



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

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COMPTROLLER OF FLORIDA

April 9, 2001

IN REPLY REFER TO:
DBFBP 01-06

TO: Agencies Addressed

FROM: Diana Flagg, Chief
Bureau of State Payrolls

SUBJECT: Discretionary Lump Sum Bonus Payments

Since August 2000 State Agencies have the authority to submit non-recurring discretionary lump sum bonus payments for the purposes of rewarding, recruiting, and retaining employees. This authority is stated in Section 51 of the General Appropriation Act (GAA), FY 2000-2001. Rule 60L-18 of the Florida Administrative Code (F.A.C.) has been revised by the Office of Human Resource Management (HRM) to provide Agencies with guidance in making these payments. Agencies are requested to submit these payments using key code 77, titled "Career Commitment Lump Sum Bonus" for the ease of monitoring and auditing payments. We have noted that several Agencies are using key code 34 and other key codes to submit these payments. These are not the correct keycodes.

As these payments are reported to the Office of the Governor on a quarterly basis, the purpose of this memorandum is to remind agencies that the correct key code to use is 77. This will ensure that all payments are accounted for accurately. Our Bureau personnel will be glad to assist you in case of questions or problems. These payments can be made on any of the following payrolls: Biweekly, Supplemental, Monthly, or Awards as the payment is nonrecurring. **If a warrant is desired, instead of an EFT, the agency must submit these payments on the Awards Payroll.**

Effective for the April 10, 2001 Supplemental Payroll Processing date, Key code 77 will process using the income withholding tax rate of 28%. Agencies will then be able to submit these payments as a "gross up" amount. In addition, please remember to use the PC Payment System to submit these payments.

For Executive Branch Agencies and Agencies governed by HRM rules, a memorandum was distributed by Department of Management Services, dated March 5, 2001 which states in part, "in accordance with our last Agency Head meeting, we ask that you do not grant any bonuses until further notice". This memorandum is located on the HRM website at www.state.fl.us/dms/hrm/pay/bonuses_cah.html.

As always, thank you for your cooperation and please do not hesitate to contact us if you have any questions. You may contact Jimmy Cox at (850) 410-9449, Suncom 210-2449 or Asheema Vemuri at (850) 410-9429, Suncom 210-2429.

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