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Suggested Audience:
Agency human resource offices

Details:
To prepare for the upcoming hurricane season, the People First Division suggests the following steps and tips.

1. Key Contact Numbers

- a. People First Service Center
 - 1-866-663-4735
- b. NorthgateArinso (People First) Lead
 - Kevin Kelley, 850-273-7609
- c. NorthgateArinso (People First) Backup
 - Devin Christiansen, 850-273-7600
- d. DMS HRM State Personnel System Compensation Rules
 - Jennifer Boswell, 850-488-2445
- e. DMS HRM State Personnel System Attendance and Leave Rules
 - Matt Gregory, 850-921-4618
- f. DMS People First
 - Jimmy Cox, 850-410-0330
- g. DMS People First, Payroll Lead
 - Alissa Martz, 850-488-4733

2. HRM Policy Decisions

- a. As with any emergency situation, please call the DMS Division of Human Resource Management for updates to current human resource policies.

3. Manual Timesheets

- a. Employees who need to submit manual timesheets during the disaster period should go to http://www.dms.myflorida.com/human_resource_support/people_first/for_state_hr_practitioners to obtain the manual timesheet (titled [Hurricane Preparedness Manual Timesheet](#)).
- b. If the manual timesheet cannot be entered by an agency representative (e.g., employee, manager, timekeeper), then the timesheet should be mailed to the following address:

People First Service Center
P.O. Box 6830
Tallahassee, FL 32314-5100

- c. Suggestions for Agencies Using Manual Timesheets
 - i. Print and disseminate sufficient copies of the manual timesheets. (Note: Timesheets should be printed on legal sized paper.)
 - ii. Develop a distribution and collection method so that employees know how to obtain and submit manual timesheets.
 - iii. Disseminate payroll submission timelines so that the timesheet can be processed in the appropriate payroll.
 - iv. When mailing timesheets, please retain a copy for your records in case mail service is interrupted.
 - v. When submitting multiple timesheets at once, include a log of timesheets submitted (employee name, appointment ID and pay period) for tracking purposes. Retain a copy of the log for your records.
- 4. Hours Type 1016 (CS Extraordinary Pay) and 1017 (SES Extraordinary Pay) During a Disaster Period**
- a. The agency **must** have an approved agency-wide Career Service Regular Compensatory Leave Payment Plan and/or agency-wide SES Extraordinary Payment Plan filed with DMS to be eligible to use these codes for eligible extra time worked during a disaster. In addition, the justification for and order to activate (or extend) an SES Extraordinary Payment Plan must be made in writing by the agency head or designee, who must immediately send copies (including supporting documentation) to DMS, the Executive Office of the Governor, the President of the Senate and the Speaker of the House.
 - b. For Career Service excluded employees, hours type 1016 (CS Extraordinary Pay) should be used to record **eligible** disaster time. For SES excluded employees, hours type 1017 (SES Extraordinary Pay) should be used to record **eligible** disaster time for **eligible employees**.
 - i. In People First, eligibility is determined by employee type and whether the agency has an approved plan. Agencies are responsible for ensuring that only Career Service excluded employees and eligible SES excluded employees (below the Bureau Chief or Bureau Chief comparable level) who participate in disaster-related activities are approved to be compensated (paid) for extra time worked that exceeds both the hours physically worked (any combination of regular hours [code 1000 and 1006] and call back [codes 1004, 1014, 1024, 1034 and 1044]) in the approved work period and the number of hours in the employee's regular workday schedule (e.g., if the employee's schedule is eight hours, the employee must account for eight hours of time worked prior to using 1016/1017 on their timesheet.) Refer to [HRM Policy Guideline 2017-003](#) for additional information regarding these plans.
 - c. Any 1016 and 1017 hours submitted on a timesheet **must** be approved by the agency Human Resource office via the Extra Pay Approvals screen (available in the Quick Links section on the Manager landing page). Once approved, employees will receive the pay on the next available payroll.

5. Changing an Included Employee's Fair Labor Standards Act (FLSA) Period from an Extended Work Period to 40 Hours

- a. To change the FLSA period in People First, navigate to Org Management > Maintenance from the Manager landing page, and process the Update Position Details action; enter the effective date and change the FLSA work period to 40 hours, and select Complete.
 - i. Important Note: Agencies should check the employee's schedule on the employee side to ensure the FLSA change carried over from Org Management. To do this, select the employee, and then access the Base Work Schedule Assignment screen from the Time and Attendance navigation menu. The employee's FLSA work period will be reflected.
- b. If an employee has already entered time for part of that extended work period but has not submitted the time, he or she will need to make adjustments to the time already entered. Specifically, once the employee's schedule is changed to a 40-hour FLSA period, the employee will be required to account for 40 hours for all weeks listed as a 40-hour FLSA period in order to submit that week. In this scenario, overtime will be based on the 40-hour FLSA period rules.
- c. By changing the FLSA period from an extended work period to 40 hours, employees must have a work schedule that equals 40 hours in the Friday through Thursday workweek.
- d. When submitting a timesheet with 40-hour FLSA period, employees will be required to record at least 40 hours of activity (hours worked, leave or leave without pay).
- e. Agencies should consult the applicable collective bargaining agreement when determining whether to change an included employee's FLSA period from an extended work period to a 40-hour work period.

6. Tracking Employees Who Perform Essential Duties During Office Closures

- a. When an employee is required to work during an office closure, as provided in Rule 60L-34, the employee should record these hours on his or her timesheet using hours type 1006 WORK – ESS SVC/OFC CLOSURES. Refer to [HRM Policy Guideline 2017-003](#) for additional information regarding the proper use of this code.
 - i. The employee will accrue special compensatory hours on an hour-for-hour basis based on the hours recorded under this hours type.
 - ii. Only Career Service employees and SES employees in positions below Bureau Chief, or positions below Bureau Chief comparable, who are required to remain on duty should use this hours type. The HR office should work closely with supervisors to ensure that only the properly classified individuals providing essential services use this code.

- iii. A canned Impromptu report is available for agencies to identify employees who have recorded this leave type on their timesheets. For information about the report, contact a member of the People First Division's data warehouse team:
 - Brenda Hough 850-488-2277
 - Tommy Wagner 850-487-3443

7. Granting Temporary Special Duties Pay Additive

- a. When a Career Service employee is temporarily deployed to a facility or area closed due to emergency conditions from another area of the state that is not closed, the agency is authorized to grant a temporary special duties pay additive, pursuant to annual proviso language in the General Appropriations Act.
 - i. This temporary pay additive cannot exceed 15 percent of the employee's base rate of pay.
 - ii. Payment of this temporary additive is at the agency head's discretion and is contingent upon the availability of funds.
 - iii. These employees should **not** record hours type 1006 on the timesheet.

8. Charge Objects

- a. Agencies may also create charge objects to be used in conjunction with the appropriate hours type to track hours worked for each disaster (especially given the potential for multiple states of emergency to occur in close succession).
 - i. If the agency elects to create a charge object for this purpose, employees should be instructed to select the appropriate charge object along with the appropriate hours type (1006 if accruing special compensatory leave or 1000 if receiving a pay additive) when recording all hours worked during the period that the facility was closed.