



OFFICE OF THE COMPTROLLER
DEPARTMENT OF BANKING AND FINANCE
STATE OF FLORIDA
TALLAHASSEE
32399-0350

ROBERT F. MILLIGAN
COMPTROLLER OF FLORIDA

January 24, 2001

IN REPLY REFER TO:
DBFBP 01-02

TO: Agencies Addressed

FROM: Diana Flagg, Chief
Bureau of State Payrolls

SUBJECT: **PC PAYMENT SYSTEM AND 2001 PAYROLL MANUAL UPDATES**

PC PAYMENT SYSTEM

This section of the DBFBP 01-02 memorandum is a reminder that Version 4.0(a) of the Personal Computer Payment System (PC Payment System) has been released and is available at the Comptroller's web site. This new version offers two additional non-recurring payment types: Sick Leave and Overtime. With the addition of these two payment types, the PC Payment System now enables agencies to submit twenty different nonrecurring payment types and Criminal Justice Incentive Pay change orders electronically to the Bureau.

As with previous versions of the PC Payment System, this version contains edits designed to eliminate errors and dropped payment requisitions. The Sick Leave functionality in this new version automatically determines rate of pay and sums pre/post 1973 balances. Similarly, the overtime functionality calculates the appropriate rate of pay.

This version of the PC Payment System is written in Microsoft Access 97. A runtime version of the system is available for those agencies without the Microsoft Access software or for those using versions prior to 1997. For agencies using Microsoft Access 2000, a compatible version of the system is available upon request. The instructions for installing and using the system may be downloaded from the Comptroller's web page at <http://www.dbf.state.fl.us/bosp/handbook/v1sl.html>.

Effective February 15, 2001, the Bureau of State Payrolls will no longer accept paper requisitions for Sick Leave or Overtime. Agency personnel are required to continue submitting all payment types automated by the PC Payment System on diskette or via electronic mail. As a reminder, the Bureau has specifically established the following e-mail address for the receipt of PC Payment System files: BOSPPAY_Processing@mail.dbf.state.fl.us. The Bureau will be glad to schedule training on the use of the PC Payment System.

DBFBP 00-09
May 25, 2000
Page Two

PAYROLL MANUAL

January 2001 Payroll Manual updates may be downloaded from the same web site as the PC Payment System. The Bureau will be distributing one final hard copy of the complete Payroll Manual to each State Department and University on May 31, 2001. All future updates will be placed on the web.

If your agency would like to schedule training or if you have any further questions on the PC Payment System or the Payroll Manual, please contact Cindy Langley at 850/410-9423, SUNCOM 210-9423 or e-mail at clangley@mail.dbf.state.fl.us.

DF/cs:av