



**FLORIDA
DEPARTMENT
OF
MANAGEMENT
SERVICES**

JEB BUSH
Governor

CYNTHIA A. HENDERSON
Secretary



*Division of State Group
Insurance
Post Office Box 5450
Tallahassee, Florida
32314-5450*

*Telephone:
850-921-4600*

*Fax:
850-921-4575*

*Internet:
www.MyFlorida.com*

MANAGEMENT ADVISORY #03-001

TO: Agency Personnel Officers and Insurance
Coordinators

FROM: Jeff Dykes, Chief
Bureau of Accounting and Financial Management

SUBJECT: 2003 Payroll Schedules

DATE: January 3, 2003

Attached are the monthly and biweekly State insurance payroll schedules for calendar year 2003. These schedules indicate important transaction processing dates based upon the Pay Period Ending Dates and payroll Warrant Dates.

(1) The dates in the “**INSURANCE CHANGES DUE TO DSGI**” column are the dates that insurance changes must be received by the Division in order to be considered prior to payroll closing dates.

(2) The dates in the “**COPEs PAYROLL CLOSE-OUT**” column are the dates by which Agencies must enter insurance changes in COPEs in order to schedule appropriate deductions for the respective coverage months.

Please ensure that the appropriate staff in your Agency receive copies of these schedules. You may contact our Agency Services section by email at bennynet@dms.state.fl.us or by telephone at 850-921-4545 (Suncom 291-4545) if you have questions.

Attachments