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STATE OF FLORIDA

October 29, 2004

IN REPLY REFER TO:
DFSBP 04-05

TO: Agencies Addressed

FROM: John Bennett, Chief
Bureau of State Payrolls

SUBJECT: Payroll Guidance for One-Time Lump Sum Bonus Payments in December

The payroll guidance for processing the December 1, 2004 non-recurring one-time lump-sum bonus payments, as provided for in the 2004-2005 General Appropriations Act, follows:

- ?? For eligibility requirements, agencies must refer to the December 1, 2004 Non-Recurring One-Time Lump-Sum bonus payment instructions sent by the Department of Management Services via email to all personnel officers on October 13, 2004.
- ?? The People First System (PFS) will submit the One-Time Lump Sum Bonus Payments for those agencies on the PFS to us for processing. Agencies not on the PFS may submit bonus payments through either the PC Payment System or an FTP file previously tested in the Payroll System.
- ?? A Special Supplemental Payroll has been scheduled to process these bonuses on December 2, 2004. The warrant date for this payroll is December 8, 2004. Every effort should be made to pay all of the December 1, 2004 bonuses using this Special Supplemental Payroll.
- ?? The PFS must use Earnings Code 9187 to process these bonus payments. This means that all eligible state employees will receive a net pay of approximately \$673.00.
- ?? This Special Supplemental Payroll is for the December 1, 2004 bonus payments only.
- ?? Deferred Compensation **cannot** be taken out of these bonus payments. However, brochures have been distributed containing instructions for Deferred Compensation options. Please have employees contact the Deferred Compensation office at toll-free (877) 299-8002 or (850) 413-3162.
- ?? Additionally, those employees with Court Ordered Support Arrearages may have all or a portion of their net bonus taken out to pay the arrearage.

Please contact Cindy Langley (850) 410-9423, SUNCOM 210-9423, clangley@dfs.state.fl.us or Alice Angulo (850) 410-9565, SUNCOM 210-9565, aangulo@dfs.state.fl.us if you have any questions.

JB/AA:sd