



REPRESENTING
ALEX SINK
CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

March 6, 2009

IN REPLY REFER TO:
DFSBP 09-01

TO: Agencies Addressed
FROM: John Bennett, Chief
Bureau of State Payrolls
SUBJECT: **New Feature in Payroll (PYRL) System**

We will be implementing a new feature in the PYRL function used by agency payroll and personnel offices on **March 12, 2009**. This feature will provide access to a history of each employee's annual leave payments so that agency personnel can answer most questions about annual leave payment eligibility through an on-line inquiry. Any user who currently has access to the EI function of PYRL will also have access to this new function. Additional details follow:

- The new function (**AL**) will allow an agency to enter a social security number and see a list of annual leave payments made to the selected employee. Leave payment history, including any adjustments, will be complete from May 13, 2001 through the day prior to the inquiry.
- Cancelled leave payments will be marked with a **C**.
- Partial refunds or other adjustments to payments will be marked with an **A**. It is highly recommended that you perform further research on any records marked with an **A**.
- Users may elect to view a summary by pay plan that will show the total number of annual leave hours for which the individual has received payment. Although we do purge employees from the W-4 file, you would still be able to access the annual leave pay history as long as you have the employee's social security number. There are no current plans to purge this data.
- Detailed instructions on the new function will be contained in Volume V, Section 2 of the Payroll Manual. This payroll manual update should now be available on the payroll manual website at http://www.myfloridacfo.com/aadir/bsp/BOSP_MANUAL2.pdf.

Please contact either Cynthia Murphy at (850) 413-5558, cynthia.murphy@myfloridacfo.com or Becky Rosier (850) 413-5431, becky.rosier@myfloridacfo.com if you have any questions or need assistance.

JB/JP: ke

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