



REPRESENTING
ALEX SINK
CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

April 9, 2009

IN REPLY REFER TO:
DFSBP 09-02

TO: Agencies Addressed

FROM: John Bennett, Chief
Bureau of State Payrolls

SUBJECT: **New Report in the Report Distribution System (RDS)**

This is to inform you of a new RDS report titled "Employees Paid Without W4". It will help agencies identify employees who are being paid without a W-4 record in the payroll (PYRL) system. We highly recommend agencies use this report with each payroll so their employees will have their taxes withheld properly. The report is produced in conjunction with each payroll and will list the eleven-digit ORG-CODE, SSN, LAST NAME, FIRST NAME and MI (middle initial) of each employee along with one of the following error messages:

- Employees who have previously been paid but who have no W-4 in the PYRL system are listed with the error message, "NO W-4 – NOT NEW".
- Other employees who are being paid for the first time without a W-4 in the PYRL system are listed with the error message, "NO W-4 – NEW PAY".

It is possible for an employee to have a current W-4 record in the People First system and be listed on this report if other required information is missing or incorrect in the People First system. An employee's PYRL record cannot be updated if any of the following People First information is missing or is incorrect:

- There must be a complete address. The address may be in Mailing address or Home address.
- Date of birth must be within reasonable limits. For example, it must indicate that the individual is older than 16 and younger than 99.
- First name can contain no special characters other than hyphen (-), period (.) or space. However, a space is not allowed as the first entry for the first name.
- Last name can contain no special characters other than hyphen (-), period (.), comma (,) or space. A space is not allowed as the first entry for the last name.
- Middle initial, if it exists, must be an alpha character.

FLORIDA DEPARTMENT OF FINANCIAL SERVICES
JOHN BENNETT • BUREAU CHIEF
DIVISION OF ACCOUNTING AND AUDITING • BUREAU OF STATE PAYROLLS
200 EAST GAINES STREET • TALLAHASSEE, FLORIDA 32399-0356 • TEL. 850-413-5513 • FAX 850-413-5552
EMAIL • JOHN.BENNETT@MYFLORIDACFO.COM

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The RDS Form ID for this report is **P**T**, where the asterisks represent the first two digits of your agency's organization (ORG) code. Please contact your agency's RDS administrator to set up this report for you in RDS.

Please contact either Heather Matthews at (850) 413-5732, Heather.Matthews@myfloridacfo.com or Cynthia Murphy at (850) 413-5558, Cynthia.Murphy@myfloridacfo.com if you have any questions about this new RDS report.

JB/BR: ke