People First
STATE OF FLORIDA HR

User Guide For Employees

Table of Contents

LOGIN SCREEN

Introduction

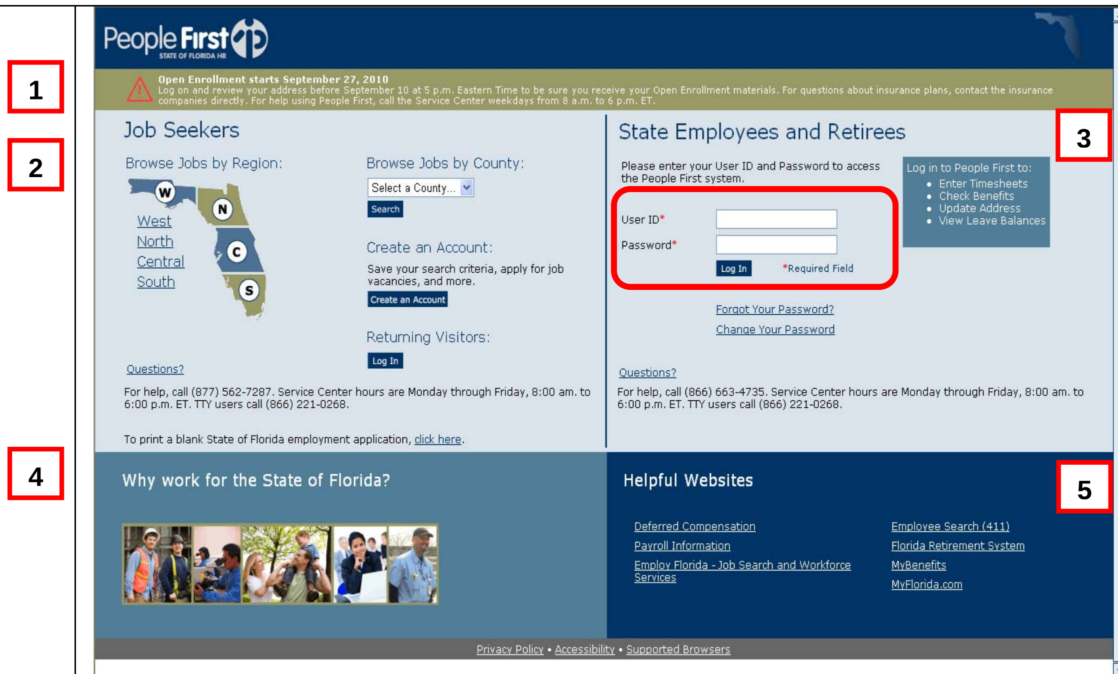
This User Guide contains information about key features in People First that employees use regularly. The login screen navigation and features are easy to use. Related topics include:

- Home Page
- Updating Your Personal Information
- Timesheet Entry

Follow the appropriate path to access the login screen.

Getting Started

Login Screen



Login Screen Navigation

1. The banner across the top of the screen is the **Communication Message** area with important messages for all People First users.
2. The **Job Seekers** section allows you to save search criteria and apply for open positions. It also lets you search jobs by region or county.
3. In the **State Employees and Retirees** section is where you type your People First User ID and Password to enter the site.
4. Learn more about public service in **Why Work for the State of Florida** section.
5. **Helpful Websites** is a list of other useful websites.

Passwords Requirements

The first time you access People First, your initial password will be Pf plus your six digit birth date. For example, if your birthday is July 1, 1980, your initial login will be Pf070180. You will then be required to change your password. The password requirements are as follows:

- Must be 8-30 characters in length.
- Must begin with a letter.
- Must contain at least one upper case letter.
- Must contain at least one lower case letter.
- Must contain at least one number.
- You may not use any of your last 10 passwords.

For example, **Password1**.

Logging Into People First

Follow the steps below to login to People First.

Steps	
1.	Enter your numeric People first ID in the User ID field.
2.	Enter your People First password in the Password field.
3.	Click the Log In button.

HOME PAGE

Introduction

The People First Home Page allows you to access several key areas within the system.

Related topics include:

- My Quick Links
- My Tasks Due
- My Alerts
- Announcements
- Changing a Home Address
- Timesheet Entry

Getting Started

Follow the appropriate path to access the Home Page.

Your path is…
Login Screen > Enter People First User ID and Password > Click Log In button

<table>
<tr>
<td>Home Page
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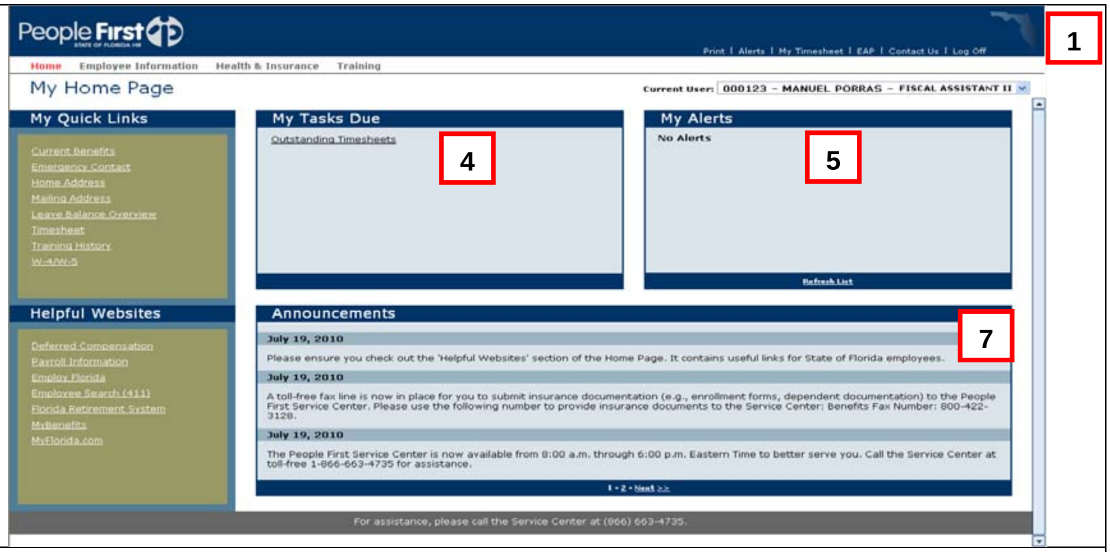
6</td>
<td>
</td>
</tr>
<tr>
<td>Home Page Description</td>
<td>

Links in the Header on the upper right area of the Home Page allow you to:

Access your timesheet by clicking My Timesheet, and
Use the EAP link to get information about the state’s Employee Assistance Program.

Navigation tabs across the top of the page:

The Employee Information tab allows you to update your personal information, like your home address.
View your benefits enrollment information through the Health & Insurance tab.
The Training tab allows you to access training videos. NOTE: DEP does not utilize People First to maintain training history for employees.

The My Quick Links section includes the most commonly used screens. You can access your timesheet here, as well as Employee Information.
The My Tasks Due section includes pending tasks specific to you. The system automatically removes Task messages once you complete the task. Clicking the link in My Tasks Due takes you to the screen you need to access to complete the task. For example, if you have not completed your timesheet you will see a Tasks Due message telling you an action is needed.
The My Alerts section displays additional activities you need to complete, or key information you need to know. You must manually remove these messages. The system does not automatically remove them like it does My Tasks Due.
The Helpful Websites section includes a list of websites state employees and retirees may frequently use.
The Announcements section includes information for state employees and retirees. This section is not employee specific. It is important to note that there may be more than one page of announcements. Click the Next link at the bottom of the section to go to the next page.

</td>
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</table>

UPDATING YOUR PERSONAL INFORMATION

Introduction

The People First system allows you to make certain updates to personal information such as updating your home address or updating direct deposit information.

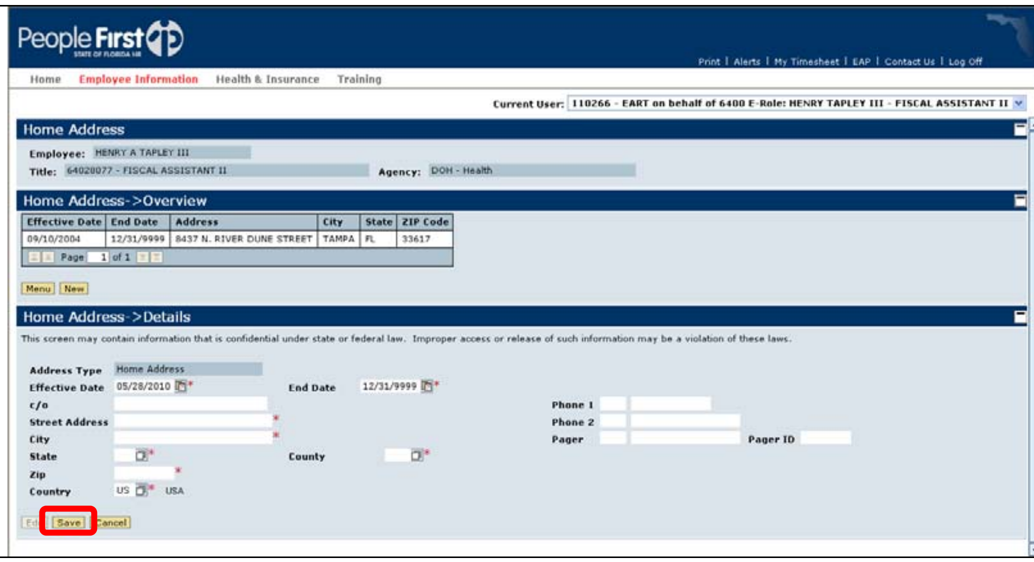
Related Topics include updating a home address.

Getting Started

Follow the appropriate path to access the screen to update personal information.

Your path is . . .
Login Screen > Home Page > My Quick Links > Home Address ***OR*** *Login Screen > Home Page > Employee Information Tab > Personal Information > Home Address*

Home Address



Updating a Home Address

Follow the steps below to change a home address starting from the Home Page.

Steps	
1.	Select the Employee Information tab.
2.	Click the Personal Information (View and edit your personal information.) link.
3.	Click the Home Address link.
4.	Click New on the **Home Address > Overview** screen.
5.	Complete all **required** fields (indicated by a red asterisk *).
6.	Click the Save button.

FLEXIBLE WORK SCHEDULES (FTE EMPLOYEES ONLY)

Introduction

The People First system allows employees to enter a flexible work schedule when working anything other than the default schedule of eight hours per day Monday-Friday.

Getting Started

Follow the appropriate path to access the Flexible Work Schedule.

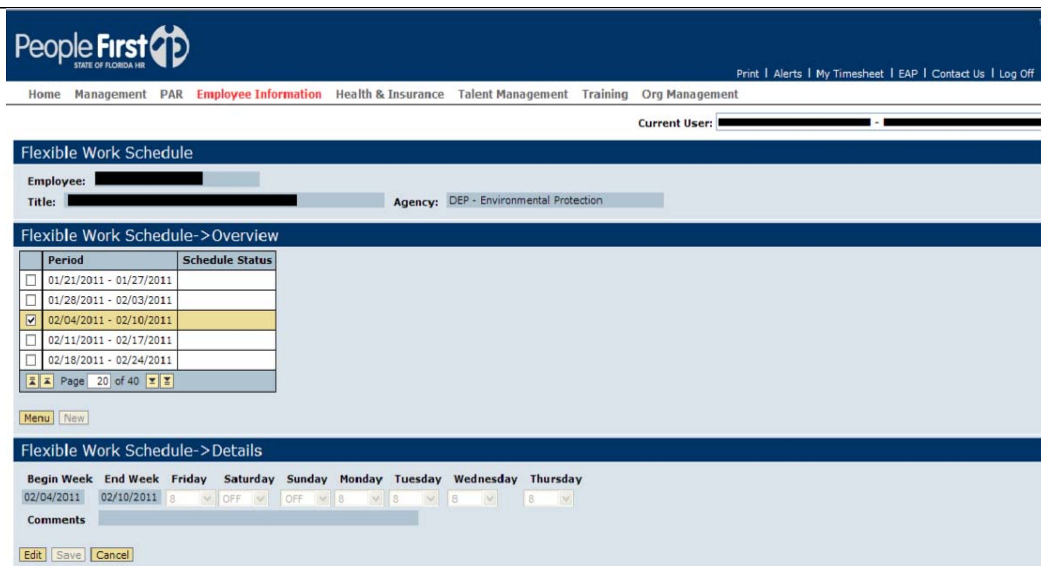
Your path is . . .
Login Screen > Enter People First User ID and Password > Click Log In button > Employee Information link > Time & Payroll > Flexible Work Schedule

Flexible Work Schedule Requirements

Employees should have an approved flexible work schedule when:

- Their regular days off are anything other than Saturday and Sunday.
- Their work hours are anything other than eight hours per day.
- They are a part-time FTE employee not using the automatic default schedule.
- Work weeks are Friday to Thursday and all flexible work schedules must start at the beginning of the work week, Friday and end on the last day of a work week, Thursday.
- All flexible work schedules must equal forty (40) hours per work week. There is an exception for new hire employees that start on a day other than Friday. They have the ability to set up a flexible work schedule for the first partial work week without accounting for the full forty hours.

Flexible Work Schedule



Flexible Work Schedule Entry

Follow the steps below to enter a flexible work schedule.

Steps	
1.	Select the Employee Information tab.
2.	Click the Time and Payroll link.
3.	Click the Flexible Work Schedule.
4.	In the Flexible Work Schedule -> Overview section, select the appropriate pay period and click edit.
5.	In the Flexible Work Schedule -> Details section, modify the end week if necessary. Remember to use an end date that falls on a Thursday up to eleven months from the beginning date.
6.	Select "Off" for regular days off and the actual number of work hours (Not ROT) on each work day.
7.	Click Save. Once the Flexible Work Schedule has been approved by your supervisor or timekeeper, it will appear on your timesheet and you may begin entering work and leave hours.

FLEXIBLE WORK SCHEDULE APPROVAL (SUPERVISORS AND TIMEKEEPERS ONLY)

Introduction

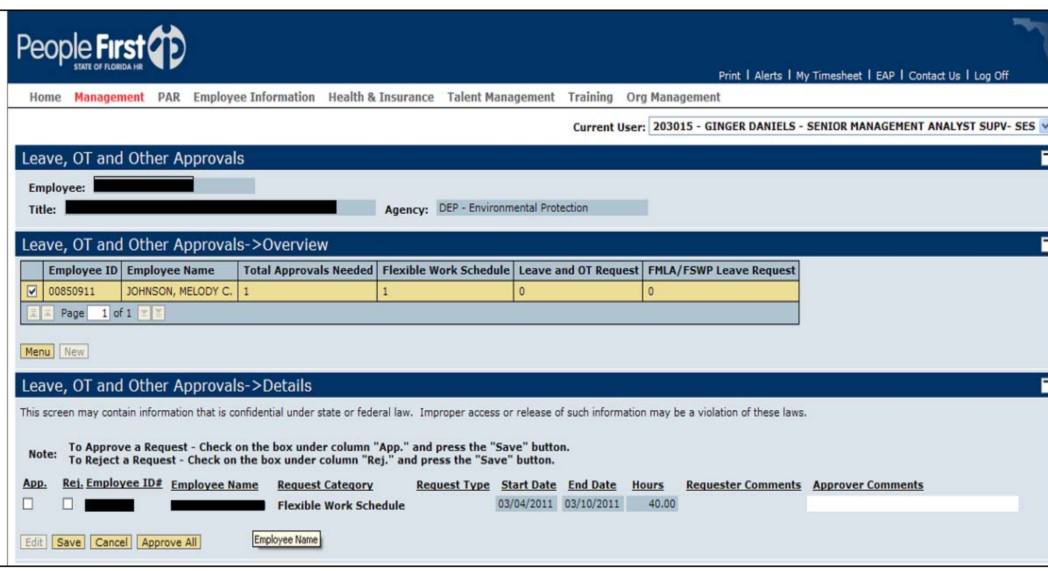
Once an employee requests a Flexible Work Schedule, the Supervisor or Timekeeper must approve the flexible work schedule before the employee enters hours on their timesheet in People First.

Getting Started

Follow the appropriate path to access the Flexible Work Schedule.

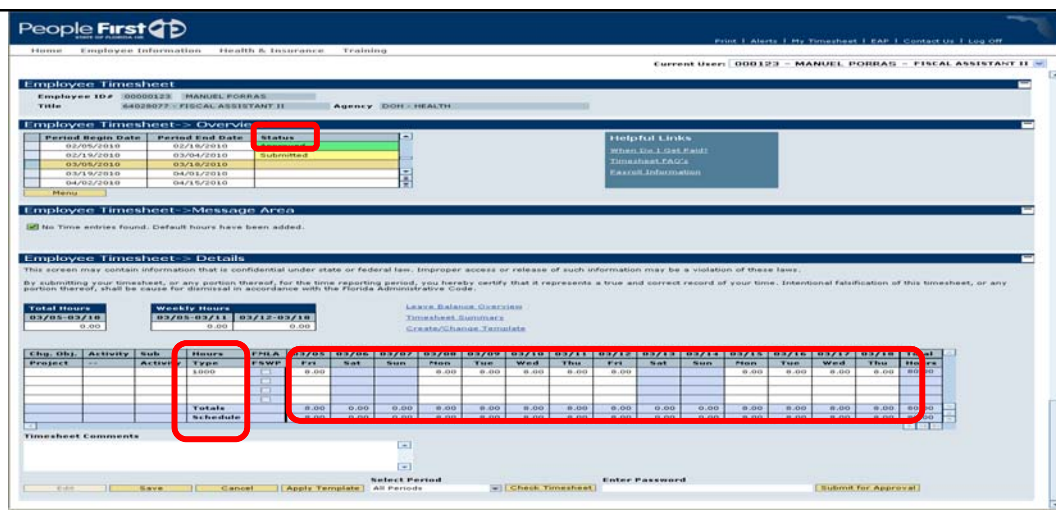
Your path is . . .
Login Screen > Enter People First User ID and Password > Click Log In button > Management Link My Direct Reports > Approvals > Leave, OT, and Other Approvals

Flexible Work Schedule Approval



Approving Flexible Work Schedule	Using the Leave, OT and Other Approvals screen allows the Supervisor or Timekeeper to approve individual work weeks or an extended period up to eleven full months by checking the Approval box next to each work week and then clicking the Save button or by clicking the “Approve All” button. The approved schedule will then be reflected on all timesheets included in the Flexible Work Schedule request. Please note that if the Supervisor or Timekeeper enters the flexible work schedule in People First for the employee, it is automatically approved and requires no further approval action.

TIMESHEET ENTRY

Introduction	The People First system allows you to enter or update hours on your timesheet. You can complete several actions from the Employee Timesheet page, such as create or apply a timesheet template, change hours worked, enter leave, or review your leave balance. Related topics include: • Enter Timesheet with Hours Worked • Enter Timesheet with Annual Leave • Leave Balance Overview
Getting Started	Follow the appropriate path to access the screen to enter a timesheet. Your path is . . . *Login Screen > Home Page > Header Link on the upper right > My Timesheet* **OR** *Login Screen > Home Page > My Quick Links > Timesheet* **OR** *Login Screen > Home Page > My Tasks Due> Outstanding Timesheets*
Timesheet 1 2 3 4 5	

Timesheet

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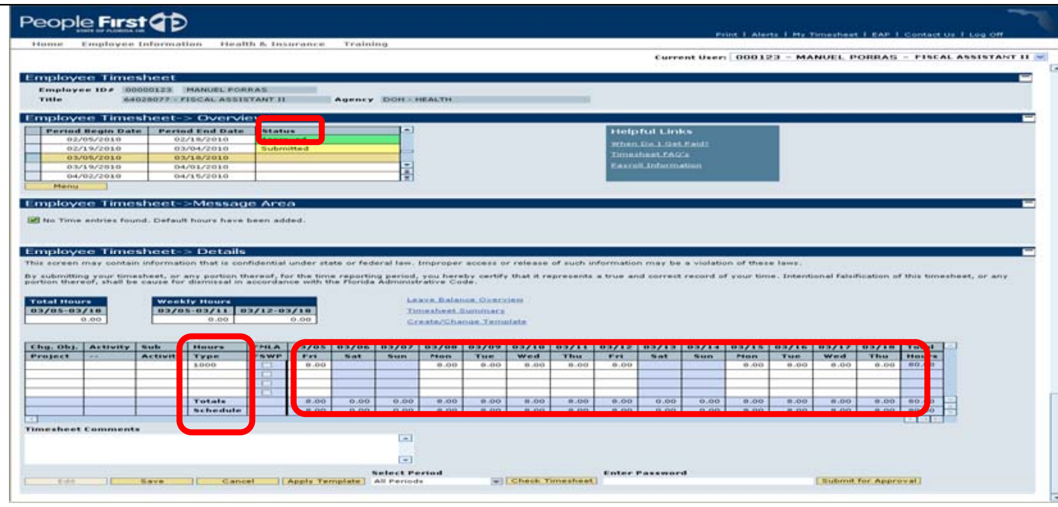

Timesheet Navigation

1. **Employee Timesheet -> Overview:**
   - Displays a summary of pay periods. Select a pay period by clicking the box to the left of the row. Once you select a timesheet, the page is automatically in Edit mode. The timesheet for the period selected appears in the **Detail** section of the screen.
   - The **Status** column displays the status of your most recent timesheets. Status indicators are color coded. (Blue = In Progress, Yellow = Submitted, Green = Approved, Red = Rejected, Orange = Unapproved)
   - **The timesheet page always defaults to the oldest, past due, incomplete timesheet.**
   - The **When Do I Get Paid?** link displays bi-weekly and monthly pay period dates, as well as the pay date. Please refer to the DEP Holiday and Payroll Schedule for important timesheet and payroll information due dates.
   - The **Timesheet FAQs** link directs you to frequently asked questions about the timesheets.
   - The **Payroll Information** link directs you to the Employee Earnings Statement website.

2. **Employee Timesheet -> Message Area:** Contains informational warning and error messages.

3. **Employee Timesheet -> Details:**
   - The **Total Hours** section shows the timesheet reporting period and the total hours recorded.
   - The **Leave Balance Overview** link allows you to view your Leave Balances.
   - The **Timesheet Summary** link allows you to access timesheet history, and
   - Use the **Create/Change Template** link to create or change a timesheet template. This is recommended for employees that use multiple charge objects.

4. **Fields available for completing a timesheet:**
   - Select the appropriate charge object for all hours worked. Your supervisor can provide this information.

<table>
<tr>
<td></td>
<td>Save. If you receive a warning message, you will need to click the Save button for a second time for your entries to be saved.

The Cancel button cancels any unsaved entries in your timesheet.
If you use a template click the Apply Template button to apply your timesheet template.
Click the drop-down arrow in the Select Period field to choose a different work week to submit. This is for overtime eligible employees who wish to submit a timesheet by single work week.
Click the Check Timesheet button to validate that you entered the timesheet correctly. Error messages will appear in the Employee Timesheet Message area if the timesheet is not entered correctly. The system automatically saves any entries you made if it is error free.

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</tr>
<tr>
<td>Enter Timesheet with Hours Worked (Hours Type 1000)</td>
<td>Follow the steps below to enter a timesheet with hours worked from the Home Page.
<table>
<tr><td colspan="2">Steps</td></tr>
<tr><td>1.</td><td>Select the My Timesheet from the Home Page.
NOTE: The system will default to the oldest, past due, incomplete timesheet.</td></tr>
<tr><td>2.</td><td>Select the appropriate charge object (Your supervisor can provide this information) or Click the Apply Template button to apply your timesheet template with your appropriate charge objects.</td></tr>
<tr><td>3.</td><td>Enter your work hours.</td></tr>
<tr><td>4.</td><td>Enter a comment in the Timesheet Comment field if needed.</td></tr>
<tr><td>5.</td><td>Click the Save button.</td></tr>
<tr><td>6.</td><td>Enter your People First password in the Enter Password field.</td></tr>
<tr><td>7.</td><td>Click the Submit for Approval button.</td></tr>
</table>
</td>
</tr>
<tr>
<td>Enter Timesheet with Annual Leave</td>
<td>Follow the steps below to enter a timesheet with annual leave hours starting from the Home Page.
<table>
<tr><td colspan="2">Steps</td></tr>
<tr><td>1.</td><td>Select the My Timesheet from the Home Page.
NOTE: The system will default to the oldest, past due, incomplete timesheet.</td></tr>
<tr><td>2.</td><td>If using the default hours on your timesheet, change the number of hours worked to 0 (zero) for the day(s) that leave was taken. If using the template, click the Apply Template button to apply your timesheet template with your appropriate leave hours types or select the appropriate hours type from the drop down list.</td></tr>
<tr><td>3.</td><td>Enter the number of hours for each affected day.</td></tr>
<tr><td>4.</td><td>Enter a comment in the Timesheet Comment field if needed.</td></tr>
<tr><td>5.</td><td>Click the Save button.</td></tr>
<tr><td>6.</td><td>Enter your People First password in the Enter Password field.</td></tr>
<tr><td>7.</td><td>Click the Submit for Approval button.</td></tr>
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</table>

Leave Balance Overview

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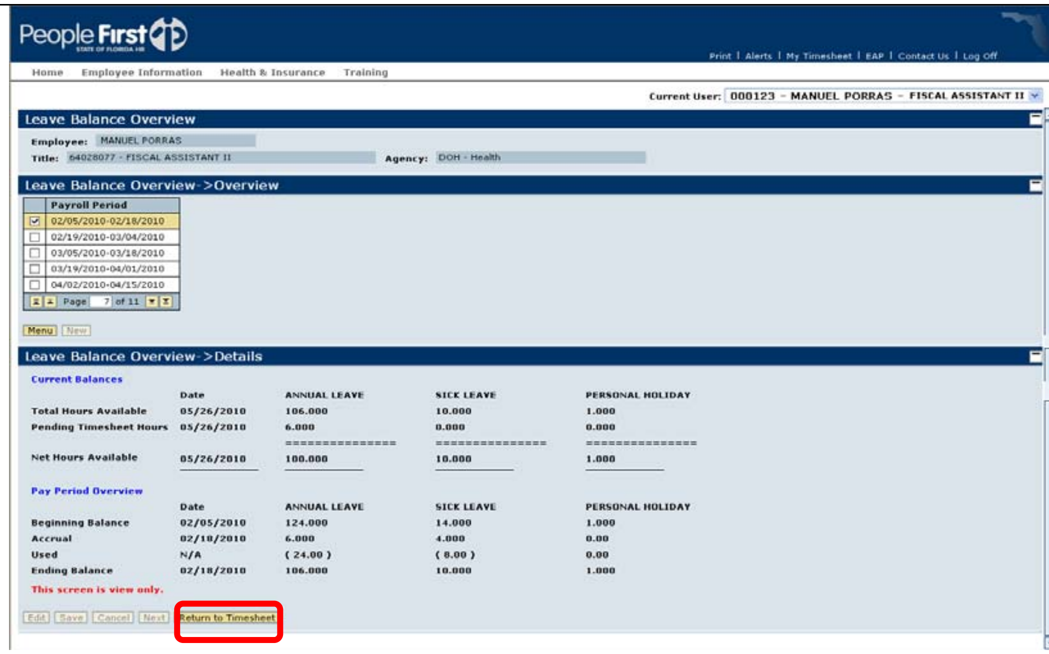

Leave Balance Overview Navigation

The leave Balance Overview page displays your beginning and ending leave balances as they relate to timesheets. This page is for viewing only.

1. **Leave Balance Overview->Overview:**
   - Payroll Period is shown.
   - The date range displayed in the Details section can be changed by clicking in the box to the left of the row.

2. **Leave Balance Overview->Details:**
   - Annual, sick, and other types of leave displayed in hours, as well as pending hours entered on the timesheet.
   - Personal holiday is displayed as a day, not hours.

Checking Your Leave Balances

Follow the steps below to view your leave balance starting from the Timesheet Screen.

Steps	
1.	Access the Leave Balance Overview page by clicking the Leave Balance Overview link on the Timesheet Page.
2.	Review annual, sick, and other leave types, as well as pending hours entered on your timesheet.
3.	To go back to the timesheet, click the Return to Timesheet button.

EMPLOYEE TIMESHEET APPROVAL (SUPERVISOR OR TIMEKEEPER ONLY)

Introduction

As a supervisor or timekeeper, you are required to approve timesheets for your employees. In this section, we look at the **Employee Timesheet Approval** screen and the process for approving a timesheet. These time approvals are immediately updated upon submission.

Getting Started

Follow the appropriate path to access the screen to approve an employee timesheet.

Your path is . . .
Login Screen > Home Page > My Tasks Due > Timesheets Needing Action or Approval ***OR*** *Login Screen > Home Page > Management Tab > My Direct Reports > Employee Timesheet Approval* ***OR*** *Login Screen > Home Page > My Quick Links > My Direct Reports > Employee Timesheet Approval*

Timesheet Approval

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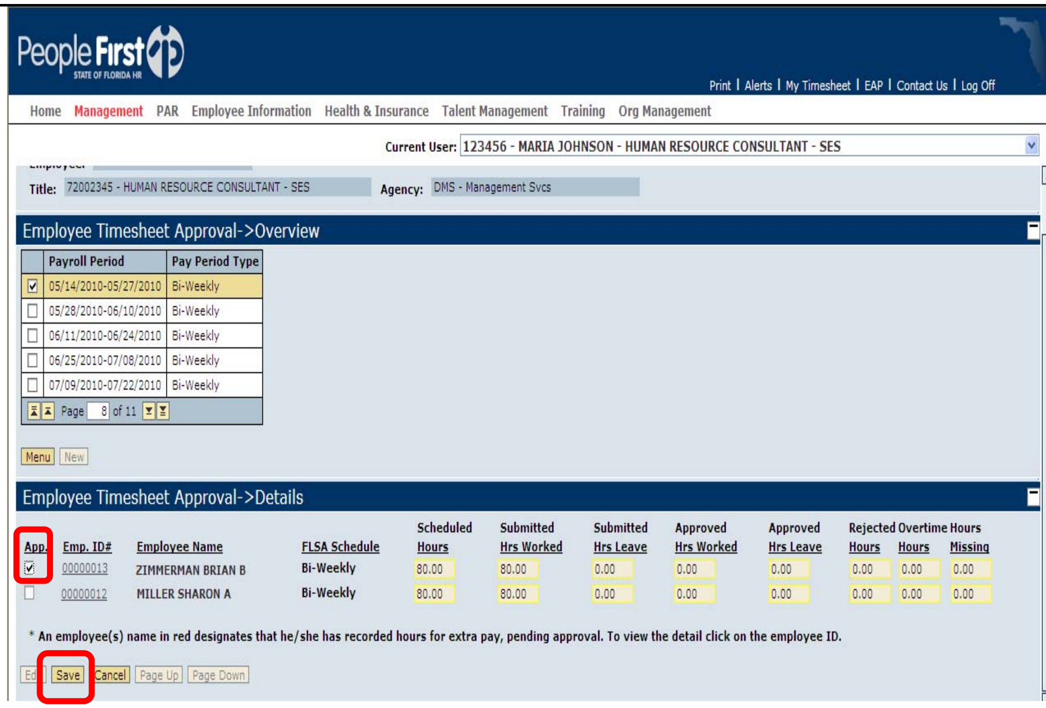

Timesheet Approval Navigation

1. **Employee Timesheet ->Overview**
   - This page displays the timesheet Payroll Periods and Pay Period Types. You can select a specific payroll period to view by clicking in the checkbox to the left of that period.

2. **Employee Timesheet Approval -> Details:**
   - When you select a payroll period to view, the employee's timesheet totals for that period are displayed.

<table>
<tr>
<td>Employee Timesheet Approvals</td>
<td>Follow the steps below to approve an employee’s timesheet starting from the Home Page.

<table>
<tr><th colspan="2">Steps</th></tr>
<tr><td>1.</td><td>Select Timesheets Needing Action or Approval under My Tasks Due on the Home Page or access by Management Tab > My Direct Reports > Approvals > Employee Timesheet Approval.</td></tr>
<tr><td>2.</td><td>Click the ☐ next to the specific payroll period.</td></tr>
<tr><td>3.</td><td>Review the employee’s timesheet totals in the Employee Timesheet Approval -> Details section. Click employee ID number to review and verify employee timesheet entries.</td></tr>
<tr><td>4.</td><td>To approve the timesheet, click the Edit button and then click the ☐ box in the App. column.
Note: If you need to make updates to the employee’s timesheet, click the Employee ID link then you can approve, reject or modify the timesheet.</td></tr>
<tr><td>5.</td><td>Click the Save button.</td></tr>
</table>
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</tr>
</table>