

<b>Type: System Enhancements</b>	<b>ID Number: SE 90</b>
<b>Date: June 22, 2012</b>	<b>Subject: Provisions of Chapter 2012-215, Laws of Florida (House Bill 1261) that Impact People First</b>

**Suggested Audience:**  
Human Resource Offices

**Details:**

System enhancements are being made to People First as a result of House Bill 1261 (Chapter 2012-215, Laws of Florida). Refer to the Division of Human Resource Management’s (HRM) [analysis of the sections of Chapter 110, F.S.](#), which were amended as a result of the House Bill 1261. **The enhancements to People First will be implemented on June 30, 2012**, and will include the following:

**Elimination of the OPS Employee Data Screen**

Effective with this release, the “OPS Employee Data” screen will be removed. This will include direct entry access as well as input during the processing of OPS appointment PARs. All system alerts generated as a result of fields in the “OPS Employee Data” screen will also be removed. There will be no annual reset process for this screen following this release.

**Telework**

Effective with this release, the current “Telecommute/Carpool” screen be re-titled “Telework/Carpool” and the fields within this screen used to maintain the employee’s current status as either a teleworker, a carpooler, or both will be updated to read “Teleworks” and “Carpools”. Updates will also be made to include new indicators titled “Telework Eligible” and “Telework Required” on the *Position Attributes* screen in Org Management. **Important Note:** In order for “Telework Required” to be indicated for a position, “Telework Eligible” must first be selected.

**Pay Additive Updates**

Effective with this release, a new pay additive will be created titled “TSD – Absent Coworker”. This new additive will be included on the *Pay Additive* screen in Org Management and will be displayed on the *PAR Form* as well as the “Employee Gross Salary” and “Recurring Pay Additives & Military Pay” screens. All employees who are currently receiving a “Temporary Special Duty” will be systematically converted to the “Temp Spec Duties (TSD)-Gen” additive. Current employees with a “Temporary Special Duty” additive who are performing absent coworker duties will have to be placed in the new additive by updating the pay additive screen in org management and by performing the appropriate PAR action.

Other updates to current additives include retitling the following additives:

- Hazardous Duty Additive to Hazardous Duties
- Leadworker Additive to Lead-Worker Duties
- Critical Market Pay Add to Critical Market Pay
- Trainer Additive to Trainer Duties

### **Addition of Lateral as an Appointment Type**

Effective with this release, a new appointment type of "Lateral" will be created. This appointment type will only be available for appointments within the same agency and for employees in career service and career service equivalent classes.

### **Updates to Probationary Periods**

Effective with this release, updates will be made to the options available in the "Probationary Period" drop down selections in the "Position Attributes" screen of *Org Management*. The available options will now be:

- 0 Months
- 12 Months
- 13 Months
- 14 Months
- 15 Months
- 16 Months
- 17 Months
- 18 Months

Following this release, the "Expiration Date" will populate on the "Appointment Status Screen" based off of the selection made to the "Probationary Period" in *Org Management* when completing an appointment PAR for an employee (with the exception of the new "Lateral" appointment).

### **Report Updates**

The following Management and Data Warehouse reports in People First will be modified as follows:

- Management report "Pay Additive Monitoring Report": Wage Type: Add 2019 – Temp Special Duty-Absent Coworker will be added to the drop down box.
- Data Warehouse report "Appointment Status Expiration Report": Add Appointment Status Effective Date.
- Data Warehouse reports "LAS/PBS Budget Entity" and "FLAIR Org Level Report": Add Temporary Special Duty-Absent Coworker amount in the subtotal and total groupings.
- Data Warehouse report "LAS/PBS Budget Report" : Add Temporary Special Duty-Absent Coworker amount in the subtotal and total groupings.