

2012 Holiday and Payroll Schedule

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2012 HOLIDAY SCHEDULE

<u>HOLIDAY</u>	<u>DATE HOLIDAY OBSERVED</u>
CHRISTMAS	MONDAY, DECEMBER 26, 2011
NEW YEARS DAY	MONDAY, JANUARY 2, 2012
MARTIN LUTHER KING JR. DAY	MONDAY, JANUARY 16, 2012
MEMORIAL DAY	MONDAY, MAY 28, 2012
INDEPENDENCE DAY	WEDNESDAY, JULY 4, 2012
LABOR DAY	MONDAY, SEPTEMBER 3, 2012
VETERANS DAY	MONDAY, NOVEMBER 12, 2012
THANKSGIVING	THUR. AND FRI. NOVEMBER 22-23, 2012
CHRISTMAS	TUESDAY, DECEMBER 25, 2012
NEW YEARS DAY	TUESDAY, JANUARY 1, 2013
MARTIN LUTHER KING JR. DAY	MONDAY, JANUARY 21, 2013

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2012 LAW ENFORCEMENT CJIP WARRANT SCHEDULE

CJIP WARRANT DATE

12/14/2011	05/16/2012	10/17/2012
01/19/2012	06/20/2012	11/15/2012
02/15/2012	07/18/2012	12/19/2012
03/14/2012	08/15/2012	01/16/2013
04/18/2012	09/19/2012	

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2012 SUPPLEMENTAL PAYROLL SCHEDULE

All overtime, on-call, personnel/payroll actions not processed on the monthly/biweekly payroll, leave payouts, etc. will be processed on a supplemental payroll. The employee's timesheet must be approved in the PEOPLE FIRST System for some of the above payments to process. Contact Personnel at 850-245-2511 for additional information.

*DOCUMENTATION <u>DUE DATE</u>	SUPPLEMENTAL <u>WARRANT DATE</u>
12/02/2011	12/12/2011
12/16/2011	12/27/2011
12/29/2011	01/09/2012
01/12/2012	01/23/2012
01/27/2012	02/06/2012
02/10/2012	02/21/2012
02/24/2012	03/05/2012
03/09/2012	03/19/2012
03/23/2012	04/02/2012
04/06/2012	04/16/2012
04/20/2012	04/30/2012
05/04/2012	05/14/2012
05/18/2012	05/29/2012
06/01/2012	06/11/2012
06/15/2012	06/25/2012
06/28/2012	07/09/2012
07/13/2012	07/23/2012
07/27/2012	08/06/2012
08/10/2012	08/20/2012
08/24/2012	09/04/2012
09/07/2012	09/17/2012
09/21/2012	10/01/2012
10/05/2012	10/15/2012
10/19/2012	10/29/2012
11/02/2012	11/13/2012
11/15/2012	11/26/2012
11/30/2012	12/10/2012
12/14/2012	12/24/2012
12/27/2012	01/07/2013
01/11/2013	01/22/2013

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2012 MONTHLY PERSONNEL ACTIONS/PAYROLL SCHEDULE
& FTE TIMESHEET DUE DATES

*To ensure timely payroll processing, all required personnel action entries in PEOPLE FIRST must be approved and completed in the PEOPLE FIRST System by this due date. We begin approving PARs around the 5th of each month.

IMPORTANT: Supervisors should notify Personnel Services at 850-245-2511 by the monthly Personnel/Payroll Actions due date of any separations and/or leave without pay situations for that month and to obtain guidance on required processing procedures. If notification, including the employee's projected timesheet for the month, is received after the Personnel/Payroll Actions due date for the affected month, the employee will be required to repay the salary overpayment or their state salary warrant must be cancelled and reissued.

EARNING STATEMENTS: All employees should check the Department of Financial Services (DFS) Employee Earnings website each pay period at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/> to see when wage payments have been made, and that the payments made are accurate. Verifying payments received are due and accurate is the responsibility of the employee and supervisor.

<u>MONTHLY PAY PERIOD</u>	<u>*PERSONNEL/PAYROLL ACTIONS DUE</u>	<u>TIMESHEET DUE DATE</u>	<u>WARRANT DATE</u>	<u>DEFAULT CONTRACT HOURS</u>
December 2011	12/15/2011	01/06/2012	12/30/2011	176
January 2012	01/17/2012	02/07/2012	01/31/2012	176
February 2012	02/15/2012	03/07/2012	02/29/2012	168
March 2012	03/15/2012	04/06/2012	03/30/2012	176
April 2012	04/16/2012	05/07/2012	04/30/2012	168
May 2012	05/16/2012	06/07/2012	05/31/2012	184
June 2012	06/15/2012	07/06/2012	06/29/2012	168
July 2012	07/17/2012	08/07/2012	07/31/2012	176
August 2012	08/16/2012	09/07/2012	08/31/2012	184
September 2012	09/13/2012	10/08/2012	09/28/2012	160
October 2012	10/17/2012	11/07/2012	10/31/2012	184
November 2012	11/14/2012	12/07/2012	11/30/2012	176
December 2012	12/13/2012	01/07/2013	12/31/2012	168
January 2013	01/17/2013	02/07/2013	01/31/2013	184

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2012 OPS BIWEEKLY TIMESHEET/PAYROLL SCHEDULE

*To ensure timely payroll processing timesheets must be approved in the PEOPLE FIRST System by the due date. Timesheets approved after the due date will be processed on the next available Supplemental or Biweekly Payroll. Dates in **RED** indicate an earlier deadline due to a holiday that falls on a Monday.

IMPORTANT: OPS employees should verify that their supervisor has approved their timesheet by the due date. In the supervisor's absence, the next level manager and/or the designated timekeeper can approve the timesheet. OPS employees should check the Department of Financial Services (DFS) Employee Earnings website at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/> on the Tuesday prior to the warrant date to ensure their pay has been processed correctly. If there appears to be a problem, the employee should IMMEDIATELY contact their supervisor and/or personnel representative.

NOTE: Please note that the pay periods listed on the OPS earning statement do not match the DEP Biweekly pay periods listed below. OPS employees should reference the DEP Biweekly schedule for accurate pay information.

<u>BIWEEKLY PAY PERIOD</u>	<u>BEG. DATE OF PAR APPROVALS</u>	<u>*TIMESHEETS DUE</u>	<u>WARRANT DATE</u>
11/04/2011 - 11/17/2011	11/14/2011	11/21/2011	12/02/2011
11/18/2011 - 12/01/2011	11/28/2011	12/05/2011	12/16/2011
12/02/2011 - 12/15/2011	12/12/2011	12/19/2011	12/30/2011
12/16/2011 - 12/29/2011	12/23/2011	12/30/2011	01/13/2012
12/30/2011 - 01/12/2012	01/09/2012	01/13/2012	01/27/2012
01/13/2012 - 01/26/2012	01/23/2012	01/30/2012	02/10/2012
01/27/2012 - 02/09/2012	02/06/2012	02/13/2012	02/24/2012
02/10/2012 - 02/23/2012	02/20/2012	02/27/2012	03/09/2012
02/24/2012 - 03/08/2012	03/05/2012	03/12/2012	03/23/2012
03/09/2012 - 03/22/2012	03/19/2012	03/26/2012	04/06/2012
03/23/2012 - 04/05/2012	04/02/2012	04/09/2012	04/20/2012
04/06/2012 - 04/19/2012	04/16/2012	04/23/2012	05/04/2012
04/20/2012 - 05/03/2012	04/30/2012	05/07/2012	05/18/2012
05/04/2012 - 05/17/2012	05/14/2012	05/18/2012	06/01/2012
05/18/2012 - 05/31/2012	05/25/2012	06/04/2012	06/15/2012
06/01/2012 - 06/14/2012	06/11/2012	06/18/2012	06/29/2012
06/15/2012 - 06/28/2012	06/25/2012	07/02/2012	07/13/2012
06/29/2012 - 07/12/2012	07/09/2012	07/16/2012	07/27/2012
07/13/2012 - 07/26/2012	07/23/2012	07/30/2012	08/10/2012
07/27/2012 - 08/09/2012	08/06/2012	08/13/2012	08/24/2012
08/10/2012 - 08/23/2012	08/20/2012	08/24/2012	09/07/2012

08/24/2012 - 09/06/2012	08/31/2012	09/10/2012	09/21/2012
09/07/2012 - 09/20/2012	09/17/2012	09/24/2012	10/05/2012
09/21/2012 - 10/04/2012	10/01/2012	10/08/2012	10/19/2012
10/05/2012 - 10/18/2012	10/15/2012	10/22/2012	11/02/2012
10/19/2012 - 11/01/2012	10/29/2012	11/02/2012	11/16/2012
11/02/2012 - 11/15/2012	11/09/2012	11/19/2012	11/30/2012
11/16/2012 - 11/29/2012	11/26/2012	12/03/2012	12/14/2012
11/30/2012 - 12/13/2012	12/10/2012	12/14/2012	12/28/2012
12/14/2012 - 12/27/2012	12/21/2012	12/31/2012	01/11/2013
12/28/2012 - 01/10/2013	01/07/2013	01/11/2013	01/25/2013
01/11/2013 - 01/24/2013	01/18/2013	01/28/2013	02/08/2013

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