step 2:** Apply valuation rule – General Valuation Rules or one of the three optional special automobile valuation rules.

### a. General Valuation Method

The general valuation method may be used to value the use of a vehicle under any circumstances. Under this rule, the value of a fringe benefit is its fair market value

(FMV). In general, the fair market value of an employer-provided vehicle is the amount the employee would have to pay a third party to lease the same or similar vehicle on the same or comparable terms in the geographic area where the employee uses the vehicle. A comparable lease term would be the amount of time the vehicle is available for the employee's use, such as a 1-year period.

Do not determine FMV by multiplying a cents-per-mile rate times the number of miles driven unless the employee can prove the vehicle could have been leased on a cents-per-mile basis.

### Computation:

1. Determine what employee would pay to lease the vehicle(FMV).
2. Multiply FMV by % of personal use (see Step 1, above)  
Example: Cost to lease vehicle (FMV) for 1 year, plus the  
value of fuel provided .....\$4,000
3. Multiply by personal use 20% ..... 20%
4. Include in wage of employee ..... \$ 800

### b. Cents-Per-Mile Valuation Method

Under this rule, the agency determines the taxable value of a vehicle provided to an employee for personal use by multiplying the standard mileage rate by the total miles the employee drives the vehicle for personal purposes. Personal use is any use of the vehicle other than use for agency business. The amount must be included in the employee's wages or reimbursed by the employee. The standard mileage rate effective January 1, 2025 is 70 cents per mile.

Use the cents-per-mile rule if the following requirements are met:

- It is reasonably expected the vehicle to be regularly used for agency business purposes throughout the calendar year. The vehicle meets the mileage test (driven at least 10,000 miles annually).
- The FMV of the vehicle does not exceed \$61,200 for cars placed into service in 2025 (indexed annually).
- The maximum values of cars placed into service in earlier years are below:  
Before 01/01/1990 - \$12,800



| <u>Year</u> | <u>Amount</u> | <u>Year</u> | <u>Amount</u> | <u>Year</u> | <u>Amount</u> | <u>Year</u> | <u>Amount</u> |
|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|
| 1990        | \$13,200      | 2001        | \$15,400      | 2012        | \$15,900      | 2023        | \$60,800      |
| 1991        | \$13,400      | 2002        | \$15,300      | 2013        | \$16,000      | 2024        | \$62,000      |
| 1992        | \$13,900      | 2003        | \$15,200      | 2014        | \$16,000      |             |               |
| 1993        | \$14,200      | 2004        | \$14,800      | 2015        | \$16,000      |             |               |
| 1994        | \$14,700      | 2005        | \$14,800      | 2016        | \$15,900      |             |               |
| 1995        | \$15,200      | 2006        | \$15,000      | 2017        | \$15,900      |             |               |
| 1996        | \$15,400      | 2007        | \$15,100      | 2018        | \$50,000      |             |               |
| 1997        | \$15,700      | 2008        | \$15,000      | 2019        | \$50,400      |             |               |
| 1998        | \$15,600      | 2009        | \$15,000      | 2020        | \$50,400      |             |               |
| 1999        | \$15,500      | 2010        | \$15,300      | 2021        | \$51,100      |             |               |
| 2000        | \$15,400      | 2011        | \$15,300      | 2022        | \$56,100      |             |               |

- If the employer does not provide the fuel, the mileage rate can be reduced by no more than 5.5 cents per mile.

Consistency Requirements – If the cents-per-mile method is used, the following requirements apply.

- The cents-per-mile method must be used on the first day the vehicle is available to any employee for personal use. However, if using the commuting method when the vehicle first becomes available to any employee for personal use, the agency can change to the cents-per-mile method on the first day for which the commuting method is not used.
- The cents-per-mile method must be used for all later years in which the vehicle is made available to any employee and the vehicle qualifies, except that that agency can use the commuting method for any year during which the vehicle use qualifies. However, if the vehicle does not qualify for the cents-per-mile method during a later year, use any other valuation method for which the vehicle then qualifies for that year and thereafter.
- The cents-per-mile valuation method must continue to be used if the agency provides a replacement vehicle to the employee and the primary reason for the replacement is to reduce federal taxes.

Items Included in the Cents-Per-Mile Rate – The cents-per-mile rate includes the value of maintenance and insurance. Do not reduce the rate by the value of any service included in the rate that the agency did not provide. The general valuation method can be used to consider the services provided for the vehicle. The cents-per-mile rate includes the value of fuel provided.

#### c. **Commuting Valuation Method**

Under this method, determine the value of a vehicle provided to an employee for commuting use by multiplying each one-way commute by \$1.50. If more than one employee commutes in this vehicle, this value applies to each employee. The value of

each commute must be included in the employee's income or reimbursed by the employee.

Use the commuting valuation method if **all** the following requirements are met:

- The vehicle is provided to the employee for use in agency business
- For non-compensatory business reasons, the agency requires the employee to commute to and/or from work in the vehicle. (employer-provided commuting pools will be treated as meeting this requirement if the vehicle is generally used each workday to carry at least three employees to and from work).
- The agency has established a written policy prohibiting the employee to use the vehicle for personal purposes other than for commuting or de minimis personal use and the policy is enforced. Personal use of a vehicle is all use that is not for agency business.
- The employee does not use the vehicle for personal purposes other than commuting and de minimis personal use.
- The employee who uses the vehicle for commuting is not a control employee.
  - A control employee for a government employer is either of the following:
    - An elected official, or an
    - An employee who earns more than a federal government employee at Executive Level V, See the Office of Personnel Management website at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages> for compensation information.

Instead of using the above definition of a control employee, the agency may treat all highly compensated employees as control employees for the purpose of using the commuting valuation method. A highly compensated employee for 2025 is an employee who received more than \$155,000 in pay for the preceding year. This can be ignored if the employee wasn't also in the top 20% of employees when ranked by pay for the preceding year.

#### **d. Annual Lease Valuation Method**

Under this method, the FMV of an employee's personal use of an employer-provided vehicle is determined by using its annual lease value multiplied by the percentage of personal miles driven. For an automobile provided only part of the year, use either its prorated annual lease value or its daily value.

The annual lease value does not include the value of employer-provided fuel. The agency may determine the value of the fuel you provided at FMV or the IRS approved rate of 5.5 cents-per-mile.

#### **Prorated Annual Lease Value**

If a vehicle is provided to an employee for a continuous period of 30 days or more but less than an entire calendar year, prorate the annual lease value (ALV) using the following formula:

$$\text{Prorated ALV} = \text{ALV} \times (\text{number of available use days} \div 365)$$

If the car is available to the employee for periods less than 30 consecutive days during the year, the agency should treat the car as being available for 30 days to avoid harsher valuation rules (unless the availability is 7 or fewer days per year).

Consistency Requirements – If the lease value method is used, the following requirements apply.

- The lease value method must be used on the first day the vehicle is made available to any employee for personal use. However, if the commuting method is used when the vehicle is first made available to any employee for personal use, the agency can change to the lease value method on the first day for which the commuting method is not used. If the cents-per-mile method is used when the vehicle is first made available to any employee for personal use, the agency can change to the lease value method on the first day vehicle no longer qualifies for the cents-per-mile use.
- The lease value method must be used for all later years in which the vehicle is made available to any employee, except that the commuting method is used for any year during which the vehicle qualifies.
- The cents-per-mile valuation method must continue to be used if the agency provides a replacement vehicle to the employee and the primary reason for the replacement is to reduce federal taxes.

#### Annual Lease Value Calculation

Here are the steps the agency must take to use the annual lease method:

- The agency must determine the fair market value of the car as of the first day it was made available to any employee for personal use. For employer-owned vehicles, this is the total cost of the car to an individual in an arm's length transaction (including sales tax and title fees.) For employer-leased vehicles, the value can be determined by using a nationally recognized pricing source, such as the "blue book." Whether the car is owned or leased by the agency, its value must be recalculated after four full calendar years. If the vehicle is transferred to another employee, the annual lease value may be recalculated based on the car's fair market value on January 1 of the calendar year of the transfer.
- Find the car's fair market value in Table 3-1. Annual Lease Value Table

| 1) Automobile FMV | (2) Annual Lease Value | 1) Automobile FMV  | (2) Annual Lease Value | 1) Automobile FMV  | (2) Annual Lease Value |
|-------------------|------------------------|--------------------|------------------------|--------------------|------------------------|
| \$ 0 to 999       | \$ 600                 | \$15,000 to 15,999 | \$4,350                | \$34,000 to 35,999 | \$9,250                |
| 1,000 to 1,999    | 850                    | 16,000 to 16,999   | 4,600                  | 36,000 to 37,999   | 9,750                  |
| 2,000 to 2,999    | 1,100                  | 17,000 to 17,999   | 4,850                  | 38,000 to 39,999   | 10,250                 |
| 3,000 to 3,999    | 1,350                  | 18,000 to 18,999   | 5,100                  | 40,000 to 41,999   | 10,750                 |
| 4,000 to 4,999    | 1,600                  | 19,000 to 19,999   | 5,350                  | 42,000 to 43,999   | 11,250                 |
| 5,000 to 5,999    | 1,850                  | 20,000 to 20,999   | 5,600                  | 44,000 to 45,999   | 11,750                 |
| 6,000 to 6,999    | 2,100                  | 21,000 to 21,999   | 5,850                  | 46,000 to 47,999   | 12,250                 |
| 7,000 to 7,999    | 2,350                  | 22,000 to 22,999   | 6,100                  | 48,000 to 49,999   | 12,750                 |
| 8,000 to 8,999    | 2,600                  | 23,000 to 23,999   | 6,350                  | 50,000 to 51,999   | 13,250                 |
| 9,000 to 9,999    | 2,850                  | 24,000 to 24,999   | 6,600                  | 52,000 to 53,999   | 13,750                 |
| 10,000 to 10,999  | 3,100                  | 25,000 to 25,999   | 6,850                  | 54,000 to 55,999   | 14,250                 |
| 11,000 to 11,999  | 3,350                  | 26,000 to 27,999   | 7,250                  | 56,000 to 57,999   | 14,750                 |
| 12,000 to 12,999  | 3,600                  | 28,000 to 29,999   | 7,750                  | 58,000 to 59,999   | 15,250                 |
| 13,000 to 13,999  | 3,850                  | 30,000 to 31,999   | 8,250                  |                    |                        |
| 14,000 to 14,999  | 4,100                  | 32,000 to 33,999   | 8,750                  |                    |                        |

For automobiles with a FMV of more than \$59,000, the annual lease value equals  $(0.25 \times \text{the FMV of the automobile}) + \$500$ .

- Calculate the percentage of personal miles driven during the year.  
(personal miles driven /total miles driven)
- Calculate the fair market value of the employee's personal use of the car that must be included in the employee's income.  
(annual lease value x percentage of personal miles driven).

## L. QUALIFIED TRANSPORTATION BENEFITS

Agencies may provide IRC §132(f) qualified transportation fringe benefits to employees pursuant to the establishment of a qualified transportation benefits program, without including the fair market value of the benefit in their income. Section 132(f) provides that employees may choose between cash compensation and a qualified transportation fringe benefit through a salary reduction agreement. Since qualified transportation benefits cannot be offered under a §125 cafeteria plan, they must be kept separate from any cafeteria plan benefits. The law does not require that an employer's qualified transportation fringe benefit plan be in writing; but does stipulate requirements for compensation reduction elections.

Qualified transportation benefits include:

1. Transportation in a commuter highway vehicle for travel between the employee's home and workplace if:
  - the vehicle seats at least 6 adults other than the driver
  - at least 80% of the vehicle's mileage is attributable to commuting
  - at least 50% of the vehicle's seating capacity (excluding the driver) is used by employees
2. Transit passes, vouchers, tokens, or fare cards, or reimbursement for them by the agency. The use of electronic media for mass transit (smartcards, debit or credit cards) may be excludable from gross income.

3. Qualified parking – parking for which the agency pays (either to the operator or by reimbursing the employee) or provides on premises it owns or leases.

Qualified parking does not include:

- The value of parking provided to an employee that is excludable from gross income under §132(a)(3) as a working condition fringe benefit, or
- Reimbursement paid to an employee for parking costs that is excludable from gross income as an amount treated as paid under an accountable plan.
- Parking on or near property used by the employee for residential purposes.

4. Qualified bicycle commuting reimbursement was suspended in 2017 for tax years 2018-2025.

### **Exclusion limits**

The excluded benefit value limit for 2025 is \$325 per month and applies to:

- Combined commuter highway vehicle transportation and transit passes, Qualified parking

### **Determining the Value of Qualified Benefits**

The value of a qualified transportation fringe benefit must be calculated on a monthly basis to determine whether any part of the benefit is included in income. If the value for any month is less than the exclusion limit (defined above), the unused portion cannot be carried over and added to any other month. Reimbursements to employees may be made in subsequent months, so long as the value of the benefit is calculated on a monthly basis.

A “month” is defined as a calendar month, or any substantially equivalent period applied consistently. Any monthly benefit over the limit must be included in the employee’s income (minus any amount the employee paid for the benefit).

#### **1. Commuter Highway Vehicle**

A commuter highway vehicle is any vehicle that seats at least 6 adults (not including the driver) and 80% of the mileage will be for transporting employees between home and work, with employees occupying at least one-half the vehicle’s seats.

If the vehicle is provided by the agency for commuting use, the value is calculated at \$1.50 for each one-way commute. If more than one employee commutes in the vehicle, this value applies to each employee.

#### **2. Transit Passes**

A transit pass is any pass, token, fare card, voucher or similar item entitling the employee to ride, free of charge or at a reduced rate, on either mass transit or in a vehicle that seats at least 6 adults (not including the driver).

The value is its purchase price, not the face amount of the pass.

For transit passes provided by the agency to the employee, the monthly limit applies to the transit passes for all months for which the passes are distributed. Transit passes can be provided in advance for 2-12 months, and the monthly value of a pass that is valid for more than one month (e.g., an annual pass) may be calculated by dividing the total value of the pass by the number of months for which it is valid.

### 3. Qualified Parking

Qualified parking is parking provided to employees on or near the work site. Including parking on or near the location from which an employee commutes to work using mass transit, commuter highway vehicles, or carpools. However, it does not include parking at or near an employee's home.

Generally, the value of parking provided by an agency to an employee is based on the cost an individual would incur to obtain parking at the same site. Another spot in the same lot or in the same general location can be used if the cost of the exact spot is not ascertainable.

## **Cash Reimbursements and Substantiation Requirements**

### 1. Qualified Parking and Commuter Highway Vehicle

The regulations allow agencies to provide cash reimbursements (not cash advances) for expenses incurred or paid by the employee for transportation in a commuter highway vehicle or qualified parking. However, such reimbursements must be made under a "bona fide" reimbursement arrangement.

### 2. Transit Passes

Cash reimbursement for transit passes is allowed only if vouchers or some equivalent are not readily available for direct distribution to the employee by the agency. A voucher is "readily available" if the agency can obtain it without paying more than the employee and without incurring a significant administrative cost (a fee paid to the provider of the voucher). The determination of significant administrative cost is made for each type of voucher, not all vouchers as a whole. Administrative costs are significant if the average annual costs incurred by the agency for a voucher (disregarding delivery charges imposed by the provider up to \$15 per order) are more than 1% of the average annual value of the vouchers for a mass transit system.

## **Bona Fide Reimbursement Arrangements**

Agencies that make cash reimbursements must establish a bona fide reimbursement arrangement, including substantiation requirements, to confirm that their employees have actually incurred qualified transportation expenses. The establishment of a bona fide reimbursement arrangement depends on the particular facts and circumstances, including the methods of payment utilized.

A payment made before the date an expense has been incurred or paid is not a reimbursement. In

addition, a bona fide reimbursement arrangement does not include an arrangement that is dependent solely upon an employee certifying in advance that the employee will incur expenses at some future date.

### **Substantiation Requirements**

Substantiation procedures include having the employee provide a parking receipt or a used transit pass, and certify that the parking, or transit pass was used by the employee. Certification of both the type and amount of the expenses is acceptable where a receipt is not normally provided (e.g., metered parking or used transit passes that are not returned to the user). The certifications do not meet the requirements if the employer has reason to doubt them. Certifications can be provided only after the expense has been incurred. Substantiation within 180 days after an expense had been paid meets the requirement that substantiation occur within a reasonable period of time.

### **Substantiation Requirements for Employer-Distributed Transit Passes**

There are no substantiation requirements if the agency distributes transit passes. Thus, an agency may distribute a transit pass for each month with a value not more than the statutory monthly limit without requiring any certification from the employee regarding the use of the transit pass.

### **Reimbursements for Periods Longer Than One Month**

Reimbursements can be made to employees for costs incurred more than one month, provided the reimbursement for each month in the period is calculated separately and does not exceed the applicable statutory limit for any month in the period.

### **Salary Reduction Plans**

Agencies may provide IRC §132(f) qualified transportation fringe benefits to its employees, pursuant to the establishment of a qualified transportation benefits program and pre-tax payroll deduction codes. Agency requirements for the establishment of pre-tax deduction codes for a qualified transportation benefits program are described in [Volume V, Section 4](#) of this manual.

Note: Internal Revenue Code §132(f) transportation fringe benefit plans are completely separate from and have more lenient election requirements than IRC §125 cafeteria plans. A qualified transportation benefit plan cannot be included under §125 cafeteria plan.

Generally, qualified transportation fringe benefits can be excluded from an employee's wages under a salary reduction agreement. However, the IRS has ruled that where an employer reduces its employees' wages in return for parking provided by the employer and then "reimburses" the employees so that their net pay is the same as before the reduction in wages, the "reimbursements" are taxable income to the employees. Because the parking was treated as provided by the employer rather than paid for by the employee, the "reimbursement" is not excludable because the employee has not incurred an expense for the parking that can be reimbursed.

### **Salary Reduction Election Requirements**

- a **Right to choose** – The election provides the employee the right to elect whether the

employee will receive a fixed amount of compensation at a specified future date or a fixed amount of qualified transportation fringes to be provided for a specified future period (such as qualified parking to be used during a future calendar month).

- b. **Must be in writing** – The election must be made in writing or in another permanent and verifiable form (electronic) that includes information required to be in the election: (1) the date of the election; (2) the amount of compensation to be reduced; and (3) the period for which the benefit will be provided.
- c. **Limit on the amount of the election** – The compensation reduction amount cannot exceed the monthly limits for transportation benefits. (\$325 for 2025 as described on pg. 22)
- d. **Timing of the election** – The election must be made before the employee is able currently to receive the taxable compensation. The election may be automatically renewed for subsequent periods.
- e. **Not revocable/Not refundable** – The election may not be revoked after the beginning of the period for which the qualified transportation will be provided. An employee may not subsequently receive the compensation in cash or any form, other than by payment of a qualified transportation fringe under the agency's plan. Thus, an agency's qualified transportation fringe benefit plan may not provide that an employee who ceases to participate in the agency's qualified transportation fringe benefit plan (such as in the case of termination of employment) is entitled to receive a refund of the amount by which the employee's compensation reductions exceed the actual qualified transportation fringes provided to the employee by the agency.

### **Withholding On and Reporting Excess Benefits**

Employers are governed by the general rules for withholding on and reporting the taxable value of qualified transportation fringe benefits included in an employee's gross income. Non-cash benefits (e.g., transit passes, parking) can be treated as paid on a pay period, quarterly, semiannually, or annual basis so long as this is done by December 31 of the year they are provided. The special accounting rule is also available when accounting for non-cash transportation benefits (not reimbursements). Cash reimbursements in excess of the exclusion limits must be deemed paid when actually paid to the employee. Regardless of the method by which the employee receives the benefits, they must be calculated on a monthly basis to determine whether they exceed the statutory exclusions. Based on the general formula for determining the fringe benefit amount that is included in income, the amount of a qualified transportation fringe that is included in income is the amount by which the fair market value of the benefit exceeds the exclusion amount plus any amount paid by the employee for the benefit. This amount is subject to federal income tax withholding, Social Security, and Medicare taxes.

**Employee Savings** – Employees electing pretax payroll deductions will experience reduced taxable income and reduced Social Security, Medicare, and federal income tax withholding. The reductions will be included on Form W-2 Wage and Tax Statement, boxes 1 through 6. The gross reduction amount will be shown in box 14 and labeled "132."

**Employer Savings** – The employing agency will experience a corresponding reduction in



employer contributions associated with Social Security and Medicare tax contributions. The Bureau of State Payrolls will not collect, deposit or document employer savings.

### **Special Rules for Terminated Employees**

There are special rules governing the situation where transit passes are provided in advance to an employee who terminates employment before the beginning of one or more months for which the pass is valid.

- The value of transit passes provided in advance to an employee for any month after the employee terminates employment is included in the employee's wages for income tax purposes.
- The value of transit passes provided in advance to an employee is not subject to federal income tax withholding, Social Security, or Medicare taxes if the passes are not distributed more than 3 months in advance and when they were distributed there was no established date for the employee's termination before the last month for which the transit passes are provided.
- If there is an established termination date for the employee when the transit passes are distributed up to 3 months in advance and the employee does terminate before the last month for which the transit passes are provided, the value of the passes provided for the months after the employee terminates is subject to federal income tax withholding, Social Security, and Medicare taxes.
- If the employer distributes transit passes in advance to the employee for more than 3 months, the value of the passes for the months after the employee terminates is subject to federal income tax withholding, Social Security, and Medicare taxes regardless of whether there was an established date of termination for the employee when the passes were distributed.

## **2. Effect on Other Benefits**

**Social Security** – Because a salary reduction agreement reduces the employee's gross income for FICA tax purposes, Social Security benefits may be slightly reduced for those employees under the maximum salary limitation for social security contributions.

**IRC Section 125 Plan** – A qualified transportation fringe benefit program cannot be part of an IRC §125 cafeteria plan; otherwise, a pretax transportation benefit will have no effect on a §125 plan.

**Retirement Plans** – The Consolidated Appropriations Act of 2001, signed into law on December 21, 2000, amended IRC §415(c)(3) and IRC §403(b) to include salary reduction amounts for qualified transportation fringe benefits within the definition of compensation. As a result, salary reduction amounts for qualified transportation fringe benefits will not affect the state's qualified retirement plans (FRS, ORP, OAP, and PEORP) or supplemental 403(b) plans. IRC §457 defines "includible compensation" as the participant's income as defined in IRC § 415(c) (3). Salary reduction amounts for qualified transportation fringe benefits will not affect the state's deferred compensation program.

Other Compensation-Based Benefits – For other compensation-based benefits (such as disability, or life insurance coverage) that may be affected by the pretax salary reductions, the definition of compensation could be revised, although such revisions would generally require plan and/or contractual amendments and possibly statutory amendments.

#### **M. TRAVEL EXPENSE REIMBURSEMENTS**

Employer reimbursement of business-related travel expenses incurred by employees is one of the more complex areas regarding the taxability of payments to employees.

DMS oversees the Statewide Travel Management System, also known as STMS. It was implemented in 2018 and facilitates the electronic processing of travel reimbursements for government travelers and managers within the state's Executive and Cabinet agencies, as well as the Judiciary, as directed by [Section 112.061 \(16\), Florida Statutes](#).

Additional guidance for travel related payments can be found in the [Reference Guide for State Expenditures](#).

Guidance for Class C Travel can be found in [Volume IV, Section 7](#) of this manual.

## A. ADOPTION BENEFITS PROGRAM

Effective July 1, 2015, the Adoption Benefit Program for Qualifying State Employees was reestablished by Chapter 2015-130, Laws of Florida, §409.1664, F.S., to be administered by the Department of Children and Families. Previously, Chapter 2007-119, Laws of Florida, created §409.1663, authorizing an adoption benefits program administered by the Department of Children and Families, but in 2010 that law was repealed by the Florida Legislature's passing of House Bill 5305.

The current program provides adoption benefits for qualifying adoptive employees of state agencies. "Qualifying adoptive employee" means a full-time or part-time employee of a state agency, who is not an independent contractor and who adopts a child within the child welfare system pursuant to Chapter 63 on or after July 1, 2015. The term includes instructional personnel, as defined in §1012.01, who are employed by the Florida School for the Deaf and the Blind and includes OPS (other-personnel-services) employees who have been continuously employed full time or part time by a state agency for at least 1 year.

A qualifying adoptive employee who adopts a child within the child welfare system who is difficult to place as described in s. [409.166\(2\)\(d\)2.](#) is eligible to receive a lump-sum monetary benefit in the amount of \$25,000 per such child, subject to applicable taxes. A qualifying adoptive employee who adopts a child within the child welfare system who is not difficult to place as described in s. [409.166\(2\)\(d\)2.](#) is eligible to receive a lump-sum monetary benefit in the amount of \$10,000 per such child, subject to applicable taxes.

## B. NOT QUALIFIED FOR WITHHOLDING TAX EXCLUSION

Internal Revenue Service rules and regulations provide that payments made under an adoption assistance plan for an employee's qualified adoption expenses are excludable from the employee's wages that are subject to federal income tax withholding. In addition to several other requirements, a qualified plan must require reasonable substantiation that payments or reimbursements are for qualifying expenses.

The State of Florida's Adoption Benefits Program does **not** meet the federal substantiation requirements for qualified expenses, and therefore the state program is not a qualified program for the income tax withholding exclusion. Payments to employees under the state's Adoption Benefits Program **are subject to employment taxes** (income tax withholding, Social Security and Medicare taxes).

For additional information concerning the requirements for a qualified adoption assistance plan, see IRS Publication 15-B (Employer's Tax Guide to Fringe Benefits); Form 8839 (Qualified Adoption Expense); and Instructions for Form 8839. This information is available at [on the IRS website](#).

## C. AGENCY PROCEDURES

The Department of Children and Families should submit requisitions for state employee adoption benefits to the Bureau of State Payrolls using Earnings Code 9140, Adoption Benefits – Non-Qualified. This code is restricted to the Department of Children and Families for benefits paid to state employees who qualify under this program. Requests must be processed through the On-Demand Payment System. Refer to [Volume IV, Section 6. O.](#) for instructions on processing these payments.

## A. OVERVIEW

A Tax-Deferred Savings Plan is an investment account that allows an employee to postpone paying income taxes on the money that is invested until it is withdrawn. After withdrawal, the funds become subject to taxes, although this is usually much less if payment is deferred until retirement.

An employee may choose to participate in the state's deferred compensation programs administered through the Division of Treasury, Bureau of Deferred Compensation. These programs are authorized under various sections of the Internal Revenue Code (IRC).

The primary purpose of a deferred compensation plan is to supplement employees' retirement income. This is in addition to the Florida Retirement System (FRS) or benefits received under the Social Security Administration. Employees are taxed when they begin to receive distributions from their account. Both salaried employees and other personal services (OPS) employees may participate in the deferred compensation program.

## B. § 457 DEFERRED COMPENSATION PLAN

A participant in an Internal Revenue Code (IRC) section 457 plan may choose to have a portion of pay contributed to a plan fund rather than receive it as pay. The Florida Deferred Compensation Plan now offers both 457(b) (pre-tax) and 457(b) Roth (post-tax) payroll contributions. Contributions made to a 457(b) (pre-tax) account are not included in the total wages subject to federal income tax for the tax year in which the compensation is deferred. However, they are subject to Social Security and Medicare taxes. Income tax on elective deferrals is deferred until distributed by the plan provider. Contributions made to a 457(b) Roth (post-tax) account are included in the total wages subject to federal income tax for the tax year in which the compensation is deferred. The IRS sets limits on how much participants can defer in a calendar year.

### 1. Normal Deferral Limits

The annual contribution to a participant's account cannot exceed the lesser of 100 percent of the employee's compensation or the elective deferral limit as shown in the table below. Pre-tax elective deferrals to IRC sections 403(b), 457, 125 or 132(f)(4) plans are included in an employee's annual compensation when determining the maximum contribution limit.

| SECTION 457 NORMAL DEFERRAL LIMITS |                                  |
|------------------------------------|----------------------------------|
| Calendar Year                      | Maximum Annual Elective Deferral |
| 2022                               | \$20,500                         |
| 2023                               | \$22,500                         |
| 2024                               | \$23,000                         |
| 2025                               | \$23,500                         |

### 2. Catch-Up Provisions

There is a provision in IRC section 457(b)(3) for additional deferrals when a participant is near the plan's normal retirement age. During the 3 calendar years before the year a participant reaches the plan's normal retirement age, the participant may make additional deferrals for underutilized limits from previous years, if the participant has been employed with a state agency for those years.

**a. Catch-up Contribution Limits –**

- Individuals who are age 50 or over during a calendar year may make annual catch-up contributions to the lesser of the following amounts. The catch-up contribution dollar limit, or
- The excess of the participant's compensation over the elective deferral contributions that are not catch-up contributions.

| SECTION 457 AGE 50 OR OVER CATCH-UP CONTRIBUTIONS LIMIT |                 |          |                  |
|---|-----------------|----------|------------------|
| Year  | Normal Deferral | Catch-Up | Maximum Deferral |
| 2022  | \$20,500        | \$6,500  | \$27,000         |
| 2023  | \$22,500        | \$7,500  | \$30,000         |
| 2024  | \$23,000        | \$7,500  | \$30,500         |
| 2025  | \$23,500        | \$7,500  | \$31,000         |

**b. Special Catch-up Contribution Limits**

Individuals within 3 years of reaching normal retirement age (as defined by the plan) may contribute the lesser of:

- Twice the annual normal deferral limit, or
- The annual normal deferral limit plus underutilized amounts not used in prior years (only if not using age 50 or over catch-up contributions).

| SECTION 457 CATCH-UP LIMIT – SPECIAL NEAR-RETIREMENT PROVISION |                 |                          |                  |
|--|-----------------|--------------------------|------------------|
| Year   | Normal Deferral | Catch-up Near Retirement | Maximum Deferral |
| 2022   | \$20,500        | \$20,500                 | \$41,000         |
| 2023   | \$22,500        | \$22,500                 | \$45,000         |
| 2024   | \$23,000        | \$23,000                 | \$46,000         |
| 2025   | \$23,500        | \$23,500                 | \$47,000         |

- The near-retirement provision of the code cannot be combined with the catch-up provision for participants age 50 or older
- Participants may not make up for underutilized contributions from another employer's IRC section 457 plan.

**3. Form W-2 Reporting Requirements**

Employee elective IRC section 457(b) (pre-tax) deferrals are not included as taxable wages subject to withholding tax and are not included in box 1 of Form W-2. The deferrals, however, are subject to Social Security and Medicare taxes and are included as taxable wages in box 3 (subject to Social Security maximum taxable amount) and box 5. Elective deferrals and catch-up contributions are also included in box 12 using code G. Elective IRC section 457(b) Roth (post-tax) deferrals are included as taxable wages and included as taxable wages in boxes 1, 3, and 5. These deferrals are also included in box 12 using code EE.

**4. Excess Deferrals**

If an employee defers wages in excess of the maximum amount allowed, all amounts deferred, including amounts in excess of the maximum deferral limits, are included in the Box 12 total, but are not included in Box 1. The employee is responsible for reporting the excess amount on his or her personal tax return as taxable income.

## C. §403(b) TAX-SHELTERED ANNUITY PLANS

A §403(b) plan, also known as a tax-sheltered annuity (TSA) plan, is a retirement plan for certain employees of public schools, and certain tax-exempt organizations. Individual accounts in a §403(b) plan can be an annuity contract (a contract provided through an insurance company), or a custodial account (an account invested in mutual funds).

There are two types of contribution limits that apply to §403(b) accounts. IRC §415 limits employer and employee contributions to all defined contribution plans. IRC §402(g), and the provisions of the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA), limit employee annual elective contributions.

### 1. Maximum Amount Contributable (MAC)

IRC §415 limits total employer and employee contributions to all defined contribution plans in which the employee participates to the lesser of 100% of the employee's annual compensation or the general limit for that year. Pre-tax elective deferrals to a §403(b); §457; §125, or §132(f)(4) (qualified transportation fringe benefit) plan are included in an employee's annual compensation when determining the maximum contribution limit for the employee.

Contributions to more than one §403(b) account and/or a qualified plan must be combined for limits calculations. Salary reduction contributions (elective deferrals) are considered employer contributions and are taken into consideration when applying the general annual limit. Employee elective contributions are further limited by IRC §402(g) and EGTRRA provisions as discussed below. Generally, contributions to your 403(b) account are limited to the lesser of:

- the limit on annual additions, or
- the limit on elective deferrals.

Depending upon the type of contributions made to your 403(b) account, only one of the limits may apply.

Whether you must apply one or both of the limits depends on the type of contributions made to your 403(b) account during the year.

If the only contributions made to your 403(b) account during the year were **elective deferrals** made under a salary reduction agreement, you will need to figure both of the limits. Your MAC is the lesser of the two limits.

If the only contributions made to your 403(b) account during the year were **nonelective contributions** (employer contributions not made under a salary reduction agreement), you will only need to figure the limit on annual additions. Your MAC is the limit on annual additions.

If the contributions made to your 403(b) account were a combination of both **elective deferrals** made under a salary reduction agreement **and nonelective contributions** (employer contributions not made under a salary reduction agreement), you will need to figure both limits. Your MAC is the limit on the annual additions.

If you are age 50 or older, you may be able to make additional catch-up contributions as shown below. Limit on annual additions (the combination of all employer contributions and elective salary deferrals to all 403(b) accounts).

| SECTION §403(b) GENERAL ANNUAL LIMIT |                |
|--------------------------------------|----------------|
| Year                                 | Maximum Amount |
| 2022                                 | \$61,000       |
| 2023                                 | \$66,000       |
| 2024                                 | \$69,000       |
| 2025                                 | \$70,000       |

## 2. Elective Deferral Limits

Employees can make elective deferrals under a salary reduction agreement up to the following maximum amounts. Additional contributions are available for employees having 15 years of service, and for those age 50 or older at calendar year end. The following schedule shows the maximum amounts permitted.

| SECTION §403(b) ELECTIVE DEFERRALS – MAXIMUM ANNUAL LIMIT |                |                     |                                    |                          |
|---|----------------|---------------------|------------------------------------|--------------------------|
| Year  | Basic Deferral | 15 Years of Service | Age 50-59 or 64 & over at Year End | Potential Deferral Limit |
| 2022  | \$20,500       | \$3,000             | \$6,500                            | \$30,000                 |
| 2023  | \$22,500       | \$3,000             | \$7,500                            | \$33,000                 |
| 2024  | \$23,000       | \$3,000             | \$7,500                            | \$33,500                 |
| 2025  | \$23,500       | \$3,000             | \$7,500*                           | \$34,000                 |

\*Beginning in 2025 the catchup limit for ages 60-63 is \$11,250.

### a. 15 Years of Service Catch-Up Rule

Qualifying participants can take advantage of a special provision in the law to exceed the basic elective deferral limit. To use this provision the employee must have at least 15 years of service at the same employer. An eligible employee's additional deferral is limited to the least of the following:

1. \$3,000 in additional contributions in any year;
2. \$15,000 reduced by any amounts contributed under this special provision in earlier years; or
3. \$5,000 times the number of years of service with the employer, minus the total elective deferrals made by your employer for the employee for previous years.

### b. Age 50 Catch-Up Contributions

Effective in 2002, IRC §414(v) permits additional deferrals for plan participants age 50 or older. These contributions may be made in addition to the elective contribution limits and the §415(c) general annual additions limit.

Eligibility to make age 50 catch-up contributions includes:

1. The employee will have reached age 50 by the end of the calendar year, and
2. The maximum amount of elective deferrals has been made for the plan year.

The maximum amount of age 50 catch-up contributions is the lesser of:

3. The statutory contribution for that year (\$7,500 for 2025), or
4. Includible compensation minus other elective deferrals for the year.

**c. If both Catch-Up provisions apply**

While the age 50 catch-up is subject to an annual limit, the 15-year catch-up is subject to a use test, lifetime limit and an annual limit. When both catch-up opportunities are available, the law requires deferrals exceeding the standard limit to be first applied to the 15-year catch-up (to the extent permitted), and then to the age 50 catch-up.

**3. Form W-2 Reporting Requirements**

Employee elective deferrals are not wages subject to federal income tax and are not included in box 1 of Form W-2. The deferrals, however, are subject to Social Security and Medicare taxes and are included in boxes 3, 4, 5, and 6. Elective deferrals, including any catch-up contributions, must also be included in Box 12, preceded by Code "E." The employer must mark Box 13 for retirement plan.

**4. Excess Elective Deferrals**

Amounts deferred, including amounts in excess of the maximum deferral limits, are included in the Box 12 total, but are not included in Box 1. The employee must include the taxable excess amount on his or her personal income tax return.

Employees having excess elective deferrals for a year may receive a corrective distribution from the provider no later than April 15 of the following year in order for the amount to avoid being taxed a second time.

**D. MONITORING CONTRIBUTION LIMITS**

The plan administrator or provider should apply the proper annual limit when figuring the plan contributions. However, the employee is responsible for monitoring the total amount deferred to ensure that the limit is not exceeded. The employee should check with the employer, provider, plan administrator, or Internal Revenue Service to learn the deferral limits. The employee must immediately report to the provider deferral amounts that exceed the deferral limits for the year.

**E. CORRECTING EXCESS DEFERRALS**

**1. Correction of Current Year Excess Deferrals**

The plan provider may refund the excess contribution to the agency if the refund is made by December 31 of the same calendar year. A corrective distribution may be made only if both of the following conditions are met.

- The employee or employer designates the distribution as an excess deferral to the extent of the excess deferral for the year.
- The correcting distribution is made after the date on which the excess deferral was made.

Any interest income, or other income, attributable to the excess deferral should be distributed by the plan provider directly to the employee and reported for tax purposes.



## 2. Correction of Prior Year Excess Deferrals

The plan provider should distribute the excess deferral (and any income allocable to the excess) no later than April 15 of the year following the year the excess deferral was made in order to avoid the amount being taxed twice. **Distributions by the plan provider for prior year excess elective deferrals may not be refunded to the employing agency.**

## 3. Tax Treatment of Excess Deferrals

Employees should report excess deferrals to the IRS when filing their personal income tax return. Excess deferrals distributed by the provider by April 15 are includible in the employee's income in the year contributed. Any interest income or earnings on the excess deferral will be taxed in the year distributed by the provider.

Excess deferrals distributed by the provider after April 15 are includible in the employee's income in the year contributed and when distributed by the provider. The excess amount may be taxed twice.

Participants receiving payment for excess contributions should receive from the provider a Form 1099-R, Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., for the year in which the excess deferral is distributed to the participant.

Participant questions concerning Form 1099-R issued by a provider or the taxability of excessive elective deferrals should be directed to the provider, plan administrator, or the participant's tax counsel.

## 4. Plan Administrator Errors, Omissions or Mistakes

Employees should notify the Bureau of Deferred Compensation immediately upon having elective deferrals due to a plan administrator error, omission, or mistake. A misunderstanding of the §457, §403(b), §402(g) or §415 limits are not considered a mistake of fact.

Elective deferrals made as the result of an error, omission, or mistake by the plan administrator may be corrected after December 31 of the year in which the deferral occurred. In these circumstances, the elective deferral must be refunded by the plan provider to the employing agency for deposit into the appropriate local account by April 15 of the year following the year the incorrect deferral was made. Requests for correction of prior year employee records should be directed to the BOSP with an explanation for the request.

The following Internal Revenue Service Publications provide information concerning deferral limits and taxable income for §457 and §403(b) plans:

- Publication 571 - Tax-Sheltered Annuity Plans (§403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations
- Publication 525 - Taxable and Nontaxable Income
- Publication 575 – Pension and Annuity Income

These publications may be obtained from the IRS,

<https://www.irs.gov/retirement-plans/cola-increases-for-dollar-limitations-on-benefits-and-contributions>

This section provides information about the preparation, distribution, and access of the following federal forms: W-2, W-2c, 1099-MISC, and the Annual Earnings & Benefits Statements.

### A. FORM W-2 WAGE AND TAX STATEMENT

BOSP produces Form W-2 for employees paid through the state payroll system during the calendar year. State employees may receive their Form W-2 electronically on the Employees' Information Center (EIC) website, <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>, or receive a printed Form W-2 through their agency.

If an employee is paid by more than one agency, the earnings for all agencies are recorded on a single Form W-2. The printed forms are sorted in the same sequence as the agency's payroll – ascending Social Security Number, within intra-department number, within organization code. A list of all Form W-2s produced for each agency, including electronic forms, will be available in RDS (form ID U\*\*6) prior to the forms being released to the agencies.

## 2024 W-2 WAGE AND TAX STATEMENT

|   |                            |   |                            |                                 |                  |
|---|----------------------------|---|----------------------------|---------------------------------|------------------|
| a Employee's social security number   |                            | Payroll organization code   |                            | Intradepartment number          |                  |
| b Employer identification number (EIN)<br>59 - 6001874  |                            | 1 Wages, tips, other compensation   |                            | 2 Federal income tax withheld   |                  |
| c Employer's name, address, and ZIP code<br><br>State of Florida<br>Jimmy Patronis, Chief Financial Officer<br>200 E Gaines Street<br>Tallahassee, Florida 32399-0356 |                            | 3 Social security wages   |                            | 4 Social security tax withheld  |                  |
|   |                            | 5 Medicare wages and tips   |                            | 6 Medicare tax withheld         |                  |
|   |                            | 7 Social security tips  |                            | 10 Dependent care benefits      |                  |
| d Control number  |                            | 11 Nonqualified plans   |                            | 12a See instructions for box 12 |                  |
| e Employee's first name, mi, and last name  |                            | 13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/> |                            | 12b                             |                  |
|   |                            | 14 Other  |                            | 12c                             |                  |
|   |                            |   |                            | 12d                             |                  |
|   |                            |   |                            | 12e                             |                  |
| f Employee's address and ZIP code   |                            |   |                            |                                 |                  |
| 15 State Employer's state ID number   | 16 State wages, tips, etc. | 17 State income tax   | 18 Local wages, tips, etc. | 19 Local income tax             | 20 Locality name |

OMB No. 1545-0008

Department of the Treasury - Internal Revenue Service

Form **W-2** WAGE AND TAX STATEMENT **2024**  
 Copy B - To Be Filed With Employee's FEDERAL Tax Return  
 This information is being furnished to the Internal Revenue Service.

The required boxes on Form W-2 used by the State of Florida are described below. For additional information, visit the IRS website, [www.irs.gov](http://www.irs.gov).

| Box | Caption                            | Description  |
|-----|------------------------------------|--|
| a   | Employee's social security number  | The social security number recorded on the employee's W-4.               |
|     | Payroll ORG Code<br>Intra-dept. No | Payroll organization code<br>Alpha-numeric code on the year-to-date file |

**TAXATION****FORM W-2/W-2c AND INFORMATION STATEMENTS**

| Box | Caption  | Description   |
|-----|--|---|
| b   | Employer identification number                           | Number assigned to DFS by the Internal Revenue Service for reporting purposes. This number is also used on Form 941.  |
| c   | Employer's name, address and ZIP code (reporting agency) | State of Florida<br>Jimmy Patronis, Chief<br>Financial Officer<br>200 E. Gaines Street<br>Tallahassee, Florida 32399-0356   |
| d   | Control number   | Number used by the Department for internal control.   |
| e   | Employee's first name and initial, Last name and Suffix. | Employee's name recorded on the employee's W-4.   |
| f   | Employee's address and ZIP code                          | Employee's information recorded on the employee's W-4. Note: ZIP code is updated per the United States Postal Service.  |
| 1   | Wages, tips, other compensation                          | Amount of taxable wages and other benefits the IRS requires to be reported. Does not include wages that were tax deferred or tax sheltered.   |
| 2   | Federal income tax withheld                              | Amount of withholding tax deducted from the employee's wages and reported to the Internal Revenue Service.  |
| 3   | Social security wages                                    | The taxable wage base for 2023 is \$160,200; monies paid in excess of the wage base are not subject to social security tax.   |
| 4   | Social Security Tax Withheld                             | Amount of social security tax withheld from the employee's wages and submitted on their behalf to the Social Security Administration. The tax rate for employees is 6.2% of social security wages. Maximum for 2023 is \$9,932.40.  |
| 5   | Medicare wages and tips                                  | Medicare tax is computed at 1.45% of the income subject to the tax. Employee contributions for Medicare wage amounts over \$200,000 are computed at 2.35%, (1.45% + 0.9%)   |
| 6   | Medicare Tax Withheld                                    | Amount of Medicare tax withheld from the employee's wages and submitted on their behalf to the Social Security Administration.  |
| 7   | Social security tips                                     | Amount of tips subject to Social Security and Medicare tax.   |
| 8   | Allocated Tips   | Not used  |
| 9   | Verification Code  | Not used  |
| 10  | Dependent care benefits                                  | Reflects an employee's participation in the Pretax Benefits Program for Dependent Care. Monies are total of dependent care benefits employer paid to employee or incurred on employee's behalf (including amounts from a section 125 (cafeteria) plan). Amount is not included in boxes 1, 3, or 5. Any amount over \$5,000 is included in boxes 1, 3, and 5. |
| 11  | Non-qualified Plans                                      | This is for the distributions of previously deferred monies under the State's Deferred Compensation, Section 457 plan. These distributions are made by the provider companies and are not reflected on Form W-2.  |
| 12  | E -  | Elective deferrals under a section 403(b) salary reduction agreement. The amount is not included in box 1.  |
|     | G -  | Elective deferrals to a section 457(b) deferred compensation plan. The amount is not included in box 1.   |
|     | L -  | Substantiated employee business expense reimbursements. Per diem or mileage equal to or less than the federal rate is shown in box 12 and not included in box 1. Amount in excess of the federal rate appear in boxes 1, 3 and 5.   |
|     | Q -  | Nontaxable combat pay   |
|     | W -  | Employer contributions (including amounts the employee elected to contribute using a § 125 cafeteria plan) to an employee's Health Savings Account (HSA).   |
|     | DD -   | Cost of employer-sponsored health coverage  |
|     | EE -   | Designated ROTH Contributions under a governmental section 457(b) plan.   |
| 13  | Retirement Plan  | This box is marked if a defined benefit plan employee was an active participant in the plan year from July of the previous Tax Year through June of the current Tax Year. It is marked for an investment plan employee who was an active member during the current Tax Year.  |

| Box | Caption | Description   |
|-----|---------|---|
| 14  | 125     | Caption of "125": Refers to the IRC § 125, pertaining to Cafeteria Plans. An amount is shown if an employee participated in the Pretax Benefits Program for insurance premiums or medical reimbursement. The amount is not included in boxes 1, 3, or 5.                              |
|     | 132     | Caption of "132": Refers to the IRC § 132, pertaining to Certain Non-taxable Fringe Benefits. An amount is shown if an employee participated in the Pretax Benefits Program for a qualified transportation or parking fringe benefit. The amount is not included in boxes 1, 3, or 5. |
|     | VEH     | Caption of "VEH": An amount is shown if an employee received a taxable non-cash fringe benefit from the use of an employer-provided vehicle. The amount is included in boxes 1, 3, and 5.   |
|     | OPS     | Caption of "OPS": An amount is shown if an employee contributed to the OPS FICA Alternative Retirement Plan. The contributions are not taxable for federal income tax. The amount is not included in boxes 1 and 3, but is included in box 5.   |

## B. ELECTRONIC FORM W-2

Employees may elect to receive their Form W-2 in an electronic format instead of receiving a paper form. Employees who choose electronic delivery will have access to their Form W-2 in January before the printed forms are released to agencies for distribution. Employees who choose to receive their Form W-2 in an electronic format will not receive a paper form from their agency.

To choose electronic delivery, employees must affirmatively consent electronically to receive Form W-2 in an electronic format. The employee must be registered with the Employees' Information Center (EIC) website, have a valid e-mail address in EIC, and have accepted the TERMS OF USE for electronic delivery. Consent is required for the Form W-2 to be furnished electronically and is valid until it is withdrawn by the employee or employer. Agencies should be mindful of the impact to EIC when their email domains change. Employees are encouraged to validate email addresses on file annually to ensure receipt of electronic Form W-2 notification.

The Employees' Information Center (EIC) website sign-on is located at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>.

### Welcome to the State of Florida Employees' Information Center

This site will provide you the ability to make inquiries into your payroll information, W-4 information, reimbursements (i.e. travel and flexible benefits) and verify yourself for tuition waiver. The information is updated each evening for current day payments.

AS STATE CHIEF FINANCIAL OFFICER, I OVERSEE STATE SPENDING. PLEASE HELP ME IDENTIFY ANY INSTANCE OF FRAUD, ABUSE, OR WASTE SO IT CAN BE ADDRESSED AND ELIMINATED. THIS CAN BE DONE USING THE TOLL-FREE HOTLINE, 1-800-GET-LEAN. YOU DO NOT HAVE TO GIVE YOUR NAME. THANK YOU FOR YOUR HELP.

### DON'T BECOME A VICTIM OF TAX FRAUD!

Scammers are always finding new ways to take advantage of consumers by stealing their financial information, especially during tax season. Be scam smart! Pay special attention to any emails coming from [web\\_e\\_stmt@myfloridacfo.com](mailto:web_e_stmt@myfloridacfo.com). These emails will alert you of any account changes. If you receive one of these emails and you did not make an account change, please contact the Help Desk at (850) 413-3190.

The password is what you have set up when you registered to view your earnings statement not your People First id and password. If you have reached this page and have not registered, please click on the [New User?](#) Register here link in the Log In area to the right of this message.

The State of Florida is committed to protecting your privacy. It is your responsibility to ensure our safeguards are effective by utilizing firewalls and anti-virus software, monitoring system updates, and not sharing logins or passwords with third-parties. Please take the time to visit [www.secureflorida.org](http://www.secureflorida.org) before entering confidential information.

[FLAIR Home](#)



This site requires Adobe Reader. If you do not already have Adobe Reader installed, please download and install it from <http://www.adobe.com/products/acrobat/readstep2.html>

If you need assistance, please call the Help Desk at (850)413-3190.

**Log In**

**User Name:**

[Forgot User Name](#)

**Password:**

[Forgot Password](#)

[New User? Register here](#)

Employees choosing electronic delivery of Form W-2 will be notified by e-mail when the form is available on the website. The email notice will include in the subject line the following statement, "IMPORTANT TAX DOCUMENT AVAILABLE." If the e-mail notice is returned as undeliverable, the employee will receive notification by mail to their current mailing address that the Form W-2 is available on the website. The employer will withdraw the employee's consent for future electronic delivery of the Form W-2. The employee must register again for electronic Form W-2 delivery with a valid email address.

**C. DISTRIBUTION OF FORM W-2**

Form W-2s are produced for state employees in early January, generally during the first two weeks. A listing of forms produced will be available in RDS (form ID U\*\*6) prior to forms being released to the agencies. The RDS report will list all forms produced including electronic forms produced for registered employees. Employees receiving a paper form will be indicated by a P on the report; employees that registered for electronic delivery will be indicated by an E on the report. A paper Form W-2 will not be produced for employees registered for electronic delivery.

The Department of Financial Services will distribute original Form W-2's via the United States Postal Service prior to January 31<sup>st</sup>, as required by the IRS.

If a printed Form W-2 is lost or destroyed, the employee may request a duplicate copy through his or her agency personnel office. After January 31<sup>st</sup>, the employee may also access the Employee Information Center (EIC) website and print a copy.

**D. UNDELIVERABLE FORM W-2**

The IRS requires that any employee copies of Form W-2 that an agency tried to deliver but could not, be retained for four years. Agencies are responsible for such retention and must have procedures permitting retrieval if requested by the Internal Revenue Service, Chief Financial Officer, or Office of the Auditor General. Due to this requirement, Form W-2 envelopes must display the agency's return address.

**E. FORM W-2 AGENCY ACCESS AND FORM W-2 DUPLICATES**

Authorized agency personnel may access electronic Form W-2s for employees of their own agency. Access for agency personnel to print Form W-2s for five tax years will be available to agencies only through the Chief Financial Officer's Master Personnel Account website. Authorized agency personnel may access Form W-2s for their employees and print copies as needed. The details for this process are in the Access Control Manual and Local Supervisor Manual provided to the authorized employees. Employees registered for electronic delivery will have access to their Form W-2 in early January. All employees (whether they registered for electronic delivery or not) will have access to their Form W-2 after January 31<sup>st</sup>. Employees may print their Form W-2 as many times as necessary.

**F. FORM W-2c CORRECTED WAGE AND TAX STATEMENT**

When adjustments of salary, noncash benefits, tax-sheltered deductions or Social Security number corrections have been processed for a previous tax year, a Form W-2c, Corrected Wage and Tax Statement is produced to correct the original Form W-2. Form W-2c supplements the original Form W-2; it does not replace it. If a line is blank on the Form W-2c, it is because that tax category was unaffected by the correction; the information on the original Form W-2 for that category is to be used in filing a tax return with the IRS.

When the employee has submitted a SSN correction with his/her agency personnel office, the employee is issued a Form W-2c that reflects only the correction of the employee's SSN. Despite the absence of money amounts, this is all that is needed to move the employee's monies from the incorrect SSN to the correct SSN.

Agency couriers can pick up Form W-2c's at the Department of Financial Service's Transmittal Office for agencies to distribute to their employees. Any corrected W-2's produced during the month of January are held until February 1<sup>st</sup> for distribution.

Form W-2c's will continue to be printed for all employees regardless of whether they have elected to receive their Form W-2 electronically or not. Form W-2c's will not be available on the Employee Information Center website. However, there will be a message on the website indicating that there is a Form W-2c for the applicable year.

**Employee's Incorrect Address on Form W-2** – If a Form W-2 was issued showing an incorrect address for the employee but all other information is correct, a Form W-2c is **not** produced. Mail the Form W-2 with the incorrect address to the employee in an envelope showing the correct address or otherwise hand deliver it to the employee.

**Employee's Incorrect Name on Form W-2** – If a Form W-2 was issued with an incorrect name for an employee but all other information is correct, a Form W-2c is not produced. The only time a Form W-2c will be produced for a name correction is in the case the originally reported name does not match the Social Security Administration's Records.

Both the original Form W-2 and Form W-2c should be included when employees file their federal tax return. If the employee has already filed their income tax return and a Form W-2c is received, he or she may need to file an amended return. Some employees may receive multiple Form W-2c's if there have been multiple corrections or adjustments.

Copy B of the 2024 Form W-2c follows. The form in this manual is not to-scale.



| OMB No. 1545-0008  |  | Organization Code:  |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
|--|--|---|---------------------------------|--|--|--------------------------------|--------------------------------|----------------------------------|----------------------------------|--|--|--|--|--|--|--|--|---------------------|---------------------|--------------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|--------------------------------|--------------------------------|--|--|--|--|--|--|
| <b>a</b> Employer's name, address, and ZIP code<br>State of Florida<br>Chief Financial Officer<br>200 E Gaines Street<br>Tallahassee, Florida 32399-0356   |  | <b>c</b> Tax year/Form corrected  | <b>d</b> Employee's correct SSN |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
|  |  | <b>e</b> Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previously filed.) <input type="checkbox"/> |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
|  |  | Complete boxes f and/or g only if incorrect on form previously filed. ►   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
|  |  | <b>f</b> Employee's previously reported SSN   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
| <b>b</b> Employer's Federal EIN<br>59-6001874  |  | <b>g</b> Employee's previously reported name  |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
| Note: Only money fields presented are being corrected.   |  | <b>h</b> Employee's first name, initial, and last name  |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
|  |  | <b>i</b> Employee's address and ZIP code  |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Previously reported</th> <th>Correct information</th> </tr> </thead> <tbody> <tr> <td><b>1</b> Wages, tips, other compensation</td> <td><b>1</b> Wages, tips, other compensation</td> </tr> <tr> <td><b>3</b> Social security wages</td> <td><b>3</b> Social security wages</td> </tr> <tr> <td><b>5</b> Medicare wages and tips</td> <td><b>5</b> Medicare wages and tips</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> |  | Previously reported   | Correct information             | <b>1</b> Wages, tips, other compensation | <b>1</b> Wages, tips, other compensation | <b>3</b> Social security wages | <b>3</b> Social security wages | <b>5</b> Medicare wages and tips | <b>5</b> Medicare wages and tips |  |  |  |  |  |  | <table border="1"> <thead> <tr> <th>Previously reported</th> <th>Correct information</th> </tr> </thead> <tbody> <tr> <td><b>2</b> Federal income tax withheld</td> <td><b>2</b> Federal income tax withheld</td> </tr> <tr> <td><b>4</b> Social security tax withheld</td> <td><b>4</b> Social security tax withheld</td> </tr> <tr> <td><b>6</b> Medicare tax withheld</td> <td><b>6</b> Medicare tax withheld</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> |  | Previously reported | Correct information | <b>2</b> Federal income tax withheld | <b>2</b> Federal income tax withheld | <b>4</b> Social security tax withheld | <b>4</b> Social security tax withheld | <b>6</b> Medicare tax withheld | <b>6</b> Medicare tax withheld |  |  |  |  |  |  |
| Previously reported  | Correct information                      |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
| <b>1</b> Wages, tips, other compensation   | <b>1</b> Wages, tips, other compensation |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
| <b>3</b> Social security wages   | <b>3</b> Social security wages           |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
| <b>5</b> Medicare wages and tips   | <b>5</b> Medicare wages and tips         |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
|  |  |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
|  |  |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
|  |  |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
| Previously reported  | Correct information                      |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
| <b>2</b> Federal income tax withheld   | <b>2</b> Federal income tax withheld     |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
| <b>4</b> Social security tax withheld  | <b>4</b> Social security tax withheld    |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
| <b>6</b> Medicare tax withheld   | <b>6</b> Medicare tax withheld           |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
|  |  |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
|  |  |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
|  |  |   |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |
| <b>13</b> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>   |  | <b>13</b> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>      |                                 |  |  |                                |                                |                                  |                                  |  |  |  |  |  |  |  |  |                     |                     |                                      |                                      |                                       |                                       |                                |                                |  |  |  |  |  |  |

Form W-2c (Rev. 09-2023) **Corrected Wage and Tax Statement** Copy B – To Be Filed With Employee's FEDERAL Tax Return  
 Department of the Treasury  
 Internal Revenue Service

| Box   | Caption   | Description  |
|-------|---|--|
| a.    | Employer's name, address and ZIP code.  | This is the name of reporting and remitting agency for the State of Florida payrolls.                                |
| b.    | Employer's Federal EIN  | Number assigned to DFS by the Internal Revenue Service for reporting purposes. This number is also used on Form 941. |
| c.    | Tax Year/ Form corrected  | The tax year and type of form for which the correction is being filed  |
| d.    | Employee's correct SSN  | The correct SSN even if it was correct on the original Form W-2 is entered in box d.                                 |
| e.    | Corrected SSN and/or name   | This box is marked if boxes f and/or g are completed.  |
| f.    | Employee's previously reported SSN  | This box is completed for a previously reported incorrect employee Social Security number.                           |
| g.    | Employee's previously reported name   | This box is completed for a previously reported incorrect employee name.   |
| h./i. | Employee's first name, initial and last name; Employee's address and ZIP code | Employee's correct name and address  |

**Numbered Boxes.** For the items that are being corrected (changed), amounts will be entered under "Previously reported" and under "Correct information" columns.

## G. DUPLICATE FORM W-2c

Agencies may request duplicate Form W-2c's for three prior calendar years using the FLAIR/Payroll

Tax Reporting (TR) function. During calendar year 2025, duplicates may be requested for Form W-2c's correcting Form W-2's originally issued for years 2022, 2023, and 2024. Duplicate requests for earlier years should be submitted to the Bureau of State Payrolls, Employee Records Section via email at [BOSPEmployeeRecords@myfloridacfo.com](mailto:BOSPEmployeeRecords@myfloridacfo.com).

Inquiries into corrected Form W-2 (Form W-2c) information may be completed by entering a **d** in front of the Form W-2c you want to display on a screen like Screen 3 below.

A duplicate Form W-2c may be requested directly from within FLAIR – PYRL System. Please note that a request for a duplicate Form W-2c will produce the Form W-2c but not a duplicate Form W-2 since duplicate Form W-2's are available on the EIC website. If the employee has been issued more than one Form W-2c, the on-line system will only produce the Form W-2c that includes all corrections through the most recent issue date.

The procedures below apply to Form W-2c duplicates.

1. From the Payroll Main Menu (Screen 1), enter **TR**, “**Enter**” to access the Tax Reporting Menu.

Screen 1

| PAYROLL MAIN MENU   |                            |
|---|----------------------------|
| SEL   |                            |
| CS  | COLLECTIONS SYSTEM         |
| DM  | DIRECTORY MAINTENANCE MENU |
| EI  | EMPLOYEE INFORMATION       |
| SR  | SALARY                     |
|   | REFUNDS                    |
| TR  | TAX REPORTING              |
| W4  | W4/W5 MAINTENANCE MENU     |
| TR <--- ENTER SEL CODE  |                            |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |                            |

2. From the Tax Reporting System – Main Menu (Screen 2) you may request employee Form W-2c detail by typing and entering **WC**, “**Enter**.” Note that WA and WS can be used to view Form W-2 information while duplicate Form W-2s themselves are only available on the EIC website. Text Fields Detail (WT) is restricted for BOSP use.

Screen 2

| PTRQMENU  |                                | ***** TAX REPORTING SYSTEM ***** |  | PTRMMENU |  |
|---|--------------------------------|----------------------------------|--|----------|--|
| - MAIN MENU -   |                                |                                  |  |          |  |
| Code  | Function                       |                                  |  |          |  |
| -----   | -----                          |                                  |  |          |  |
| WA  | W2'S ALPHABETIC ORDER          |                                  |  |          |  |
| WC  | W2'S CORRECTED                 |                                  |  |          |  |
| WS  | W2'S SOCIAL SECURITY NBR ORDER |                                  |  |          |  |
| WT  | W2 TEXT FIELDS                 |                                  |  |          |  |
| -----   | -----                          |                                  |  |          |  |
| Code:   | WC                             |                                  |  |          |  |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |                                |                                  |  |          |  |
| HELP QUIT RETRN MAIN FLIP   |                                |                                  |  |          |  |

3. On Screen 3, enter tax year and Social Security number (SSID). To request a duplicate Form



W-2c, type **m** next to the Form W-2c record last issued and press “**Enter**” and then see step 4 below. If agency personnel only want to display Form W-2c detail, type **d** next to the record and press “**Enter**” to open employee Form W-2c information for viewing.

## Screen 3

| P2CQBDET                            | ***** TAX REPORTING SYSTEM ***** |             |           |            |    | P2CMBDET   |
|-------------------------------------|----------------------------------|-------------|-----------|------------|----|------------|
| - W2C DETAIL -                      |                                  |             |           |            |    |            |
| ACTION                              | YEAR                             | SOC SEC ID  | LAST NAME | FIRST NAME | MI | ISSUE DATE |
| <u>D</u>                            | 2015                             | xxx-xx-xxxx | EMPLOYEE  | JOSHUA     | A  | 02/17/16   |
| <u>  </u>                           | 2015                             | xxx-xx-xxxx | JONES     | DEEYA      | A  | 01/08/16   |
| <u>  </u>                           | 2015                             | xxx-xx-xxxx | JOHNSON   | MARC       | J  | 06/10/16   |
| Tax Year: 2015 SSID: _____          |                                  |             |           |            |    |            |
| NEXT REQUEST: <u>  </u>             |                                  |             |           |            |    |            |
| Display      Modify      (PF5=flip) |                                  |             |           |            |    |            |

4. Screen 4 below is the first of five screens that display Form W-2c detail. The remaining screens are displayed by pressing **PF11**.

If **m** was entered on the Screen 3 above, agency personnel complete a duplicate Form W-2c request by entering an “**A**” next to \*DUPLICATE and pressing “**Enter**.” A *modified successfully* message will display at the top of the resulting screen. **PF3** must then be pressed to officially execute the duplicate Form W-2c request. Duplicate Form W-2c’s are picked up by agency couriers at the DFS Transmittal office after being processed overnight and printed the following morning.

## Screen 4

|   |                                  |                       |                      |
|---|----------------------------------|-----------------------|----------------------|
| W2Cc 2014-014725535-mm/dd/yy  |                                  |                       |                      |
| Display      Modify   |                                  |                       |                      |
| P2CNDDE2  | ***** TAX REPORTING SYSTEM ***** |                       | P2CMDT01             |
| Sep 12,15   | - W2C WAGE AND TAX DISPLAY -     |                       | 4 more >             |
| H EMPLOYEE'S NAME, ADDRESS, AND ZIP CODE      CORRECTED:                          |                                  |                       |                      |
| JOSHUA A EMPLOYEE   |                                  |                       |                      |
| 3793 ANYROAD  |                                  |                       |                      |
| CITY: ANYTOWN   |                                  | ST: FL ZIP: 334622217 |                      |
| CTRY:   |                                  |                       |                      |
| D EMPLOYEE'S CORRECT SSN: XXX-XX-XXXX   |                                  |                       |                      |
| F EMPLOYEE'S INCORRECT SSN:      -      -   |                                  |                       |                      |
| PREVIOUSLY  | DECEASED                         | PENSION               | DEF'D                |
| REPORTED  |                                  | PLAN                  | COMP                 |
| CORRECTED   |                                  | *DUPLICATE: A         |                      |
| G EMPLOYEE'S NAME (AS INCORRECTLY SHOWN ON PREVIOUS FORM)                         |                                  | *EMP TP CD: 1         |                      |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |                                  |                       |                      |
| HELP  |                                  | QUIT                  | RETRN MAIN FLIP CNFM |
|   |                                  | LEFT RIGHT            |                      |

**H. FORM 1099-MISC – MISCELLANEOUS INCOME****1. Beneficiary Payments**

In addition to issuing Forms W-2 and W-2c for payments to state employees, the Bureau of State Payrolls also issues payments to the beneficiaries of deceased state employees. These beneficiary payments are reported on IRS Form 1099-MISC. Like Form W-2, these forms are issued annually and are sent to the recipients by January 31st of the year following payment.

Inquiries concerning IRS Form 1099-MISC issued to the beneficiaries of state employees should be directed to the contact number on the form or to the Bureau of State Payrolls, (850) 413-5513.

**2. Vendor Payments**

Certain payments made by the State to non-employees must be reported to the IRS on Form 1099-MISC, Statement for Recipients of Miscellaneous Income. Payments requiring reporting include: service payments to individuals; payments to health care providers; payments to attorneys; and other payments, such as prizes and awards to non-employees.

The Department of Financial Services - Bureau of Vendor Relations issues Form 1099-MISC for these specific non-employee payments. Inquiries concerning Form 1099-MISC should be directed to the contact telephone number shown on the form, or the Bureau of Vendor Relations, (850) 413-5519.

**3. Retirement Beneficiary Payments**

The Department of Management Services, Division of Retirement, issues Form 1099-R to the recipients of retirement benefits. Inquiries concerning Form 1099-R should be directed to the Division of Retirement at (850) 907-6500 or 1(844) 377-1888.

**I. ANNUAL EARNINGS AND BENEFITS STATEMENT**

In conjunction with the annual production of Form W-2s for state employees, the Bureau of State Payrolls produces a corresponding Annual Earnings and Benefits Statement. The statement provides a recap of the employee's income from the State of Florida, employer contributions made on behalf of the employee, and information on both mandatory and voluntary payroll deductions. The statement is provided only as an informational aid for the employee; it does not replace the employee's Form W-2 and should not be filed with the employee's federal income tax return.

Annual Earnings and Benefits Statements are available to employees through the Employees' Information Center website <https://apps.fldfs.com/EIC/EmployeeInfoCenter/> or authorized agency staff can print through the Master Personnel Account website. Individuals that do not have a Form W-2 produced in January will not have an Annual Earnings & Benefits Statement. Annual Earnings and Benefits Statements will be created only for the original Form W-2. The statements will not be printed and distributed with Form W-2c's.

| STATE OF FLORIDA  |   |  |   |
|---|---|--|---|
| ORG: 43-62-30-20-000<br>ID#: 0001500000   | DEPARTMENT OF FINANCIAL SERVICES - BUREAU OF STATE PAYROLLS<br>ANNUAL EARNINGS AND BENEFITS STATEMENT FOR 2017      | ORIGINAL   |   |
| [REDACTED]<br>HAVANA, FL 323330000  | DATE OF BIRTH<br>[REDACTED]   | SOCIAL SECURITY NUMBER : [REDACTED]<br>MARITAL STATUS : MARRIED<br>NUMBER OF ALLOWANCES : NONE<br>FIXED ADDITIONAL WTAX : NONE   |   |
| <p>Please carefully check the above information. If you find an error, you must make the correction to the W-4 form in the People First system or through your agency personnel office.</p> <hr/>   |   |  |   |
| <p>Below is a recap of your income from the state of Florida. Contributions made by the state on your behalf are shown. Mandatory deductions, payroll deductions chosen by you, reductions of taxable income chosen by you, and general information which may be of interest to you are presented to aid in evaluating your tax liability. This statement is intended as an informational aid only.</p> <hr/> |   |  |   |
| <b>YOUR TOTAL STATE INCOME AND NONTAXABLE GROSS:</b>  |   | <b>STATE CONTRIBUTIONS ON YOUR BEHALF (INFORMATIONAL):</b>   |   |
| WAGE AMOUNT:<br>SALARY/WAGES<br>-----<br>TOTAL WAGE AMOUNT<br>-----<br>TOTAL STATE INCOME<br>LESS:<br>TAX SHELTERED GROSS:<br>STATE TRES-DEFERRED COMP<br>PRETAX DENTAL INSURANCE<br>PTB STATE HEL INS-FT EMP'E<br>PEORP EMPLOYEE CONTRIBUTION<br>-----   | 41,198.43<br>-----<br>41,198.43<br>-----<br>41,198.43<br>-----<br>411.93<br>580.66<br>2,160.00<br>1,235.94<br>----- | STATE HEALTH INS-EMPLOYER CONTRIB<br>STATE LIFE INS-EMPLOYER CONTRIB<br>PEORP - EMPLOYER CONTRIBUTION<br>FICA EMPLOYER CONTRIBUTIONS<br>MEDICARE EMPLOYER CONTRIBUTIONS<br>PRETAX ADMINISTRATION ASSESSMENT<br>-----<br>TOTAL STATE CONTRIBUTIONS<br>----- | 16,555.20<br>42.96<br>3,181.02<br>2,384.38<br>557.64<br>209.65<br>-----<br>22,930.85<br>----- |

## NONRESIDENT ALIEN TAXATION

It is the Agencies' responsibility to notify the Bureau of State Payrolls Taxation Section that they are hiring a Foreign National or Nonresident Alien that may be exempt from some taxes. It is frequently the case that an agency hires a nonresident alien without being aware of the required documentation and separate tax rules. The Internal Revenue Code, Section 1441, Withholding of tax on nonresident aliens, provides a separate tax system with a different set of tax rules and regulations for individuals deemed to be nonresident aliens. It is important to understand that the definition of nonresident alien for tax purposes is different from that for immigration purposes. Generally, every person born or naturalized in the U.S. and subject to its jurisdiction is a citizen. All other individuals are referred to as aliens for immigration and taxation purposes. Aliens are classified as either nonresident or resident aliens. The approval of any tax exemption for refund is based on the United States Tax Treaty with the employees' home country and IRS guidelines.

| LEGEND FOR ACRONYMS USED BELOW |   |
|--------------------------------|---|
| DHS                            | Department of Homeland Security               |
| DOS                            | Department of State                           |
| DSO                            | Designated School Official                    |
| EAD                            | Employment Authorization Document             |
| SEVIS                          | Student & Exchange Visitor Information System |
| STEM                           | Science, Technology, Engineering and Math     |
| USCIS                          | U.S. Citizenship and Immigration Services     |

**VISA Holder Types:** As a rule, the only aliens exempt from social security and Medicare taxes are F-1, J-1, M-1, and Q-1 visa holders while they are in nonresident tax status.

Note: If one of these designated visa holder changes to resident tax status during a year, he is subject to social security and Medicare taxes for the entire year on his subject wages. The agency must maintain a registry that will notify them if there is any change to the employees VISA status within the year.

**F-1 Visa -**      Student

Individuals in the United States engaging in a full course of academic study in an accredited educational program that has been designated by DHS. (Students enrolled in vocational training are given M-1 visas.)

May participate in employment directly related to field of study by obtaining practical training authorization. There are two kinds of practical training:

- **Curricular Practical Training.** Employment that is an integral part of an established curriculum. Requires approval of DSO in SEVIS and on Form I-20. EAD not required. Employment authorization is employer specific.
- **Optional Practical Training.** Employment during or after completion of studies. The total period of employment may not exceed 12 months. Additional extension of 17 months, available to STEM graduates working for an e-Verify employer. Requires recommendation of DSO and approval by USCIS. EAD required.

**J-1 Visa -**      Exchange Visitor: Professor, Researcher, Specialist, Trainee, Physician, Intern

Individuals in the United States as visiting researchers, professors, short-term scholars, specialists, trainees, interns, or alien physicians under the sponsorship of an exchange visitor program that has been designated by the Department of State.

May be employed “incident to status” only by the designated program sponsor or appropriate designee, and within the guidelines of the program approved by DOS, for the period of validity as stated on the DS-2019. Under limited circumstances, professors, researchers, and short-term scholars may receive compensation from other institutions with prior authorization in SEVIS from the RO or ARO of their designated program.

**M-1 Visa - Vocational Student**

Individuals enrolled in a vocational school or program in the United States.

May be employed for practical training following completion of studies for a maximum of six months. Must apply to USCIS for EAD. Employment must be related to field of study and recommended by DSO through endorsement of I-20.

**Q-1 Visa - International Cultural Exchange Program Participants**

Includes participants in an International Cultural Exchange program and participants in an Irish Peace and Training Program, and their dependents.

Employment restricted to the petitioning employer or agency through whom the status was obtained. EAD is not required. Dependents not permitted to be employed.

Agencies should be aware, nonresident aliens are subject to different tax withholding rules and reporting and liability requirements. Internal Revenue Service (IRS) Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, addresses these rules and requirements along with guidelines for resident or nonresident alien determination for taxation purposes; requirements for completing IRS Form W-4; and tax treaties applicable to nonresident aliens. IRS Publication 515 is available at <http://www.irs.gov/pub/irs-pdf/p515.pdf>.

**Non-Resident Aliens must complete a W-4. On Line 3 of the W-4 they must check the single box regardless of their actual marital status. On Line 5 the NRA generally, should claim one withholding allowance.** However, if the employee is a resident of Canada, Mexico, or South Korea, a student or business apprentice from India, or a U.S. national, the employee may be able to claim additional withholding allowances for their spouse and children. See Publication 519 for more information.

The Agency **must** provide the necessary documentation to the Bureau of State Payrolls, so that a determination can be made to determine the tax-exempt status that may be available and whether the employee has had payroll taxes deducted from a salary payment in error. It is the Agency’s responsibility to work with the employee to collect and provide all the necessary supporting documentation to BOSP Taxation and Reconciliation Section. The Agency must verify that all documentation is valid.

- A) Foreign National Information Form, (**DFS-A3-1941**)
- B) Form I-94 Arrival and Departure Record
- C) Visa,
- D) Form I-20 Certificate of Eligibility for Nonimmigrant Student Status,
- E) Form I-688B Employment Authorization Document.
- F) FICA Refund Request Form (**DFS-A3-1932**)

Once all the documentation has been reviewed by BOSP and the employee has met the criteria to establish exemption from certain taxes, BOSP will notify the Agency of the determination. It is then the Agencies' responsibility to make the necessary changes to the employee's retirement plan code to prevent additional taxation and retirement contribution errors.

| NRA Retirement Code | NRA Retirement Code Explanation              |
|---------------------|--|
| ZX                  | OPS Employee with F1/J1 Visa Status          |
| HD                  | Reg member F1/J1 Visas                       |
| HF                  | Special Risk F1/J1 Visas                     |
| ON                  | Optional Retirement Program F1/J1 Visa (ORP) |
| PD                  | PEORP - Reg Member F1/J1 Visa                |
| PF                  | PEORP-Special Risk F1/J1 Visa                |

A listing of all agency NRA employees, along with corresponding retirement codes, can be monitored by viewing RDS report W\*\*0. The asterisks represent the first two digits of your agency's organization (ORG) code. It is the agency's responsibility to monitor this report in order to comply with the IRS regulations.

Retirement invoices are created by the Florida Retirement System, Division of Retirement (FRS). There are multiple types of invoices that can be created, and some invoices may have an impact to the employee and the employee's payroll record.

### **Types of Invoices**

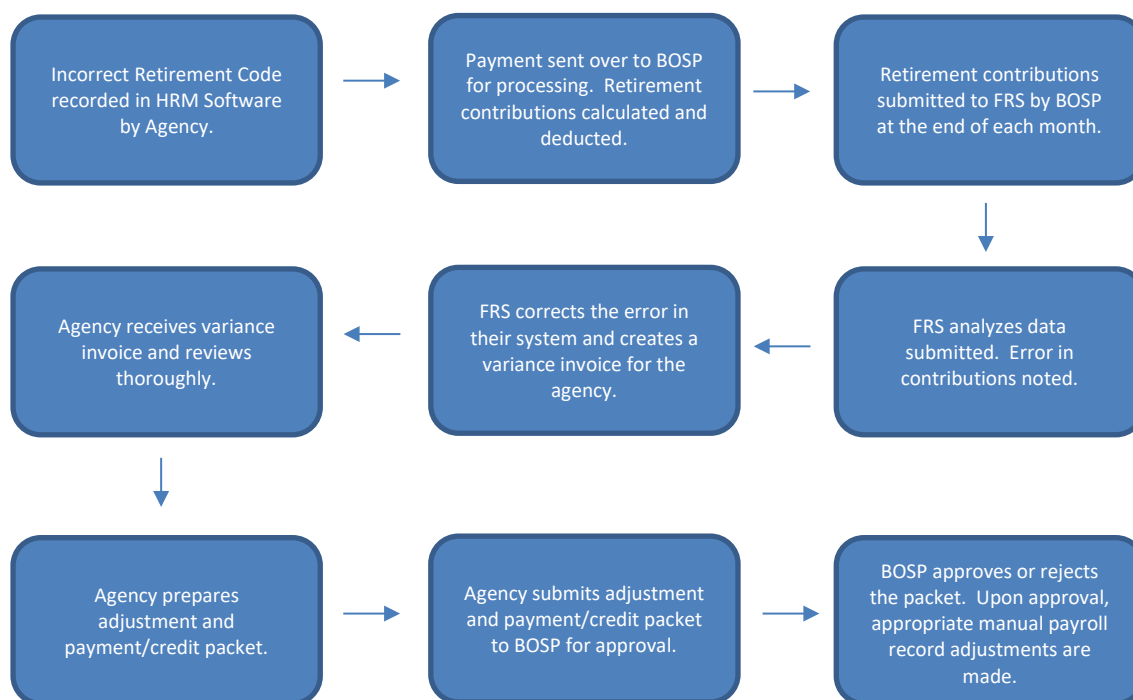
There are different types of invoices that are produced by FRS. BOSP only needs to see packets for the following types of invoices:

- Variance Invoices
- Delinquency Invoices
- Military Leave of Absence
- Loss of Earnings

### **Variance Invoices:**

A variance invoice is created when an error in the employee or employer's contributed amount has been found and corrected in the FRS system. This can occur when an incorrect retirement code has been entered into the HRM software (People First, Highline) by the agency or when an employee has entered DROP and a DROP/Split adjustment was not completed during the month it occurred.

These invoices are manually processed by the Bureau of State Payrolls (BOSP) for all agencies. The manual process is detailed below.



FRS generates variance invoices to agencies on a monthly basis and each invoice may contain corrections for multiple employees within the agency. It is the agencies responsibility to review and complete a payment/credit packet for each invoice including the appropriate payroll record adjustments for each employee listed within the invoice. All invoices require action from the agency in a timely manner or a 1% delinquency fee will be assessed by FRS.

A variance invoice will consist of 2 or more pages. The first page of the invoice will reflect the net amount owed or due to the agency for all employee & employer contribution adjustments made within that invoice. The remaining pages will contain all supporting documentation for the net amount listed on the first page. This includes all employees that had a correction made within the FRS system. These pages reflect the information needed to make the appropriate payroll record adjustments for the employee and/or employer contribution amounts. Agencies must review all pages of the variance invoice to determine the corrective action needed to satisfy the invoice.

The overall NET of the invoice (page 1) is what the agency will need to act on to satisfy the invoice:

- If a contribution amount is owed by the agency, a debit (positive) amount will be referenced under “Amount Due”.
  - Action: the agency must initiate a payment to FRS to satisfy the amount owed.
- If a credit is due to the agency, a (negative) amount will be referenced under “Amount Due”.
  - Action: the agency must initiate receiving the credit from FRS via email once approved by BOSP Taxation.

The following explanations can be used to interpret the actions needed for individual employee records as shown on subsequent pages of the invoice:

- If a contribution is owed by the employee a debit (positive) amount will be in the employee column.
  - Action: the agency must collect the additional contributions from the employee.
- If a credit is due to the employee a (negative) amount will be in the employee column.
  - Action: the agency must process a refund to the employee and deduct the appropriate amount of withholding taxes.

In summary, corrective action to satisfy the invoice can include a refund to the employee for any erroneous deductions made, collecting amounts owed from employees, employee payroll record adjustments to the employee and/or employer contribution amounts, and processing a payment to FRS or requesting a credit from FRS.

**Note:** If the error was due to incorrect information in the HRM system (People First, Highline), such as an incorrect retirement code, this must be corrected through the HRM system as soon as possible to prevent any future invoices from FRS.

#### **A. MANUAL PROCESS FOR ALL VARIANCE INVOICES**

A manual process was created specifically for variance invoices to avoid duplicate variance invoices from FRS being generated. The manual process includes the payroll record adjustments needed to accurately reflect the taxable amounts for the impacted employees and issue accurate Form W-2s.

A variance invoice packet is required for invoices where the agency is owed a credit from FRS and where the agency owes additional contributions to FRS. The details for each are provided below.



**Credit Variance Invoice**

To satisfy a credit invoice, with an employee refund, the retirement packet should be submitted to [BOSP.Vouchers@myfloridacfo.com](mailto:BOSP.Vouchers@myfloridacfo.com). Credit invoices with no employee refunds, should be submitted to [BOSPTaxation@myfloridacfo.com](mailto:BOSPTaxation@myfloridacfo.com).

All packets should include the following:

- A copy of the invoice
- A request for the credit
- Miscellaneous Adjustment forms for all employees and all warrants listed in the invoice
- For an employee owing additional contributions:
  - Proof of collection of retirement contributions owed by an employee (if applicable)
- For an employee due a refund:
  - Voucher(s) to employees who are owed a refund (if applicable) Journal Transfer (JT) to the BOSP Withholding Trust Fund for tax amount calculated from refund

Our Taxation team will review the packet and respond with approval or rejection. If the agency receives approval to proceed with their request for the credit, the agency should email [Payroll@dms.myflorida.com](mailto:Payroll@dms.myflorida.com) to issue the credit via JT. The agency should include the approval email, all backup documentation from the variance invoice packet, and Statement of Account from the Division of Retirement with the request. Once confirmation from DMS has been received, the agency should notify their revenue staff of the impending credit being received.

**Owed Contributions Variance Invoice**

To satisfy an invoice where additional contribution amounts are owed, a variance invoice packet should be submitted to [BOSP.Vouchers@myfloridacfo.com](mailto:BOSP.Vouchers@myfloridacfo.com). Packets received will be reviewed and processed within 20 days as required by Section 215.422 F.S. Each packet should include the following:

- A copy of the invoice
- A Journal Transfer (JT) to Division of Retirement for the amount owed (amount on the first page of invoice) plus any delinquency fees using the following:
  - Object Code: 1520
  - FRS's 29-digit FLAIR account code: 72-73-2-705001-72750300-00-000600-00
  - A Delinquency Fee may be listed at the bottom of the invoice and must be added to the JT manually. If it is not added, a separate invoice may be generated by FRS for the delinquency fee.
- A voucher to employee for refund of erroneous contribution deductions less the withholding tax flat rate of 22%
- A JT to DFS Withholding trust fund in the amount of the taxes for any employee refund
- Proof of collection of retirement contributions owed by an employee (if applicable)
- Miscellaneous Adjustment forms for all employees and all warrants listed in the invoice
  - Please note, packets that contain more than one invoice may only have up to 5 total individual employees listed. The only exception to this is if one invoice lists more than 5 employees.

**Agencies will not be able to process any prior quarter/year adjustments during the Adjustment Suspension Period at the end of each quarter.** Please refer to the Agency Payroll Calendar for the specific dates or for more information, [Volume VI, Section 13 \(End of Quarter Payroll Adjustments\)](#).

All incomplete Retirement Packets will be returned through the Bureau of Auditing.

**Offset of Variance Invoices**

To offset variance invoices, the request should be submitted to [BOSP.Vouchers@myfloridacfo.com](mailto:BOSP.Vouchers@myfloridacfo.com) and should include the following:

- A copy of the invoice
- A request to offset invoices
- Miscellaneous Adjustment forms for all employees and all warrants listed in the invoices
- Proof of collection of retirement contributions owed by an employee (if applicable)
- Voucher(s) to employees who are owed a refund (if applicable)
- A JT to the BOSP Withholding Trust Fund for tax amount calculated from refund (if applicable)
- A JT to Division of Retirement for the overall amount owed (if applicable)

Note: If the overall amount is a credit to the agency, Taxation will email the agency with approval to offset once all employee records have been corrected. Once the agency receives the approval to proceed with their request for to offset and receive the credit, the agency should email [Payroll@dms.myflorida.com](mailto:Payroll@dms.myflorida.com) to issue the credit via JT.

**B. RETIREMENT VARIANCE EMPLOYEE ADJUSTMENTS:**

The retirement variance invoice supporting documentation details the adjustments necessary for each employee. Agencies are required to review all pages of the Retirement Variance Invoices to determine the type of action necessary. Every invoice requires action including each of the following:

- Refund to the Employee for Overpayment of Retirement Contributions
- Recovery of Underpayment of Retirement Contribution from Employee
- Retirement Code Adjustment only, with no refund or recovery

**Refund to Employee**

Invoices that require a refund to an employee must include a voucher to the employee, a JT to the DFS withholding trust fund and Miscellaneous Adjustment forms.

- Voucher to refund Employee (**Object Code 1100**)
- JT for Tax portion on employee refund (**Object Code 0060**)

**Preparing the voucher for Employee Refunds:**

For employee overpayment of contributions, the Agency will need to process a refund to the employee and deduct the necessary withholding tax (flat rate = 22%). Agencies should review the entire invoice to determine the amount of the 3% employee retirement contribution that is

due back to the employee. This is determined by a debit (negative) amount in the employee column.

***Tax Calculation Example:** The Retirement Invoice indicates the employee is due a refund of \$100.00. The employee is due \$78.00 net (Voucher) and the remaining \$22.00 is the amount to cover the tax liability (JT).*

|   |                      |
|---|----------------------|
| Invoice Employee Refund Amount:             | \$100.00             |
| Federal Income Withholding Tax <b>22%</b> : | <u>\$ 22.00</u> (JT) |
| Net Refund Due Employee:                    | \$ 78.00 (Voucher)   |

1. Prepare a voucher to the employee for the net amount due. The net amount will be the 3% employee retirement contribution refund amount due, less the **22%** for federal income taxes.
  - a. Use **Object Code 1100 salary** when preparing the voucher to refund the employee.
2. Prepare a JT for the federal income tax. This is 22% of the total 3% employee retirement contribution refund amount provided on the retirement invoice.
  - a. The 29-digit FLAIR account code to transfer the federal income tax is **43-74-2-101001-43200100-00-000600-00**.
  - b. Use benefitting **Object Code 0060XX** when preparing the JT.

Preparing the Miscellaneous Adjustment for Employee Record Corrections:

1. Prepare Employee Miscellaneous Adjustment Form DFS-A3-1933 to **back out** incorrect retirement deductions for each payment, and then another Form DFS-A3-1933 to **correct** each payment with the correct retirement contributions. See “**Processing Retirement Rate Code Change**” below for additional details.
2. Prepare one DFS-A3-1933 to reflect the **refund** payment to the employee, if applicable:
  - **Warrant Date** – Leave blank (this will be populated once the voucher is posted)
  - **Warrant Number** – Leave blank (this will be populated once the voucher is posted)
  - **Reason for Adjustment** – Include FRS invoice number
  - **Retirement Code** – Correct Retirement code
  - **W2 Gross (300)** – Increase by the gross amount of the refund
  - **Withholding Tax (0050)** – Increase by 22% of gross refund amount
  - **Earnings Code (9179 or 9579)** – Increase by the gross amount of the refund
    - For the **current year**, increase code **9179**; for the **prior year**, increase code **9579**

**\*\*Miscellaneous Adjustments must have a preparer and an approver. Both must be current employees and they cannot be the same person.**

**Recovery from Employee**

Invoices that require a collection from an employee for underpaid contributions must include proof of the recovery and Miscellaneous Adjustment forms.

Recovering funds from an Employee:

1. Notify the employee of the underpayment and the options available to pay the underpayment. Options of repayment include:
  - Agency Recovery Code from a warrant
  - Personal check or money order
2. Recover the underpayment from the employee
  - If the employee requests the underpayment be taken from their salary warrant, the agency must use their agency recovery code and not the salary refund deduction code (code 200).
  - Recovery Deduction Codes are available in the DED directory or for more information, email [BOSPEmployeeRecords@myfloridacfo.com](mailto:BOSPEmployeeRecords@myfloridacfo.com).
3. Make a copy of the recovery from the employee to include with the backup documentation.
  - Proof of Recovery includes any of the following:
    - i. Photocopy of personal check or money order
    - ii. Employee Deductions screenshot from the Warrant Detail screen in PYRL showing recovery code and amount recovered from employee
    - iii. Screenshot of Payroll Deductions screen from People First showing the recovery code and amount recovered from employee
    - iv. Photocopy of Certified Letter receipt, showing where a Collections letter has been sent to the last known address of a former employee, if no longer employed.
4. Prepare Employee Miscellaneous Adjustment Form DFS-A3-1933 to **back out** incorrect retirement deductions for each payment, and then another Form DFS-A3-1933 to **correct** each payment with the correct retirement contributions. See “**Processing Retirement Rate Code Change**” below for additional details.

For Current Year Miscellaneous Adjustments Only:

If the retirement variance invoice requires adjustment to a current year warrant, in which a recovery was deducted from another current year warrant, further corrections to the employee’s record are required, as it affects the employee’s tax liability on their Form W-2.

- On the corrected Employee Miscellaneous Adjustment, decrease the W2 Gross (code 0300) by the recovery amount.
- On the warrant in which the funds were recovered, decrease by the recovery code and recovery amount.

Retirement Code Adjustment Only

Invoices that do not require a refund to an employee or collection from an employee only require Miscellaneous Adjustment forms to correct the retirement rate codes with the backup documentation. These invoices are correcting retirement rate code changes such as a new hire variance. Some specific scenarios are listed below as examples.

- When an invoice has retirement amounts going to and from the same retirement code, such as HA/HA, further research is required by the Agency to determine why this invoice

was generated. This may include contacting the Division of Retirement or utilizing People First to determine what the retirement code is for the employee prior to filling out the adjustment forms.

- If the “Check Date” and the “Report Date” have different month/year, then no adjustments are needed, as this is a backpay and the employee’s backpay records cannot be adjusted. No Miscellaneous Adjustment forms are needed for these invoices.
- If none of the above apply to the retirement variance invoice, reach out to the Division of Retirement to verify why this invoice was generated.

If a Retirement Rate Code Change adjustment needs to be processed, follow the steps below.

**Processing Retirement Rate Code Change:**

1. Prepare one Miscellaneous Adjustment Form DFS-A3-1933 to **back out** incorrect deductions for each payment that incorrectly collected retirement contributions.
  - **Warrant Date** – Original Payment Warrant Date
  - **Warrant Number** – Original Payment Warrant Number
  - **Reason for Adjustment** – Include FRS invoice number
  - **Retirement Code** – Incorrect Retirement Code that was used on the original warrant
  - **Retirement Gross (200, 250, 252/256)** – Decrease the total retirement gross amount of original payment
  - **Employer Retirement (902 or 928)** – Decrease total employer retirement from original payment
  - **Employee Retirement (0080 or 0082)** – Decrease amount employee paid on original warrant
2. Prepare another Miscellaneous Adjustment Form DFS-A3-1933 to **correct** each payment that collected retirement contributions erroneously.
  - **Warrant Date** – Original Payment Warrant Date
  - **Warrant Number** – Original Payment Warrant Number
  - **Reason for Adjustment** – Include FRS invoice number
  - **Retirement Code** – Correct retirement code
  - **Retirement Gross (200, 250, 252/256)** – Add the retirement gross amount from the original payment back
  - **Employer Retirement (902 or 928)** – Increase the amount listed with the correct plan code on the retirement invoice
  - **Employee Retirement (0080 or 0082)** – Increase amount employee paid on original warrant

\*Please include position number and class code on all miscellaneous adjustment forms that adjust retirement contributions.

\*\*Miscellaneous Adjustments must have a preparer and an approver. Both must be current employees and they cannot be the same person.

**C. DELINQUENCY FEES, MILITARY LEAVE OF ABSENCE AND LOSS OF EARNINGS****Delinquency Fees:**

If an invoice is not paid within 30 days from the date the invoice was generated, FRS will charge a 1% delinquency fee per month to the agency until the invoice is paid. If the invoice accrues delinquency fees, FRS will update the invoice with the amount of delinquency fees due until the invoice is paid.

When paying the invoice through the FRS JT, the agency should include any accrued delinquency fees within the amount remitted to FRS. If the agency does not pay the delinquency fee at the time the FRS JT is paid, a new invoice will be generated for the outstanding delinquency fees. This new invoice will then need to be paid in the same manner as any other invoice.

A JT to FRS for the total amount of the delinquency fee should be created. Use **Object Code 1520**, as well as the 29-digit FLAIR account code to transfer the payment to FRS, **72-73-2-705001-72750300-00-000600-00**. This JT should be submitted to the [BOSP.Vouchers@myfloridacfo.com](mailto:BOSP.Vouchers@myfloridacfo.com) for review and processing.

**Military Leave of Absence:**

When an employee is out on a Military Leave of Absence, the employee may purchase creditable retirement service within that time period. FRS's Calculations department receives the appropriate paperwork from the employee and will then calculate the amount due to purchase the retirement credits. FRS will then generate the Military Leave of Absence invoice, which the agency is responsible for paying with a JT.

Use **Object Code 1520**, as well as the 29-digit FLAIR account code to transfer the payment to FRS, **72-73-2-705001-72750300-00-000600-00**. This JT should be submitted to the [BOSP.Vouchers@myfloridacfo.com](mailto:BOSP.Vouchers@myfloridacfo.com) for review and processing.

**Loss of Earnings:**

When an investment plan employee has an error on their retirement account, or an investment plan payroll cannot be updated timely, a Loss of Earnings may occur. It is the agency's responsibility to pay the Loss of Earnings to FRS with a JT.

Use **Object Code 1520**, as well as the 29-digit FLAIR account code to transfer the payment to FRS, **72-73-2-705001-72750300-00-000600-00**. This JT should be submitted to the [BOSP.Vouchers@myfloridacfo.com](mailto:BOSP.Vouchers@myfloridacfo.com) for review and processing.

The most recent DFS legal opinion states that the State of Florida, as an employer, has no legal responsibility to withhold state or local income taxes. However, agencies may assume state and local income tax withholding, remitting, and reporting responsibilities for their employees.

In order for the FLAIR payroll system to withhold state and local income taxes, agencies must utilize miscellaneous deduction codes. Miscellaneous deduction codes for state and local income tax withholding currently exist for the following states:

| DEDUCTION CODE        | DEDUCTION CODE          | DEDUCTION CODE   |
|-----------------------|-------------------------|--|
| 0281 Alabama          | 0319 Massachusetts      | 0326 Pennsylvania Local (DOR)  |
| 0316 Alabama (DOR)    | 0289 Minnesota (DOR)    | 0391 South Carolina  |
| 0278 California (DOR) | 0320 Missouri           | 0516 Virginia  |
| 0297 Colorado         | 0322 New Jersey (DOR)   | 0422 Washington, DC  |
| 0318 Georgia (DOR)    | 0323 New York (DOR)     | 0291 Georgia - Prior Yr<br>(deductions for prior years are not included on Form W-2) |
| 0287 Illinois (DOR)   | 0324 Ohio (DOR)         |  |
| 0321 Indiana (DOR)    | 0325 Pennsylvania (DOR) |  |

Agencies may request deduction codes for additional states. Refer to Payroll Preparation Manual, [Volume V, Section 4](#) for the procedures for adding a miscellaneous deduction code.

## **AGENCY REQUIREMENTS**

Agencies electing to provide state income tax withholding for employees must assume the remitting and reporting responsibilities. Each agency must register with the appropriate taxing authority of the state or local government; obtain an agency tax identification number and complete the required information and forms for meeting its remitting and reporting responsibilities. The Bureau of State Payrolls must be notified when new registrations are obtained, providing the name of the state or local government taxing authority, the agency tax identification number, deduction code utilized, and the agency contact name and telephone number.

Each participating employee should authorize deductions via the employing agency payroll deduction authorization form. Amounts deducted must be remitted and reported by the employing agency in accordance with the requirements of the state or local government.

FLAIR PYRL will add to Form W-2 the state name (abbreviated), identification number assigned to the agency by the state or local government, and the employee miscellaneous deductions for income taxes deducted during the calendar year. State taxable wages will not be added to Form W-2, as that information is not available in the payroll system.

## **REPORTS**

Agency reports will be available in the Report Distribution System (RDS) in January each year listing employees having state and local government income tax deductions in the prior year. The RDS Form ID is U\*\*K (\*\* represents your agency ID). RDS Administrators should establish this report for all necessary personnel before December 31. Information about the Report Distribution System is located in [Volume IV, Section 1](#) of the Payroll Preparation Manual.

**A. GENERAL**

Florida Statute 1009.66 establishes the Nursing Student Loan Forgiveness Program to encourage qualified personnel to seek employment in areas of this state in which critical nursing shortages exist; which is to be administered by the Department of Education (DOE) pursuant to this section and department rules. From the funds available, DOE may make loan principal repayments of up to \$4,000 a year for up to 4 years. Only loans to pay the costs of tuition, books, and living expenses shall be covered. All repayments are contingent upon continued proof of employment in the designated facilities in the state. Payments shall be made directly to the holder of the loan. The Chief Financial Officer shall authorize expenditures from the trust fund upon receipt of vouchers approved by DOE.

**B. TAXABILITY OF PAYMENTS**

The Patient Protection and Affordable Care Act, section 10908, Loan Repayment Tax Exclusion, amends Internal Revenue Code §108(f) and expands a tax exclusion for amounts received by health professionals under loan repayment and forgiveness programs intended to increase the availability of health care services in underserved areas or health professional shortage areas. The expanded tax exclusion applies to amounts received by individuals in taxable years beginning after December 31, 2008.

Prior to the new law, only amounts received under the National Health Service Corps Loan Repayment Program or certain state loan repayment programs eligible for funding under the Public Health Services Act qualified for tax exclusion.

**The State Nursing Student Loan Forgiveness Program qualifies for this expanded tax exclusion. Payments under the Nursing Student Loan Forgiveness Program are not subject to federal employment tax reporting and remitting for amounts received by individuals in taxable years beginning after December 31, 2008.**

**C. PAYMENT PROCEDURES FOR STATE EMPLOYEES**

1. DOE determines the eligibility of state employees to participate in the Nursing Student Loan Forgiveness Program and authorizes disbursements from the trust fund.
2. Disbursements shall be contingent upon continued proof of employment in the designated facilities in this state and shall be made directly to the holder of the loan.
3. Effective with tax year 2009, payments from the trust fund on behalf of eligible state employees are **not subject to federal employment taxes** (federal income tax withholding, Social Security, and Medicare taxes) and are not reportable to the Bureau of State Payrolls.
4. Payment requests should be sent directly to the Bureau of Auditing; Expenditure Object Code 74000 is recommended for vendor payments.



**D. REFERENCES**

- [Florida Statutes, Section 1009.66](#), Nursing Student Loan Forgiveness Program
- **IR-2010-74**, June 16, 2010  
**Affordable Care Act Provides Expanded Tax Benefit to Health Professionals Working in Underserved Areas** – [Affordable Care Act Provides Expanded Tax Benefit to Health Professionals Working in Underserved Areas | Internal Revenue Service \(irs.gov\)](#)  
The Affordable Care Act expands the tax exclusion for amounts received by health professionals under loan repayment and forgiveness programs to include any state loan repayment or forgiveness programs intended to increase the availability of health care services in underserved areas or health professional shortage areas and makes the exclusion retroactive to the 2009 tax year.
- **The Patient Protection and Affordable Care Act of 2010**  
**SEC. 10908. EXCLUSION FOR ASSISTANCE PROVIDED TO PARTICIPANTS IN STATE STUDENT LOAN REPAYMENT PROGRAMS FOR CERTAIN HEALTH PROFESSIONALS**  
(a) In General. – Paragraph (4) of section 108(f) of the Internal Revenue Code of 1986 is amended to read as follows:  
“(4) PAYMENTS UNDER NATIONAL HEALTH SERVICE CORPS LOAN REPAYMENT PROGRAM AND CERTAIN STATE LOAN REPAYMENT PROGRAMS. – In the case of an individual, gross income shall not include an amount received under § 338B(g) of the Public Health Service Act, under a State program described in section 338I of such Act, **or under any other state loan repayment or loan forgiveness program that is intended to provide for the increased availability of health care services in underserved or health professional shortage areas (as determined by such State).**”  
(b) EFFECTIVE DATE. – The amendment made by this section shall apply to amounts received by an individual in taxable years beginning after December 31, 2008.

**A. GENERAL**

Under Internal Revenue Code (IRC) section 3121(b)(7)(F), the wages of a state of Florida employee are generally subject to social security taxes under the Federal Insurance Contribution Act (FICA) if the employee is a member of a retirement system maintained by the state. The State of Florida employees are covered under social security through a federal-state voluntary Section 218 Agreement (see [Volume IV, Section 3, Payroll Tax Calculation](#)). Other personal services (OPS) employees are not covered by social security through this agreement.

In 1990, Congress enacted the Omnibus Budget Reconciliation Act (OBRA) of 1990, which, for the first time, mandated that public sector employees who were not participating in an employer-provided retirement plan must be covered by social security, with specific exceptions. This act also provided for public employers to establish alternative retirement plans for certain temporary and seasonal employees in lieu of social security coverage.

Social security coverage under a federal-state voluntary Section 218 Agreement cannot be terminated, regardless of the retirement system membership status, while social security coverage mandated by OBRA may be terminated when the affected employees become members of a retirement system that meets federal requirements, as indicated in Internal Revenue Service (IRS) Treasury Regulation section 31.3121(b)(7)-2(e).

**B. OPS FICA ALTERNATIVE RETIREMENT PLAN**

Treasury Regulation section 31.3121(b)(7)-2(e) details requirements that a FICA alternative retirement plan must be offered in lieu of social security coverage. These rules generally treat an employee as a member of a retirement system if the employee 1) participates in a system that provides retirement benefits and has an accrued benefit or 2) receives an allocation under a system that is comparable to benefits the employee would receive under social security. As part of a defined contribution plan, FICA alternative retirement plan contributions to an employee's account must be equal to at least 7.5% of the employee's compensation. The minimum level of benefit must be nonforfeitable, meaning that vesting must be immediate. The employee's account must be credited with reasonable interest or be kept in a trust and credited with actual earnings. Whether the interest is reasonable is determined after reducing the rate to account for payment of administrative expenses.

Florida responded to OBRA by initially subjecting its eligible OPS employees to social security tax as of July 2, 1991, and began work on creating a FICA alternative retirement plan for OPS employees. By enactment of section 110.1315, Florida Statutes (F.S.), the Florida legislature authorized the state of Florida, through the Department of Management Services (DMS), to establish an alternative retirement program for eligible OPS employees.

Effective January 1, 2011, DMS implemented the *State of Florida 401(a) FICA Alternative Plan*. As a result of legislative action in 2012, effective July 1, 2012, the plan's responsibility moved from DMS to the Department of Financial Services (DFS), Bureau of Deferred Compensation. The plan is an Internal Revenue Code (IRC) section 401(a) defined contribution plan authorized under the provisions of section 110.1315, F.S. As of February 1, 2017, VALIC became plan administrator, succeeding BENCOR, Inc.

The FICA alternative retirement plan replaces social security coverage for eligible OPS employees and requires employee pretax contributions of 7.5% of compensation in lieu of the 6.2% employee contribution for social security coverage. Employer contributions and voluntary employee contributions to the plan are not allowed per the plan document. Medicare coverage with employee and employer contributions is still required for all plan participants

**Agency Participation** – All agencies using the state personnel system are required to participate in the plan. The Justice Administrative Commission are not required but may elect to participate in the plan.

**Employee Participation** – OPS employees of participating agencies that are covered under social security may be eligible to participate in the plan. Eligibility status is determined by the employing agency. Participation in the plan is mandatory for eligible OPS employees, who will be automatically enrolled in the plan. Employee contributions from each payroll will transfer to the plan trustee and be credited to the employee's plan account. If the employee's salary plan status changes, the employee's participation in the FICA alternative retirement plan may terminate, but the employee will still be vested in the plan.

**Retirement code "ZA"** has been established for payroll processing for eligible OPS employees. See [Volume IV, Section 3, Payroll Tax Calculation](#), for OPS retirement codes.

## **C. PARTICIPATION REQUIREMENTS**

**Mandatory Participation** – OPS employees of agencies are required to participate in the FICA alternative retirement plan coverage under the Omnibus Budget Reconciliation Act (OBRA).

**Ineligible OPS Employees** – OPS employees exempt from mandatory social security coverage are ineligible for participation in the FICA alternative retirement plan. These include the following:

1. Students enrolled and regularly attending classes who are employed by the same public educational institution.
2. An election worker, if their total compensation in a calendar year is less than \$1,800 for 2019.
3. Individuals who are employed to relieve themselves from unemployment (e.g., a position or program established to provide work for people who are unemployed).
4. Patients or inmates who perform services in a hospital, home, or other institution.
5. Individuals hired as employees serving on a temporary basis in case of a fire, storm, snow, earthquake, flood or other similar emergency.
6. Nonimmigrant students and exchange aliens (F-1, J-1, and M-1 visa holders) as defined in Title 8, Aliens and Nationality, of the United States Code section 1101(a)(15)(F), (J) and (M). Refer to [Volume VI, Section 7](#) of this manual for more information.

7. Reemployed retirees of the Florida Retirement System (FRS), Teachers' Retirement System (TRS), or State and County Officers and Employees' Retirement System (SCOERS) who return to employment in a temporary position with a participating FRS employer.
8. Employees concurrently employed as OPS and salaried employees (FRS members) with the State of Florida.

| OPS Retirement Codes |   |   |
|----------------------|---|---|
| ZA                   | Pays Medicare and OPS Alternative                               | Normal OPS employment (not a dual hire)   |
| ZM                   | Pays Medicare Only  | OPS employee but also holds FTE position <b>not</b> continuously employed prior to April 1, 1986. |
| ZX                   | Pays No Social Security, No Medicare and No OPS Alt. Retirement | OPS employee but also holds FTE position has been continuously employed prior to April 1, 1986.   |
| ZZ                   | Pays Social Security and Medicare                               | Only JAC may elect not to participate in alternative retirement.                                  |

**Mandatory Medicare Coverage** – Medicare coverage is mandatory for all workers hired on or after April 1, 1986, who are not covered by social security, except for those positions listed as exempt from mandatory social security in items 1 through 6 above.

#### **D. CONTRIBUTION REQUIREMENTS**

Plan participants are required to contribute 7.5% of their wages to the plan through pretax payroll deductions. Annual compensation subject to payroll deduction is limited to \$280,000 in 2019. Plan participants are also required to contribute 1.45% of their taxable wages for Medicare tax. Taxable wages greater than \$200,000 require the employee to contribute an additional 0.9% Medicare tax in addition to the 1.45% for a total of 2.35% on taxable wages greater than \$200,000. The employer is required to pay tax at 1.45% on taxable wages. There is no employer portion for the additional Medicare tax.

#### **E. CORRECTING CONTRIBUTIONS**

Employees whose contributions are incorrect or excessive should notify their agency immediately for corrective action. The plan administrator should refund the incorrect or excess contribution to the agency if the refund is made by December 31 in the same calendar year. Agencies should follow their procedures on refunding the incorrect or excessive contribution to the employee. Any interest or other income attributable to the incorrect or excess contribution should be distributed by the plan administrator directly to the employee and reported for tax purposes. Distributions by the plan administrator for incorrect or excess contributions from prior calendar years should be refunded directly to the employee with the appropriate federal reporting.

When contributions are deducted in error due to an incorrect retirement code, agencies should request a refund to be processed by the BOSP Taxation Section. The request for refund must include Form **DFS-A3-1932**, OPS FICA Alternative Retirement Plan Contribution Refund Request.

**F. FORM W-2 REPORTING**

The *State of Florida 401(a) FICA Alternative Plan* is a qualified defined contribution plan. Plan participants having plan contributions (payroll deductions) during the year will have the box for Retirement Plan marked on the employee's form W-2, Wage and Tax Statement. The total amount of payroll deduction contributions will be shown in box 14 with the label "OPS." Plan contributions are not subject to withholding tax and are not included as taxable wages in box 1, Wages, tips other compensation, on the employee's Form W-2. Since participation in the plan is a substitute for social security coverage, box 3, Social security wages, on the employee's Form W-2 should exclude OPS wages earned while covered under the FICA alternative retirement plan.

## **GENERAL OVERVIEW**

The Department of Management Services has published guidance to assist agencies in determining if a worker is an independent contractor or an employee, as well as alerting agencies of potential consequences that can result from misclassification of the worker. This can be found at:

[https://www.dms.myflorida.com/workforce\\_operations/retirement/state\\_and\\_local\\_political\\_subdivisions/independent\\_contractor\\_determinations](https://www.dms.myflorida.com/workforce_operations/retirement/state_and_local_political_subdivisions/independent_contractor_determinations)

It is important to understand and correctly apply the rules for classifying a worker as an employee or an independent contractor. Internal Revenue Service (IRS) Publication 15-A, states, “An employer must generally withhold federal income taxes, withhold and pay over social security and Medicare taxes, and pay unemployment tax on wages paid to an employee. An employer doesn’t generally have to withhold or pay over any federal taxes on payments to independent contractors. To determine whether an individual is an employee or an independent contractor under the common law, the relationship of the worker and the business must be examined. In any employee-independent contractor determination, all information that provides evidence of the degree of control and the degree of independence must be considered.”

### **A. MONITORING REPORT**

A report is available to assist in identifying those individuals who are receiving wage payments subject to Form W-2 reporting and who are also receiving expense payments subject to box 7 (non-employee compensation) 1099 reporting. This report is generated every Thursday and is located on a DFS repository server. Access to this report can be requested from the agency’s IT technical contact. All agencies are encouraged to develop internal processes to review non-employee compensation against this weekly report and it is recommended that agencies perform audits on a regular, predetermined schedule.

### **B. CORRECTIVE ACTIONS**

If the employee has payments that are coded to be reported on a 1099 form and a correction is needed to change it to a non-reportable object code, the agency must prepare a Form 1099 Correction Request ([DFS-A1-2086](#)) for each correction and submit them to Bureau of Vendor Relations at [FLW9@MyFloridaCFO.com](mailto:FLW9@MyFloridaCFO.com).

If the employee has payments that are coded to be reported on a 1099 form and a correction is needed to change it from contractual payments to employee wages, the agency must prepare a Form 1099 Correction Request ([DFS-A1-2086](#)) for each correction and submit them to Bureau of Vendor Relations at [FLW9@MyFloridaCFO.com](mailto:FLW9@MyFloridaCFO.com). After the corrective form is received by Vendor Relations, the agency should notify BOSP Taxation that the payment is to be included as wages to the employee. Taxation will calculate the applicable tax amounts then contact the agency to confirm the amounts and account codes for transfer of the federal taxes. Once confirmation is received, the employee’s record will be corrected, and the tax amounts will be transferred from the agency’s payroll account to the appropriate DFS trust account(s).

Any corrective action impacting an employee’s record must be completed by calendar year end. Agencies should also be mindful of fiscal year end account code impacts of object code corrections.

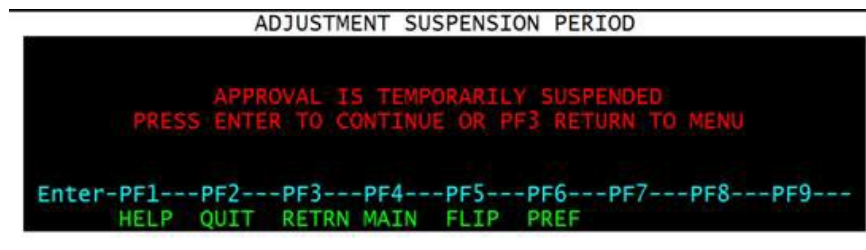
## GENERAL INFORMATION

The Bureau of State Payrolls (BOSP) prepares and submits 941-X forms (Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund) to the Internal Revenue Service (IRS) on a quarterly basis to comply with IRS guidelines. Due to this requirement, state agencies will not be able to process any prior quarter payroll adjustments after the 941-X Cutoff date at each quarter end. Agencies can refer to the PAYROLL CALENDARS at <https://myfloridacfo.com/Division/AA/StateAgencies/default.htm> to view when the agency prior quarter adjustment cutoff begins for each quarter. This standard reduces risk in the Form 941-X preparation.

During this cutoff period, the Payroll (PYRL) System will allow users to add a prior quarter adjustment but will not allow the user to approve any adjustments within the following systems:

- online non-cash adjustments
- retirement adjustments
- payroll warrant cancellations
- salary refunds

If a user attempts to approve a prior quarter adjustment, PYRL will display the following message:



Once the agency prior quarter adjustment cutoff period (suspension period) ends, users will be able to approve the adjustment(s). The agency prior quarter adjustment cutoff period ends on the first day of the new quarter.

If BOSP receives an adjustment and/or refund request that requires manual input during the agency prior quarter adjustment cutoff period (suspension period) that will affect an employee or employer tax obligation, BOSP will process the adjustment and/or refund the following quarter. If an agency has an urgent adjustment during this cutoff period, the agency may contact BOSP.

BOSP will review the request to determine that:

- the request is urgent, and
- processing the adjustment will not affect Form 941-X preparation

If the request meets the criteria, BOSP will process the adjustment on behalf of the agency.



**EMPLOYMENT CHANGES DUE TO REORGANIZATIONS**

Periodically, the Legislature and the Governor sign laws, which move various operating units and programs between agencies. The reorganization may require the movement of employees in several agencies. Some employees will be moving from an agency which has a monthly pay cycle to an agency which has a biweekly pay cycle, and conversely, other employees will be changing from a biweekly to a monthly pay cycle.

There are various payroll items that should be taken into consideration when employees move from one agency to another.

**A. The following items apply to all employees being moved, even though the pay cycle is not changing:**

1. Employees moving from one agency to another should have their insurance premium deductions coordinated between the two agencies.
2. Some insurance coverage and payroll deductions may be unique to an agency. Coverage available by payroll deduction at one agency may not be available at another agency. Employees are to be advised of payroll deductions and insurance coverage that may not be transferred to the receiving agency.
3. Vehicle fringe benefits should be entered on-line by the sending agency when appropriate to ensure the employer tax contribution is charged to the appropriate agency account.
4. Non People First agencies: Organization code changes made through the W-4 system should be entered by the receiving agency to ensure that turnaround W-4's will be generated. The procedures for obtaining a turnaround W-4 for organization code changes are contained in [Volume V, Section 3](#). We recommend that organization code changes be implemented as soon as possible to enable the turnaround W-4 to be available at the receiving agency.

**B. Employees changing pay cycles require additional attention.**

Some of the files used in payroll processing are impacted by the pay cycle. The pay cycle and the deduction amounts must be changed on the Division of State Group Insurance (DSGI) Pretax Benefits Authorization File, the Bureau of Deferred Compensation's Authorization File and within the Bureau of State Payrolls' Court Ordered Support system. The following items apply to employees changing pay cycles:

1. Agencies must meet the submission deadlines published by DSGI in its payroll schedule for State Insurance, Pretax Reimbursements and Pretax Supplemental Insurance Programs. Deleting the insurance code on a payroll record is not sufficient to stop deductions for the Pretax Reimbursement or Supplemental Insurance programs. Sending and receiving agencies must also coordinate the payroll deductions or reductions.



2. Deferred Compensation Salary Reductions are prescheduled amounts based upon payroll warrant date. Employees should be advised that they are to work with their provider agent to make the appropriate salary reduction and pay cycle changes. To be effective for payrolls processed in a specific month, the "Joinder Agreement" must be filed with the investment provider no later than the 10<sup>th</sup> day of the preceding month.
3. The Bureau of State Payrolls is to be notified immediately of pay cycle changes for employees with collection items, such as court ordered support, Internal Revenue Service tax levies, student loans, etc.
4. Many employees request that fixed additional income tax be deducted from each pay period. Employees who are changing pay cycles will need to file a new W-4 form to revise the fixed additional income tax amount. If appropriate revisions are not made, income tax for employees going from a monthly agency to a biweekly agency will be over-withheld and income tax will be under-withheld if going from biweekly to monthly. Particular attention should be given to the payroll schedule to ensure that the final biweekly payment is processed before a W-4 containing additional income tax is updated with a monthly rate.

**A. DEFINITIONS:**

AGENCY (AGENCIES) - means “STATE AGENCY” or “AGENCY” as defined in section 216.011, F.S., and also includes the Public Service Commission, the Judicial Branch and the Legislative Branch.

ANNIVERSARY DATE - The employee's anniversary date as defined in the state personnel rules and regulations for career service employees. For all other employees, use their continuous service date.

APPOINTMENT STATUS – The Appointment Status Code is a two-character code indicating the status of an employee. Refer to Volume IV, Section 4. Payroll Processing Codes. Unless otherwise indicated in the special preparation instructions for a specific earning code, the appointment status code must be the employee's current appointment status.

AUTHORIZED SIGNATURE – An employee whose signature is on a current “Authorization Signature Form” on file with the Bureau of State Payrolls must sign the request.

BASE RATE – An employee’s salary excluding any approved pay additive, incentive pay, discretionary or non-discretionary bonus payment, and other legislatively approved agency specific pay additive.

BOSP–The Bureau of State Payrolls

CALCULATED WITHHOLDING TAX - An amount resulting from a computation made using the employee’s Form W-4, the federal withholding tax tables, and the employee’s taxable wages.

CANCELLATION-DATE - The voucher date assigned by BOSP for a particular Salary Warrant Cancellation and Employee Records Adjustment processing run.

CASE STYLE – The identity of the court, the plaintiff(s), the defendant(s) and the court case number.

CASH GROSS - The cash amount owed to the employee which will be disbursed from state funds in the State Treasury.

CLASS CODE – A four-digit number indicating the class of position in which the employee is working and being paid. Career Service Class Codes can be obtained from the Department of Management Services, Human Resource Management web site. Refer to Volume IV, Section 4, Payroll Processing Codes, for the general range of class codes. Unless otherwise indicated in the special preparation instructions below for a specific earning code, the class code must be the employee's current class code.

COMPENSATION – Refer to the definition of Wage(s).

CONTRACT CATEGORY - Contracted time base by which the employee is being paid. Used to compute retirement service credit and state life insurance.

CONTRACTED HOURS - The number of hours the employee is to work or account for with leave in a pay period.

- a. Monthly Employees – To determine the contracted hours for monthly employees, multiply the number of workdays in the month, including holidays, by 8 (the number of work hours in a

normal workday schedule).

- b. Biweekly Employees - For period rate biweekly employees, 80 contracted hours must be shown when employees are originally placed on the payroll. At no time should a period rate biweekly employee have contracted hours other than 80. For hourly rate biweekly employees, contracted hours should be zero filled for "NEW EMPLOYEES" and left blank for "CHANGE OR CORRECTIONS" and "TERMINATIONS."

**COUNTY CODE** - County in which the employee performs the majority of work or in which lies the employee's base of operations.

**DEDUCTION AMOUNT** -

- a. The amount requested to be deducted in the pay period being processed and to be remitted as defined by the deduction code. It can also identify a cash or non-cash earnings amount being reported or requested.
- b. The amount of employee deduction or reduction, employer contribution or special earnings. The Deduction Code defines the category into which the amount falls.

**DEDUCTION CODE** - This number applies to the various payroll records and files as a code identifying the general category and specific description of an employee deduction or reduction, an employer contribution, or a type of special earnings.

**DISPOSABLE EARNINGS** - part of a State employee's salary or wages remaining after deducting the calculated amounts required by law to be withheld from salary or wages including, but not limited to: federal income tax, state income tax, social security and Medicare tax, State retirement contributions where withholding is required, and authorized pretax benefits reductions pursuant to section 110.161, F.S.

**DOCUMENT** - all forms, correspondence or other pertinent papers and electronic transmissions relevant to the Chief Financial Officer's payroll, employee records and accounting processes.

**EFT MESSAGE SWITCH** - A one-digit code that indicates whether or not the EFT "Prenote" message was printed on the employee's earning statement. The "Prenote" message is printed in order to confirm to the employee that the request for electronic funds transfer of their net pay has been received by the Chief Financial Officer and is being processed.

- a. 0 = EFT "Prenote" message not printed on the earnings statement.
- b. 1 = EFT "Prenote" message was printed on the earnings statement.

**EMPLOYER or EMPLOYING AGENCY** - the State agency, department, commission, office, board, or other entity of the executive, judicial or legislative branch of State government submitting payroll requisitions to the Bureau of State Payrolls.

**ENDING RATE OF PAY** -

- a. Regular Salary Detail Records - the rate of pay for the employee at the end of the pay period. The rate may be submitted on an hourly or period basis and must be consistent with the code submitted in the field Type-Rate-Of-Pay. This rate is the sum of the employee's base rate and competitive area differential, (if any). If a period rate, it must be the rate for full time employment. If the employee had no rate change in the pay period, this field must be zero

filled.

- b. Overtime Records - if the rate being submitted is for overtime, then this rate must be expressed as an hourly rate.

FICA – The Federal Insurance Contributions Act provides for a Federal system of old age, survivors, disability, and hospital insurance.

FICA GROSS - The portion of all compensations and salary that is subject to FICA contributions.

FIRST NAME - Employee's full first name as it appears in the State Personnel System and on the Form W-4.

FIXED ADDITIONAL WITHHOLDING TAX - A constant amount of federal income tax withholding which is added to the computed withholding tax in each regular payroll. No fixed additional withholding is processed for supplemental payments. This amount is stipulated by the employee on the W-4 data filed with BOSP.

NOTE: Fixed Additional Withholding Tax may be reduced or dropped if there are insufficient earnings remaining to support the deduction.

FLAIR – Acronym for Florida Accounting Information Resource, the state's accounting system.

FLAIR ACCOUNT CODE - The 29-digit account code from which to make the payment.

The Account Code consists of:

|                                 |          |
|---------------------------------|----------|
| Organization Level 1(L1)        | 2 digits |
| GAAFR Fund Indicator (GF)       | 2 digits |
| State Fund Indicator (SF)       | 1 digit  |
| Fund Indicator (FID)            | 6 digits |
| Budget Entity Code (BE)         | 8 digits |
| Internal Budget Indicator (IBI) | 2 digits |
| Category Code (CAT)             | 6 digits |
| Year Indicator (YR)             | 2 digits |

FLAIR ORG CODE – This 11-digit code identifies the organizational structure for payroll and is the primary key to sort employee warrants.

This code consists of:

|             |          |
|-------------|----------|
| Department  | 2 digits |
| Division    | 2 digits |
| Bureau      | 2 digits |
| Section     | 2 digits |
| Sub-section | 3 digits |

GARNISHEE - the judgment debtor's employing agency served by the judgment creditor.

GARNISHMENT - a court order served on an employing agency directing that part of a judgment debtor's salary or wages be withheld from the employee and be paid over to a judgment creditor.

GROSS PAY/SALARY – The cash amount the employee would receive before any deductions for

taxes or any other purpose.

Computation of Gross Pay/Salary:

(a) Biweekly or Monthly Hourly Rate Employee:

$$\text{Hourly Rate of Pay} \times \text{Hours Earned} = \text{Gross Pay} / \text{Salary}$$

(b) Biweekly Period Rate Employee:

$$(\text{Hours Earned} / \text{Contracted Hours}) \times \text{Rate of Pay} = \text{Gross Pay} / \text{Salary}$$

(c) Monthly Period Rate Employees:

$$(\text{Hours Earned} / \text{Contracted Hours}) \times \text{Rate of Pay} = \text{Gross Pay} / \text{Salary}$$

Carry the division to the fifth decimal place and round to the fourth. Multiply the quotient by the Rate of Pay. Carry the multiplication to the third decimal place and round to the second.

**GROSS SALARY CHARGE** – This is the total cost to the state for the payment. It is also the amount that will be charged to the FLAIR account code. This is the cash gross salary plus all state contributions.

**HEAD OF FAMILY** – as defined in F.S. 222.11, includes any natural person who is providing more than one-half of the support for a child or other dependent.

**HOURLY RATE (OF PAY)** – The amount determined to be the employee's rate of pay on an hourly basis.

To convert an employee's regular period rate of pay to an hourly rate for annual leave, special compensatory leave in lieu of overtime, and other nonrecurring payments, follow the calculations below:

$$\frac{\text{Biweekly regular period rate of pay} \times 26}{2080 \text{ hours}} = \text{Hourly regular rate of pay}$$

$$\frac{\text{Monthly regular period rate of pay} \times 12}{2080 \text{ hours}} = \text{Hourly regular rate of pay}$$

Round the hourly rate to the nearest cent.

**HOURS ANNUAL LEAVE PAID UPON SEPARATION** - Number of hours and quarter hours of annual leave the employee is being paid upon separation.

**HOURS SICK LEAVE PAID UPON SEPARATION** - Number of hours and quarter hours of sick leave the employee is being paid upon separation.

**IRC** – Internal Revenue Code

**INTRADEPARTMENT NUMBER** - Intradepartment number is a ten-character intra-agency code that is used in conjunction with the FLAIR ORG Code as a sort sequence for warrant distribution. The characters of the code may only be actual letters of the alphabet, numbers or spaces. No other characters are permitted. Although spaces are permitted, they are discouraged.

**JUDGMENT CREDITOR** – A person or entity who holds an unsatisfied judgment against a state

employee.

**JUDGMENT DEBTOR** – A state employee who owes an unsatisfied judgment to a judgment creditor. The definition includes an employee who is not filling an established position as defined in section 216.011, F.S.

**LAST NAME** – the employee's last name as it appears in the State Personnel System and on the Form W-4. The last name must include any suffix (i.e., Jr., II, III, and be separated by a space; do not use period or comma)

**LENGTH OF SERVICE** - range of years of service the employee has worked for the state in a salaried position.

**MARITAL STATUS** - Employee's marital status for withholding tax purposes as it appears on the Form W-4.

**MEDICARE TAX** – This is the hospital insurance (HI) portion of the FICA tax.

**MEDICARE GROSS** - That portion of all compensations and salary which is subject to Medicare contributions.

**MISCELLANEOUS DEDUCTION** - means any deduction from or reduction of the salary or wage of an employee.

**MISCELLANEOUS DEDUCTIONS TOTAL** - The total amount of all employee deductions, excluding withholding tax, earned income credit amount, regular retirement and employee calculated FICA.

**NET PAY** - Net cash compensation paid to the employee this pay period. Net pay is an employee's earnings total after all deductions and taxes are subtracted from their gross pay.

**NON CASH GROSS** - Amounts chargeable to the employee that does not involve a cash disbursement.

**NUMBER OF EXEMPTIONS/WITHHOLDING ALLOWANCES** - Total number of exemptions or allowances claimed by the employee on the Form W-4 for withholding tax purposes.

**NUMBER OF PERIODS** - Number of pay periods covered by this payment.

**OBJECT CODE** - The 4-digit state standard object code assigned to the payment. The first four (4) digits are assigned by DFS. The last two digits will be as submitted by the agency.

**OLO** – Operating Level Organization

**ORG LEVEL 1** – LAS/PBS code assigned to the department or branch.

**ORG LEVEL 2** – LAS/PBS code assigned to the first major level within the department.

**OVERTIME REASON CODE** - A code which denotes the reason why the employee had to work overtime. The Department of Management Services establishes these codes.

PARTIAL HOURS – Code partial hours as shown:

| <u>MINUTES</u> | <u>PARTIAL HOUR CODE</u> |
|----------------|--------------------------|
| – 07           | 0.0                      |
| 08 – 22        | 0.1                      |
| 23 – 37        | 0.2                      |
| 38 – 52        | 0.3                      |
| 53 – 60        | 1.0                      |

PARTICIPATION CODE - Refer to State Insurance Participation Code for specific definition.

PAY CYCLE - Designates the type of pay period that is being used for payment. A one-digit code indicating the pay cycle of the employee. A period rate of pay must have a code that corresponds to the pay period of the rate.

| <u>Code</u> | <u>Definition</u> |
|-------------|-------------------|
|-------------|-------------------|

- |          |   |
|----------|---|
| <b>1</b> | <b>Biweekly regular payment</b>   |
| <b>2</b> | <b>Monthly regular payment</b>  |
| <b>3</b> | <b>Biweekly supplemental payment</b> – Biweekly supplemental payments may include additional monies owed and/or non-recurring payments such as annual leave, sick leave, uniform allowance, etc. Additionally, the originating agency’s regular and supplemental payroll may include supplemental payments. |
| <b>4</b> | <b>Monthly supplemental payment</b> – Monthly supplemental payments may include additional monies owed and/or non-recurring payments such as annual leave, sick leave, uniform allowance, etc. Additionally, the originating agency’s regular and supplemental payroll may include supplemental payments.   |

PAY GRADE - Pay grade assigned to the position by class code according to the personnel rules of the appropriate pay plan.

PAYROLL PERIOD/PAY PERIOD – The period according to the established schedule in accordance with the document being prepared. This must be a valid period on the schedule. Refer to Volume III, Payroll Management Schedules.

PAY PERIOD BEGINNING DATE - Depending upon record type, the first day of the pay period for which the payment or the entire payroll is being processed.

PAY PERIOD ENDING DATE - Depending on record type, the last day of the pay period for which the payment or the entire payroll is being processed.

PAY PLAN/ PAY PLAN CODE – A two-digit code indicating the benefits, methods, procedures and salary schedules being used to compensate an employee, as assigned by the Department of Management Services. Refer to Volume IV, Section 4, Payroll Processing Codes.

PAYEE NAME – This is the employee’s last name, first name and middle initial as shown in State Personnel System and on the Form W-4.

PERIOD RATE – Salary is determined to be a fixed dollar amount per pay period, e.g., \$XX per month or \$XX per biweekly

**POSITION NUMBER** – For salaried employees, the six-digit sequence number authorized by the Department of Management Services for the position the employee is occupying. For all OPS employees, position number 900000 should be used. For position numbers that are less than 6-digits long, zero-fill the beginning of the position number.

**PRETAX ADMINISTRATION ASSESSMENT** (Pretax deduction code 0923) – the employer FICA contributions saved as a result of the pretax program. These savings are placed in the Pretax Benefits Trust Fund and are used for the administration of the pretax benefits program.

**PYRL** – Acronym used for the payroll component of FLAIR

**RATE OF PAY** – See Period Rate or Hourly Rate

**REGULAR RETIREMENT** – If applicable, the amount deducted as the employee's contribution to his or her retirement plan. This amount is calculated on the employee's Retirement Gross.

**RETIREMENT CODE** – The retirement plan in which the employee is enrolled. Unless otherwise indicated in the special preparation instructions for a specific earning code, the retirement code must agree with the retirement code on the FRS-M10 form on file with the Division of Retirement. For OPS employees, only retirement codes ZA, ZM, ZX and ZZ are valid. Refer to Volume IV, Section 4, Payroll Processing Codes.

**RETIREMENT GROSS** – That portion of all compensations and salary which is the base for retirement contributions.

**SOCIAL SECURITY NUMBER** – The employee's Social Security Number. The 9-digit Social Security number must be identical to the number on the W-4 system.

**STATE HEALTH INSURANCE REFERENCE CODE** – This indicates the type of coverage that the employee has elected. The valid codes and meanings may be found in the Payroll On-line Inquiry process under DM and in Directory HIT, Health Insurance Table. The State Health Insurance Reference Code that will actually be used is provided to the Payroll System through the Division of State Employees' Insurance Authorization.

**STATE HEALTH INSURANCE PARTICIPATION CODE AND STATE LIFE INSURANCE PARTICIPATION CODE** – A 01 or 1 indicates that the employee has elected to participate in the indicated State Insurance Program. The Participation Code that will actually be used is provided to the Payroll System through the Division of State Employees' Insurance Authorization File.

**TOTAL GROSS** – The sum of all amounts paid to or chargeable to the employee this pay period. This includes both cash and non-cash compensation. For the time being after implementation, this field must equal cash gross.

**TYPE RATE OF PAY** – Specifies the Type Rate of Pay (Hourly or Period Rate) at which the employee is being paid.

a. Period Rate = 1

b. Hourly Rate = 2



- c. Overtime Requisition Record – the only valid codes for this type of supplemental payment record are 3 and 4.
- d. Sick Leave Payment Record – the only valid code for this type of supplemental payment record is 7.

**VOUCHER DATE** – The accounting voucher date assigned by the Chief Financial Officer for the payroll.

**VOUCHER NUMBER** – The voucher number assigned by the Chief Financial Officer for the group of records being processed.

**W-2 GROSS** – All amounts paid to or charged to the employee in the pay period being processed which are to be included, by federal regulation, on the employee's W-2.

**W-2 GROSS SUBJECT TO WITHHOLDING TAX** – The sum of those amounts paid to or chargeable to the employee in the pay period for which withholding tax has been calculated.

**W-4 TYPE** – Identifies the type of W-4 filed by the employee or lack thereof. The withholding tax computation program logic depends on this data to access the appropriate rate table.

**WAGE(S)** – salary, pay, fees, remuneration, and/or compensation paid to an employee for labor or service on an hourly, period rate, or occurrence basis during a specific period of time for services rendered in an employee-employer relationship.

**WARRANT CONTROL INDICATOR** – Sequence number subordinate to Warrant Number for control of totals records and non-pay records. For records which have a warrant (including EFT) issued, the control number is "00" (zeroes). Other records will have the number assigned sequentially by the system.

**WARRANT DATE** – The date the warrant is negotiable by the employee or payee; the date the warrant or direct deposit is dated.

**WARRANT INTERCEPT CODE** – Indicates that the warrant is to be intercepted because of an obvious audit discrepancy or it is for a zero amount.

**WARRANT NUMBER** – A consecutive number assigned by the system to each payroll and deduction record for which a warrant (EFT) is generated.

**WARRANT TYPE** – Indicates whether a payroll record resulted in a paper warrant being generated or whether the net-pay was electronically transferred (EFT) to the financial institution selected by the employee.

**WEEKS WORKED** – The number of weeks the employee worked during the pay period for which payment being made.

**B. ADDITIONAL INFORMATION & DATA TABLES:**

The following terms and definitions are data elements that can be found on the payroll F0001 (File 1) or F0013 (File 13). More information or a file layout for the File 13 can be obtained from the DFS Office of Information Technology.

**BEGINNING RATE OF PAY –**

- a. F0001.2 – Regular Salary Detail Record – the employee’s rate of pay at the beginning of the pay period. This rate is the sum of the employee’s base rate and competitive area differential (if any). The rate may be submitted on an hourly or period basis and must be consistent with the code submitted in the field, type-rate-of-pay. If this rate is a period rate, it must be the rate applicable to a full-time appointment for the employee’s class, position, and pay grade (and pay grade step, if applicable) regardless of F-T-E being worked.
- b. F0001.3 – Overtime Requisition Record – if the rate being submitted is for overtime, then the rate must be expressed as an hourly rate.
- c. Sick Leave Payment Record – the rate reported back in this field is the employee’s final hourly rate of pay (not exceeding \$40.00 Per hour) which was submitted by the agency.

**EMPLOYEE CALCULATED FICA –** The amount of employee FICA contribution calculated according to the employee’s Retirement Plan, FICA-gross and year-to-date FICA paid total.

**EMPLOYER CONTRIBUTIONS CASH TOTAL –** In an employee’s payroll detail record, Formats this field will contain the total of the employer’s cash contributions made on behalf of the employee.

**EMPLOYER CONTRIBUTIONS TOTAL – F0013.4 –** If this record is for a deduction code in the range 0900-0999, then the field will contain an amount equal to the net-disbursement-amount field. Otherwise, it will be zero filled.

**EMPLOYER GROSS CHARGE – F0013.4 -** This field will be zeroes if the deduction code being reported is for employee deduction amounts (codes in the range 0001-0899). If the deduction code is for a code in the range 0900-0999, the field will reflect the amount of the employer contribution expense.

**EMPLOYER GROSS CHARGE TOTAL –**

- a. F0013.5 – The voucher total of all employer gross charges processed.
- b. F0013.6 – The file total of all employer gross charges processed.

**EMPLOYER NON STATE RETIREMENT TOTAL –**

- a. F0013.5 – The voucher total of all employer non-state retirement processed.
- b. F0013.6 – The file total of all non-state retirement processed.

**EMPLOYER STATE RETIREMENT TOTAL –**

- a. F0013.5 - The voucher total of all employer state retirement processed.
- b. F0013.6 - The file total of all employer state retirement processed.

**FICA GROSS TOTAL –**

- a. F0013.5 - The voucher total of all FICA Gross processed.
- b. F0013.6 – The file Total of all FICA Gross processed.

**FIRST WARRANT NUMBER –**

- a. F0013.5 - The first warrant number assigned to a record within the voucher being reported.
- b. F0013.6 - The first warrant number assigned to a record within the file.

**FULL TIME EQUIVALENCE (FTE) –**

F0001.2 and F0001.3 – Report the total employee FTE being paid in a single record. If the employee is being paid for multiple positions in a single record, report the total employee FTE being paid in that record. Also, refer to the field definition, “Total- Employee-FTE.”

**HOURS-BEGINNING-RATE-OF-PAY –**

- a. F0001.2 – Regular Salary Detail Records – hours and number of quarter hours the employee worked during the pay period at the beginning rate of pay.
- b. F0001.3 – Overtime Records – hours and number of quarter hours the employee worked at the beginning hourly rate of pay.

**HOURS-ENDING-RATE-OF-PAY –**

- a. F0001.2 and F0013.2 – Regular Salary Detail Records – hours and number of quarter hours the employee worked during the pay period at the pay ending rate of pay. If no change in rate occurred during the pay period, this field must be zero filled.
- b. F0013.3 - Sick Leave Payment Record – if the payment was for sick leave paid upon termination/separation, this field will contain the number of hours and quarter hours of sick leave credit actually being paid.
- c. F0013.3 - Overtime Record – the hours and number of quarter hours the employee worked during the pay period at the ending hourly rate of pay.

**LAST WARRANT NUMBER**

- a. F0013.5 - The last warrant number assigned to a record within the voucher being reported.
- b. F0013.6 - The last warrant number assigned to a record within the file.

**MEDICARE GROSS TOTAL –**

- a. F0013.5 - The voucher total of all Medicare Gross processed.
- b. F0013.6 - The file Total of all Medicare Gross processed.

**MISCELLANEOUS DEDUCTION COUNT** – The number of miscellaneous deductions appearing in the variable portion of the record.

- a. F0001.2 – Count may vary from 0 through 15.
- b. F0013.2 and F0013.3 - Count may vary from 0 through 25.

NOTE: This field must be zeroes in all other record formats and types.

**NET DISBURSEMENT AMOUNT** – In the deduction record, format F0013.4, this field will reflect the total amount disbursed at a particular reporting break level. Such disbursements are handled by transferring moneys to a FLAIR trust revenue account or by deduction warrant.

**OLO LEVEL 1 (FORMERLY FLAIR ORG 1)** –

- a. F0001.1 – Beginning Control Record – this field must be the OLO Level 1 assigned by FLAIR to the organization. It will be checked by the system to be sure that the file being processed is from the organization indicated in job setup parameters.
- b. F0013.1 - Beginning Control Record – this field will contain the same data submitted in the record format F0001.1.

**OLO LEVEL 2 (FORMERLY FLAIR ORG 2)** –

- a. F0001.1 – Beginning Control Record – this field must be the OLO Level 2 assigned by FLAIR to the organization. It will be checked by the system to be sure that the file being processed is from the organization indicated in job setup parameters.
- b. F0013.1 – Beginning Control Record – this field will contain the same data submitted in the record format F0001.1.

**PAYROLL SOURCE CODE**- A code which shows where the payroll information originated and the type of payroll by which the data was submitted to BOSP.

F0013.2 and F0013.3 - The field contains a numeric code for payroll related records. If the File 13 contains salary warrant cancellations and employee records adjustment data, then the field is redefined as alphanumeric.

**PAYROLL WARRANT DISTRIBUTION CODE (FORMERLY FLAIR ORG CODE)** – This is the primary sequence code to arrange payroll warrants for distribution to the field. Agency's may enter the actual FLAIR ORG Code if that meets the distribution needs of the submitting agency. The field is treated by the payroll system as structured like the FLAIR ORG Code, five levels CC the first four of two digits each and the fifth of three digits. It is required that the first two digits be the Level one agency code. If it is an organization that operates independently at the second level, then the third and fourth digits must designate that second level. Beyond that, it is up to each organization how the code is used. Warrants, payroll registers, and other reports will be generated with breaks based on the five different levels.

**RECORD COUNT** –

- a. F0001.4 - Ending Control/Overall Totals Record – the count of all regular salary detail and overtime records in the file. The count does not include the beginning control (F0001.1) and ending control/overall total (F0001.4) records.

- b. F0013.5 - Voucher Total Record – The count of all regular salary, overtime, sick leave and deduction records in the voucher being reported.
- c. F0013.6 - Ending Control/Overall Totals Record – The count of all regular salary, overtime, sick leave and deduction records in the file. Voucher totals records are excluded.

**RETIREMENT GROSS TOTAL –**

- a. F0013.5 - The voucher total of all Retirement Gross processed.
- b. F0013.6 - The file total of all Retirement Gross processed.

**TOTAL GROSS IN THE FILE –** In the Ending Control/Overall Total Records, record formats F0001.4 and F0013.6, this field reflects the total gross of all detail records in the file.

**TRANSACTION DATE – F0001.2 – Payroll Requisition Detail Record –** The date of the last major personnel action approved within the pay period. If the employee had a Rate of pay Range in the pay period, the effective date of the pay increase must be the date submitted.

**W-2 GROSS TOTAL –**

- a. F0013.5 - The voucher total of all W-2 Gross amounts processed.
- b. F0013.6 - The file total of all W-2 Gross amounts processed.

**W-2 GROSS SUBJECT TO WITHHOLDING TAX TOTAL –**

- a. F0013.5 - The voucher total of all W-2 Gross Subject to Withholding as processed.
- b. F0013.6 - The file total of all W-2 Gross Subject to Withholding as processed.

**WARRANT COUNT –**

- a. F0013.5 - Voucher Record – A count of all warrant numbers assigned within the voucher being reported, including detail and deduction warrants.
- b. F0013.6 - Ending Control/Overall Totals Record – A count of all warrant numbers assigned within the file, including detail and deduction warrants.

**RECORD TYPE CODE -** This field is sub-defined into three parts.

- a. The **FIRST** character identifies the type of payroll in which the record was processed or whether the record entered the system by way of the Warrant Cancellation and Employee Records Adjustment System.
- b. The **SECOND** character identifies the input media by which the record entered the system. Media types are magnetic tape, COPEs and paper document change order, other payment requisition form, warrant cancellation form or other employee records adjustment form.
- c. The **THIRD** and **FOURTH** characters identify the physical record types which can occur in

payroll files F0001 and F0013 or adjustment files F0013.

NOTE:

- (1) The Record-Type-Code field in the Beginning File Control Record of files F0001 can be coded with four zeroes (0000) or X600 ("X" being the payroll run type, B, M or S). In the Ending Control Record of Files F0001, it can be coded with four nines (9999) or X600.
- (2) Files F0013 have four zeroes in the first four data positions of Beginning File Control records and four nines in the first four data positions of the Ending File Control records.

The following tables and text are meant to help clarify the relationships, usage and meaning of the Record Type and 91XX coding currently being used in the payroll system.

| CODE STRUCTURE  |   |                      |
|-----------------|---|----------------------|
| Data Position 1 | Sub-Field Name: PAYROLL/RUN-TYPE-CODE   | Format: ALPHANUMERIC |
| Valid Codes     |   |                      |
| Code            | Equivalent  |                      |
| 0               | Beginning Control Record (file F0013 - Optional in files F0001)   |                      |
| 9               | Ending Control Record (file F0013 - Optional in files F0001)  |                      |
| M               | Monthly   |                      |
| B               | Biweekly  |                      |
| S               | Supplemental  |                      |
| N               | SAD/FSG   |                      |
| C               | Salary warrant cancellation or employee records adjustment (A "C" Record Type may occur only in a file F0013) |                      |
| Data Position 2 | RECORD-SOURCE   | Format: ALPHANUMERIC |
| Valid Codes     |   |                      |
| Code            | Equivalent  |                      |
| 0               | Beginning Control Record (File F0013 - Optional in files F0001)   |                      |
| 9               | Ending Control Record (File F0013 - Optional in files F0001)  |                      |
| 2               | Unassigned  |                      |
| 6               | File Control Records (Optional in files F0001)  |                      |
| 7               | Salary warrant cancellation record  |                      |
| 8               | Salary refund record  |                      |
| 9               | Other employee record updates/adjustments   |                      |

| CODE STRUCTURE                      |   |                      |
|-------------------------------------|---|----------------------|
| Data Position 3 & 4                 | Sub-Field Name: PHYSICAL-RECORD-TYPE      | Format: ALPHANUMERIC |
| Valid Codes For The Payroll Process |   |                      |
| File Control Records                |   |                      |
| Code                                | Equivalent                                |                      |
| 00                                  | Beginning Control Record (Files F0013)    |                      |
| 98                                  | Voucher Total Record                      |                      |
| 99                                  | Ending Control/Overall File Totals Record |                      |
| Detail Records                      |   |                      |
| Code                                | Equivalent                                |                      |
| 10                                  | Regular Salary Payment                    |                      |

|   |  |
|---|--|
| 11  | Supplemental Payment   |
| 13  | Revolving Fund Reimbursement   |
| 19  | Military Leave Payment   |
| 20  | Overtime Payment   |
| 30  | Sick Leave Payment   |
| 31  | Annual Leave   |
| 32  | Special Compensatory Leave   |
| 33  | Merit Service Award - Suggestion                                       |
| 34  | Merit Service Award - Superior Accomplishment - Cash                   |
| 35  | Other Nonrecurring Payments  |
| 37  | State Active Duty Payment (Dept. Of Military Affairs Only)             |
| 38  | Uniform Allowances   |
| 39  | Special Compensatory Leave Payment in Lieu of Overtime                 |
| 42  | Lump Sum Payment in Lieu of Salary Increase                            |
| 43  | On Call Fees   |
| 44  | Firefighters Incentive Payments  |
| 45  | Uniform Allowances for National Guard                                  |
| 48  | Class "C" Meals - Jul 1990 or Later (Object 2640)                      |
| 50  | Monthly Mileage Allowance - Jul 1990 or Later                          |
| 52  | SUS - Merit - Superior Accomplishment Award                            |
| 54  | Education Loan - Medical (Org 6000 Only)                               |
| 57  | Unqualified Medical Reimbursement (Org 7200 Only)                      |
| 58  | Session Subsistence Allowance (Org 1100 Only)                          |
| 59  | Excess Intra-district Expense (Org 1100 Only)                          |
| 60  | Taxable Travel (Org 1100 Only)   |
| 70  | Deduction Records Employee Pay Deductions/Reductions (Codes 0001-0899) |
| 80  | Deduction Records - Employer Contribution Amounts (Codes 0900-0999)    |
| 81  | Deferred Compensation - Lump Sum Payment (Dept. Of Insurance Only)     |
| 82  | Deferred Compensation - Periodic Payment (Dept. Of Insurance Only)     |
| 88  | Foreign Residence Housing Allowance                                    |
| <b>Detail Records</b>   |  |
| <b>Code</b>   | <b>Equivalent</b>  |
| 89  | Overload Payment   |
| 90  | Retroactive Payment  |
| <b>Valid Codes For The Employee Records Adjustment Process</b>  |  |
| <b>File Control Records</b>   |  |
| <b>Code</b>   | <b>Equivalent</b>  |
| 00  | Beginning Control Record   |
| 98  | Voucher Total Record   |
| 99  | Ending Control/overall File Totals Record                              |
| <b>Detail Records</b>   |  |
| <b>Note: The following physical record type codes will have a C7, C8 or C9 in the first two data positions depending upon the type of adjustment transaction processed!</b> |  |
| <b>Code</b>   | <b>Equivalent</b>  |
| 10  | Regular Salary Payment   |
| 11  | Supplemental Payment   |

| 12  | CJIP  |
|---|---|
| 13  | Revolving Fund Reimbursement  |
| 19  | Military Leave Payment  |
| 20  | Overtime Payment  |
| 30  | Sick Leave Payment  |
| 31  | Annual Leave  |
| 32  | Special Compensatory Leave  |
| 33  | Merit Service Award - Suggestion  |
| 34  | Merit Service Award - Superior Accomplishment - Cash  |
| 35  | Other Nonrecurring Payments   |
| 37  | State Active Duty Payment (Dept. Of Military Affairs Only)  |
| 39  | Special Compensatory Leave Payment in Lieu of Overtime  |
| 40  | Negative Entry for a Social Security Number Adjustment  |
| 42  | Lump Sum Payment in Lieu of Salary Increase   |
| 43  | On Call Fees  |
| 44  | Firefighters Incentive Payments   |
| 45  | Uniform Allowances for National Guard   |
| 48  | Class "C" Meals (Object 2640)   |
| 50  | Monthly Mileage Allowance - Jul 1990 or Later   |
| 52  | SUS - Merit - Superior Accomplishment Award   |
| 50  | FICA Gross Adjustment   |
| 54  | Education Loan - Medical (Org 6000 Only)  |
| 57  | Unqualified Medical Reimbursement (Org 7200 Only)   |
| 58  | Session Subsistence Allowance (Org 1100 Only)   |
| 59  | Excess Intra-district Expense (Org 1100 Only)   |
| 60  | Taxable Travel (Org 1100 Only; Will Be Coded as C760 or C860)   |
| <b>Detail Records</b>   |   |
| <b>Note: The following physical record type codes will have a C7, C8 or C9 in the first two data positions depending upon the type of adjustment transaction processed!</b> |   |
| <b>Code</b>   | <b>Equivalent</b>   |
| 60  | Manual Payroll (Will Be Coded as C960 Only)   |
| 70  | Miscellaneous Employee Records Adjustments  |
| 81  | Deferred Compensation - Lump Sum Payment (Dept. Of Insurance Only)  |
| 82  | Deferred Compensation - Periodic Payment (Dept. Of Insurance Only)  |
| 83  | Moving Expense  |
| 84  | Value Group Term Life (SES/SMS Benefit Qualified Employees)   |
| 85  | Vehicle Fringe Benefits   |
| 86  | Tip Income  |
| 87  | Non-cash Merit Service Award  |
| 88  | Foreign Residence Housing Allowance   |
| 89  | Overload Payments   |
| 90  | Retroactive Payments  |
| 91  | SAD Allowance   |
| 92  | Beneficiary Payment, Alien Non-reportable Income, Nonresident Alien Teaching Wages or Nonresident Alien Student |



The following table deals with 91XX Earnings Codes that are valid for agency input in file F0001 records. It shows which earnings codes MUST be submitted as standalone payments and which may be combined with an employee's regular salary payment. The columns in Table 1 are self-explanatory.

| TABLE 1. - Earnings Types (91XX) codes which are valid for agency submission in a file F0001 record.   |  |   |   |
|--|--|---|---|
| This earnings type MUST BE submitted as a STAND ALONE payment.   | One, BUT only one, of the following earnings types may be submitted in combination with a regular salary payment record. However, any of these earnings types may be submitted as a STAND ALONE payment. | Current Calendar Year earnings type (91XX) CODE | DESCRIPTION   |
|  | * YES  | 9108  | ANNUAL LEAVE  |
| * If an agency has received specific WRITTEN authority from the BOSP, the agency may include an employee's Annual Leave Paid Upon Termination in the same field F0001 record as the employee's last regular salary payment.  |  |   |   |
|  | YES  | 9117  | ON CALL FEES  |
| YES  |  | 9119  | LUMP SUM PAYMENT IN LIEU OF SALARY INCREASE         |
| YES  |  | 9121  | SPECIAL COMPENSATORY LEAVE PAID IN LIEU OF OVERTIME |
|  |  |   |   |
|  | YES  | 9126  | FOREIGN RESIDENCE HOUSING ALLOWANCE                 |
|  | YES  | 9127  | EXTRA STATE COMPENSATION & SUPPLEMENTS              |
|  | YES  | 9130  | RETROACTIVE PAYMENT                                 |
| YES  |  | 9131  | MILITARY LEAVE PAYMENT                              |
| <p><b>NOTE 1:</b> A STAND ALONE payment is one in which the special earnings code item is the only component of pay. The amount associated with the 91XX code MUST be EQUAL to the amount submitted in the TOTAL GROSS and CASH GROSS fields of the file F0001 record.</p> |  |   |   |