



DEPARTMENT OF FINANCIAL SERVICES

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CHIEF FINANCIAL OFFICER

September 5, 2003

IN REPLY REFER TO:
DFSBP 03-07

TO: Agencies Addressed

FROM: John Bennett, Chief
Bureau of State Payrolls

SUBJECT: Criminal Justice Incentive Program (CJIP) Payroll Modifications and Guidelines

This is to inform you that effective October 9, 2003, we will be implementing the following modifications and guidelines regarding CJIP payrolls:

1. All CJIP payments will be dropped whenever an employee's CJIP position number or Tax ID Number is not on the CJIP Authorization file.
2. The Bureau of State Payrolls (BOSP), using the last regular payroll processed in September for CJIP employees and the CJIP payroll processed in September, will do the initial load of position numbers into the CJIP Authorization File.
3. If an employee is not paid CJIP in the month of September, you will need to complete and submit a DBF-BP-CJIP Form to BOSP in order to have this position number added to the file. The DBF-BP-CJIP Form must be submitted at least "**five**" business days prior to the CJIP payroll processing date and must be signed by the agency head or designee.
4. If an employee changes positions and you determine that the employee's correct position number is eligible for CJIP payments, you will then need to complete and submit the DBF-BP-CJIP Form to BOSP in order to have the new position number added to the file and the old one deleted. **Note:** There will be a one-month overlap in the two position numbers.
5. If the correct CJIP eligible position is not on the CJIP Master File, your agency/university must submit a CJIP change order, using the PC Payment System, for either the CJIP payroll scheduled to process on September 11, 2003 or October 9, 2003 to correct the employee's CJIP master record maintained by BOSP.

These changes are needed in order to prevent ineligible employees from receiving CJIP payments. We apologize in advance for any inconveniences that may result from our modifications and appreciate your support in this matter. If you have any questions about this memorandum, please feel free to contact Cindy Langley at (850) 410-9423, SUNCOM 210-9423, or email at clangley@dfs.state.fl.

JB/CL:sd