



REPRESENTING
ALEX SINK
CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

August 17, 2007

IN REPLY REFER TO:
DFSBP 07-02

TO: Agencies Addressed

FROM: John Bennett, Chief
Bureau of State Payrolls

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

The payroll guidance for processing the November 1, 2007 non-recurring one-time lump-sum bonus payments, as provided for in the 2007-2008 General Appropriations Act, follows:

- For eligibility requirements, agencies must refer to the November 1, 2007 Non-Recurring One-Time Lump-Sum bonus payment instructions sent by the Department of Management Services via email to all personnel officers on August 9, 2007.
- 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 (using Earnings Code 9187).
- A Special Supplemental Payroll has been scheduled to process these bonuses on November 1, 2007. The warrant date for this payroll is November 7, 2007. Every effort should be made to pay all of the November 1, 2007 bonuses using this Special Supplemental Payroll.
- This Special Supplemental Payroll is for the November 1, 2007 bonus payments only.
- Employees with Court Ordered Support Arrearages may have all or a portion of their net bonus taken out to pay the arrearage.
- Deferred Compensation 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.

Please contact Pamela Sidebottom at (850) 413-5568, SUNCOM 293-5568, pamela.sidebottom@fldfs.com or Alice Angulo at (850) 413-5564, SUNCOM 293-5564, alice.angulo@fldfs.com if you should have any questions.

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