



CHIEF FINANCIAL OFFICER
JEFF ATWATER
STATE OF FLORIDA

April 9, 2014

IN REPLY REFER TO:
DFSBP 14-02

TO: Agencies Addressed

FROM: John Bennett, Chief
Bureau of State Payrolls

SUBJECT: Payroll Guidance for June 2014 Bonus Payments

The payroll guidance for processing the June 2014 non-recurring one-time \$600 lump-sum bonus payments to eligible employees, as provided by the 2013-2014 General Appropriations Act, follows:

- Agencies must refer to the guidance provided by the Department of Management Services (DMS) and Executive Office of the Governor for eligibility requirements.
- The People First System (PFS) will submit the bonus payments for those agencies on the PFS to the Bureau of State Payrolls for processing. Instructions for this process will be provided by DMS.
- A Special Supplemental Payroll has been scheduled to process these bonus payments on June 19, 2014. The warrant date for this payroll is June 25, 2014. Every effort should be made to pay all of the June performance bonuses using this Special Supplemental Payroll.
- These bonus payments will be processed using Earnings Code 9187. This earnings code will calculate federal withholding tax at the flat tax rate of 25%. These bonus payments are not retirement contributory.
- Employees with Court Ordered Support Arrearages may have all or a portion of their net bonus taken out to pay the arrearage.
- The Bureau of Deferred Compensation will be providing information to state agencies pertaining to employees who may wish to defer their bonus payment. This bureau can be reached at toll-free (877) 299-8002 or (850) 413-3162.

Please contact Pam Sidebottom (850) 413-5568, pamela.sidebottom@myfloridacfo.com or Alice Angulo (850) 413-5564, alice.angulo@myfloridacfo.com if you have any questions.

JB:AA