



DEPARTMENT OF FINANCIAL SERVICES

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CHIEF FINANCIAL OFFICER

May 19, 2003

IN REPLY REFER TO:
DFSBP 03-02

TO: Agencies Addressed

FROM: John Bennett, Chief
Bureau of State Payrolls

SUBJECT: Year-End Bonus Payments Additional Guidance and Reminder

This is to inform you that Year-End Bonus Payments will not be submitted through the People First system this year. As a result, agencies may submit approved bonus payments through either the **COPES Personnel System** or through the PC Payment System on any of the following payrolls:

| <u>Processing Date</u> | <u>Payroll Type</u> | <u>Warrant Date</u> |
|------------------------|----------------------|---------------------|
| 6/3/2003 | Supplemental Payroll | 6/9/2003 |
| 6/9/2003 | Biweekly Payroll | 6/13/2003 |
| 6/17/2003 | Supplemental Payroll | 6/23/2003 |
| 6/20/2003 | Monthly Payroll | 6/30/2003 |
| 6/23/2003 | Biweekly Payroll | 6/27/2003 |

Agencies may also submit approved bonus payments using the **PC Payment System only** on any of the following payrolls:

| <u>Processing Date</u> | <u>Payroll Type</u> | <u>Warrant Date</u> |
|------------------------|---------------------|---------------------|
| 5/30/2003 | Awards Payroll | 6/4/2003 |
| 6/4/2003 | Awards Payroll | 6/9/2003 |
| 6/11/2003 | Awards Payroll | 6/16/2003 |
| 6/18/2003 | Awards Payroll | 6/23/2003 |
| 6/25/2003 | Awards Payroll | 6/30/2003 |

*An Awards Payroll is a warrant only payroll and will not generate EFT payments.

Agencies are reminded of the following guidance regarding the processing of Year-End Bonus Payments:

1. For actual payroll warrants to be generated, agencies **MUST** submit the bonus requisition actions on an **Awards** payroll. Submission on the Supplemental, Biweekly or Monthly payrolls will result in direct deposit for employees with direct deposit authorization.

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2. The allocation approved by OPB is for gross salary charge. This equals the gross salary plus employer contributions.
3. Agencies must use Appointment Status Code “YE”.
4. Fiscal year-end bonus payments must be voucher and warrant dated in June.

Agencies are also reminded to refer to memorandum DFSBP 03-01 dated 4/14/2003 (please disregard all references in this memorandum to the People First System) and to COPES processing guidance when preparing and submitting bonus payments.

Special Note: Agencies may **NOT** use the On-Demand Payroll System to process Year-End Bonus Payments.

Should you have any questions concerning this matter, please contact Yvette McCullough at 850-410-9449, SUNCOM 210-9449, or email: ymccullo@dfs.state.fl.us or Cindy Langley at 850-410-9423, SUNCOM 210-9423, or email: clangley@dfs.state.fl.us.

JB/JC:sd