



TOM GALLAGHER
CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

August 20, 2004

IN REPLY REFER TO:
DFSBP 04-03

TO: Agencies Addressed

FROM: John Bennett, Chief
Bureau of State Payrolls

SUBJECT: Payroll Certifications Guidance (People First System)

As agencies begin the rollout to the People First System, we want to inform them that Payroll Certifications (DFS-A3-15 Form) will still be required to certify the validity of wage payment requests being submitted to the Bureau of State Payrolls for processing. This form, which must include each disbursement account, authorizes us to prepare salary warrants and disburse wage payments to your agency's employees. The form also certifies that all payroll requisition documents, forms and accounting documents are being submitted to us prior to the cut-off time for a particular payroll. Please note that it will not be possible for us to disburse salary monies nor release warrants to any agency without having received properly executed and signed forms.

Special Reminder: Only authorized signatures of State officials or employees will be allowed and accepted by this office as authentication of the Payroll Certification.

Please address questions to Alice Angulo at (850) 410-9565, S/C 210-9565, aangulo@dfs.state.fl.us or Alissa Martz at (850) 410-9449, S/C 210-9449, amartz@dfs.state.fl.us.

Sincerely,

John Bennett

JB/aa:sd