

## New Employee Checklist

Welcome to State of Florida employment and the People First system. People First is the State of Florida's online human resource information system. In this system, you will perform tasks such as completing your timesheet, choosing your insurance benefits, and maintaining your personal information. It is extremely important that you meet all deadlines so that your paychecks and benefits are correct and on time. This checklist identifies key resources that will assist you in understanding how to use the People First system and to point out key activities you need to complete.

### **TRAINING VIDEOS**

Various training tools are available to help you become familiar with the People First system. You can learn how to complete your timesheet, navigate the login and home pages, and update your personal information.

- Watch a video demonstration on how to log in to People First, navigate the home page, update your personal information and complete your timesheet at:  
[https://www.dms.myflorida.com/workforce\\_operations/people\\_first/for\\_state\\_hr\\_practitioners/march\\_2018\\_people\\_first\\_portal\\_upgrade/people\\_first\\_employee\\_video](https://www.dms.myflorida.com/workforce_operations/people_first/for_state_hr_practitioners/march_2018_people_first_portal_upgrade/people_first_employee_video)

### **EMPLOYEE USER GUIDE**

The People First Employee User Guide contains easy-to-use, step-by-step written instructions on how to complete your timesheet, navigate the login and home pages, and update your personal information.

- Review the People First Employee User Guide at:  
<http://www.dms.myflorida.com/content/download/140730/907777>

### **PEOPLE FIRST SERVICE CENTER**

If you have questions or need help using People First, call the People First Service Center toll free at 1-866-663-4735. The service center is open Monday through Friday from 8 a.m. to 6 p.m. Eastern time. When you call, you'll need your People First login ID (ID you use to log in to the People First system), the last five digits of your Social Security number and your six-digit date of birth (MMDDYY) for security verification.

### **PEOPLE FIRST Login ID AND PASSWORD**

The People First Service Center mails a letter to you with your People First Login ID once the hiring agency has completed the hiring action. However, your supervisor or human resources (HR) office may also provide it to you before you receive the letter. Go to <https://PeopleFirst.MyFlorida.com> and enter your login ID in the first field. Enter your temporary password of Pf (note: the P is upper case, the f is lower case) plus your six-digit date of birth (MMDDYY). For example, if you were born Feb. 3, 1974, your temporary password would be Pf020374. Select the Log In button. The system will require you to change your password at this time. You should review the [People First password requirements](#) to understand the required length, mix of characters, numbers, etc. The system will then require you to set up your security questions and answers that can be used to verify your identity when calling the People First Service Center.

Refer to the [People First Password Frequently Asked Questions](#) for more information.

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## **COMPLETE YOUR PERSONAL INFORMATION**

**Employee Verification Process:** The first time you navigate to your employee landing page, you will receive a task in your Inbox titled “Verify Your Information”. Click on the task and complete this process to ensure your important personal and work information are reviewed and accurate.

Your agency will enter some of your personal information when you are hired; however, you must complete some screens yourself. To enter or review your personal information, follow these steps from the People First employee landing page:

1. Select the Personal Info tile;
2. Select the item from the Personal Information menu to view and update.

**Personal Information:** Check your Social Security number, your date of birth, and the spelling of your name. Notify your HR office if there are errors. Also, if you go by a nickname that you wish to have published in the 411 Online Telephone Directory, complete the nickname field and select Publish Nickname.

**Privacy Indicators:** Indicators exist in People First to protect the information of employees who meet certain criteria for the following four categories: Sworn / Certified, Restricted Employee, Restricted Relative and Protected Identity. Additional information regarding employees who meet the criteria can be found in [section 119.071](#), Florida Statutes, as well as in the [program guideline](#) published by the Department of Management Services’ Division of Human Resource Management (HRM). The program guideline can be found on the HRM website at: <https://www.dms.myflorida.com/content/download/79972/462776>

- If you believe you are eligible to have one of the privacy indicators activated, contact your HR office.

**Contact Information:** It is critical to keep your contact information updated to ensure you receive key communications from People First, the Division of Retirement, the Division of State Group Insurance, your insurance carriers, and others.

**Home Address:** Most likely, your agency entered your home address and phone number when you were hired; however, you should check both for accuracy and update them if you move or change phone numbers. Your home address is used to determine eligibility to participate in selected insurance benefits offerings. Your mobile phone number is used as part of the online password reset process and to contact you regarding insurance issues (e.g., People First needs to contact you regarding your enrollment or your insurance carrier needs to contact you) and for related State of Florida business needs.

**Mailing Address:** If you use an address other than your home address to receive mail, such as a post office box, complete this section. You will receive your state mail at this address, instead of your home address.

**Notification Email Address:** This is used to send certain insurance benefit notices and other People First related information to you electronically and is also used as part of the online password reset process.

**Emergency Contact:** Keep this information accurately updated so that your agency can contact someone for you in the event of an emergency.

**Direct Deposit:** The state requires you to enroll in the direct deposit program that automatically deposits your paycheck into your bank or credit union account on your pay date. You will receive paper paychecks

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until the direct deposit process begins. Before enrolling in the direct deposit program, you will need the following information: the routing number for your bank or credit union, your personal bank account number, and the type of account—checking or savings. Access to direct deposit information in People First is restricted and you are the only person who can view and change your direct deposit information.

- You should create your direct deposit record in People First immediately upon being hired to ensure your paycheck is electronically deposited; however, note that once you create the direct deposit request, your information is sent through a bank verification process prior to being used. You will receive a paper warrant (paper check) until your information has been verified by your financial institution.
  - If you are being hired after a break in service from state employment, it is critical that you immediately review, update and resubmit your direct deposit record to ensure an out of date direct deposit authorization is not restarted.
- Form W-4:** Your Form W-4 must be completed correctly so the state knows the correct tax status for calculating and withholding federal taxes. If you're not certain how to determine your withholdings, visit [www.irs.gov](http://www.irs.gov) for specific instructions and worksheets to help you complete your Form W-4. You should complete and submit your Form W-4 immediately upon being hired; otherwise, for any paycheck that is processed without this information the state will be required to withhold tax as if you are a single person with no withholding allowances.
- Equal Employment Opportunity (EEO)-Veteran:** It is important that you verify this information, as the data should be entered when your employee record is created. This information is used to meet both state and federal reporting requirements.
- Ethnicity is a required field and Race is required if the selection of Not Hispanic or Latino is made for Ethnicity.
  - Voluntary self-identification of disability is only viewable and editable by the employee.
  - If you are a current or former military employee, be sure to select the veteran category that pertains to you in the Vets 100a Reporting section and the appropriate status in the Military Status section. If these sections do not pertain to you, select Not Applicable in both areas.
- Employee Languages:** You can choose to update this information if know another language.

### **VERIFY OTHER PERSONAL INFORMATION**

The following screens in People First are view only. This means you can review the information and check it for accuracy, but you cannot make changes. If you need to make a change, contact your supervisor or HR office.

- Employee Education:** For informational purposes only.
- Other Employment:** You may be required to notify your HR office if you work a second job outside of state government (be sure to ask before accepting another job).
- Licenses and Certifications:** Only needed if required for your position.
- Correspondence History:** Lists the documents mailed and emailed by the People First Service Center related to various events (e.g., annual open enrollment, dependent certification process, address verification process).

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## **BENEFITS**

For important State Group Insurance benefits information, visit <http://mybenefits.myflorida.com>.

- If you are eligible for insurance benefits, you have 60 days from your initial hire date to enroll in benefits.**  
If you are unsure if you are eligible for insurance benefits, call the People First Service Center at 1-866-663-4735. If you miss the 60-day deadline, you must wait until the annual open enrollment period to enroll in the insurance benefits program. However, if you enroll and then experience a Qualifying Status Change (QSC) event, you may make allowable changes to your insurance benefits outside of open enrollment. A complete list of QSC events and documentation requirements can be found at: <http://mybenefits.myflorida.com>.
- Most insurance benefits are prepaid. This means you pay for coverage the month before it begins. When you choose your insurance benefits, the system automatically enrolls you in the next available coverage month based on the payroll schedule.

### **HOWEVER,**

- You can have your health insurance begin the month after you elect coverage. For example, if you elect coverage in June, you can start your health insurance July 1. This is called an early effective date. If you want an early effective date for health insurance. Complete your enrollment in People First before the first of the month coverage is to begin. Your insurance premiums will be deducted through your pay check.
- To enroll in family coverage, you must provide accurate Social Security numbers (or the tax ID equivalent for legal immigrants) for each dependent.

If you have questions about payments, deductions, or eligibility, please call the People First Service Center at 1-866-663-4735. If you have questions about plan benefits under a specific product, please contact the [insurance company](#) directly.

## **TIME AND ATTENDANCE INFORMATION**

Most Time and Attendance screens are view only (exceptions are noted below). However, all state employees are required to complete their timesheets at the end of each pay period. (Note: if you are on an extended work period, you will complete your timesheet at the end of your extended work period.)

To navigate to your timesheet, select the Timesheet link in the top right header of the People First Home Page. To enter or review your time and attendance information, follow these steps from the People First employee landing page:

1. Select the Time and Attendance tile;
2. Select the item from the Time and Attendance menu to view and/or update.

- Flexible Work Schedule:** The standard state work schedule is eight hours per day, Monday through Friday. If your position requires you to work more or less hours per day, or days other than these, or if you have requested (and have been approved) to use a flexible work schedule for personal reasons, you must complete and submit a flexible work schedule request in the People First system. In either case, your supervisor must approve your electronically submitted flex schedule.
- Overtime Election:** If you are eligible for overtime pay **and** your agency allows employees to select accrual of overtime compensatory leave credits (known as FLSA Comp) instead of overtime pay, you can change your selection between overtime (pay) and FLSA Comp. Election changes are effective on the calendar day the change is made and will not apply to timesheet days before the change. If you're not certain if your agency offers FLSA Comp or if you are not certain if your position is eligible to receive overtime, contact your HR office.

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The following screen in People First is view only. This means you can review the information and check it for accuracy, but you cannot make changes. If you have questions on the information contained in this screen, contact your supervisor or HR office.

- Leave Balance Overview:** This screen includes balances for your accrued leave credits. The types of leave that you may accrue depends on the type of position (career service, selected exempt service, etc.) you hold. OPS employees do not accrue leave credits.

### **PAYROLL INFORMATION**

To navigate to your payroll information, follow these steps from the People First employee landing page:

1. Select the Pay Info tile;
2. Select the item from the Pay Info menu to view and/or update.

- Payroll Deductions (One-Time and Recurring Pay Deductions):** Most agencies require employees to work through the agency's HR office to add and modify miscellaneous deductions. These deductions are for authorized post-tax benefits (e.g., legal, long and short-term disability, additional life insurances, automobile loan). Contact your HR office if you have questions or would like to start one or more miscellaneous deductions.

The following screen in People First is view only. This means you can review the information and check it for accuracy, but you cannot make changes. If you have questions on the information contained in this screen, contact your supervisor or HR office.

- Employee Gross Salary:** This screen is used to present all salary components (base rate of pay plus any applicable pay additives) in one location.

### **PERFORMANCE EVALUATIONS**

- Performance Expectations:** Your supervisor should complete your performance expectations in People First shortly after you begin your employment. Once they are complete, you will receive an email from the People First system as well as a task on your Performance & Talent Management home page to acknowledge receipt of these expectations. To learn more about the performance process, go to the For Employees section on the People First Performance Management and Recruiting website at: [http://www.dms.myflorida.com/workforce\\_operations/people\\_first/for\\_state\\_hr\\_practitioners/january\\_2017\\_performance\\_management\\_and\\_recruiting\\_implementation](http://www.dms.myflorida.com/workforce_operations/people_first/for_state_hr_practitioners/january_2017_performance_management_and_recruiting_implementation). Additional training tools for the performance evaluation process are also available on the Performance Management and Recruiting website.

### **IMPORTANT INFORMATION OUTSIDE PEOPLE FIRST SYSTEM**

- Deferred Compensation:** State of Florida employees may elect to participate in the state's Deferred Compensation program, which is used by employees to supplement their state retirement. You can access the Florida Deferred Compensation website at: <http://www.myfloridadeferredcomp.com>. Note: You will create a separate login account for this site.
- Employee Assistance Program:** The Employee Assistance Program (EAP) provides everyday help for you, members of your household and your adult children up to the age of 26. In addition to web-based services, EAP provides responsive, caring and effective services to help balance your personal and professional life. Services through the EAP program are completely confidential. To access the EAP site, select the [EAP](#) link in

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the top right header of the People First Home Page or go directly to the website at:

<http://www.sofeap.com/>.

- Employees' Information Center:** The State of Florida Employees' Information Center allows you to view your earnings (pay stubs) and reimbursement statements (e.g., travel reimbursement) as well as register to receive your W-2 electronically. Once you create a user name and password in the Employees' Information Center, you are ready to begin using the site. You can access the Employees' Information Center website at: <https://apps.fldfs.com/EIC/EmployeeInfoCenter>. Note: You will create a separate login account for this site.
- Retirement (Non-OPS):** New employees will receive forms and a PIN number from the Division of Retirement shortly after starting your first retirement eligible position with the state. Once you have been enrolled in the plan you have selected under the state's retirement program, you can access the Division of Retirement's website at: <http://frs.myflorida.com> Note: You will create a separate login account for this site.
- Retirement (OPS):** New employees will be automatically enrolled in a tax deferred retirement savings plan. However, you are responsible for designating your beneficiary and making any changes to your investment account. To access your retirement plan brochure and election forms, go directly to the website at: <http://www.myfloridacfo.com/Division/Treasury/OPSBenefits>.

*The Department of Management Services' People First Division wishes you the best in your new career with the State of Florida!*