

DATE: October 4, 2016

TO: Agency Addressed (No. 16, 2016-2017)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: PAYROLL CLASSES FOR NOVEMBER 2016 AND FEBRUARY 2017

The Department of Financial Services is pleased to announce two payroll fundamental classes for agency payroll staff.

- November 2, 2016
- February 8, 2017

This course is designed to help agency staff involved with payroll related activities better understand the payroll process. The training content will include payroll guidance and rules, state agency responsibilities, payroll cancellations and adjustments, payroll deductions and calculations, common payroll issues, and frequently used payroll system screens.

To register for a class, please use the [Learning Management System](#) (LMS) link. Registrations will no longer be accepted via email.

Instructions for creating a user account and course registration are included on the [FLAIR Education](#) web page.

Please contact us at FLAIREducation@myfloridacfo.com if you need assistance with the registration process.

These courses are currently held at the Fletcher Building in Tallahassee and are free of charge to agency staff.