

## Completing and Verifying Personal Information in People First

Your supervisor or your division's personnel liaison will enter some of your personal information when you are hired; however, you must verify accuracy of this information and complete some information yourself. To enter or review your personal information, follow these steps within People First:

- Click on the **Employee Information** tab;
- Click on the **Personal Information** icon;
- Select one of the items in this menu (details outlined below) to review and/or update;
- Verify that the view-only screens are accurate (ask your supervisor or the Bureau of Personnel Services to make corrections as needed).

**Direct Deposit:** The state mandates that FTE employees use the direct deposit process. It is highly recommended that OPS use this process also. This process automatically deposits your paycheck into your financial institution account on your pay date. You will receive paper paychecks 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. Rest assured that you are the only person who can view your direct deposit information.

DEP FTE employees are paid on a monthly basis, on the last working day of the month. Please visit the [Holiday and Payroll Schedule](#) for specific pay dates.

**Driver License:** If a driver license is required for your position, your supervisor will complete this section. If you need to make a change, contact your supervisor, your division's personnel liaison or the Bureau of Personnel Services.

**Equal Employment Opportunity-Veteran-Affirmative Action Plan:** It is important that you complete this information, as the data is used to meet both state and federal reporting requirements. If you are a current or former military employee, be sure to update this to reflect your military status.

**Emergency Contacts:** Please be sure to keep this field accurately updated so that DEP can contact someone for you in the event of an emergency.

**Employee Education:** This information is helpful, but not required.

**Employee Languages:** This information is optional, but you may record languages other than English that you speak, read, and/or write.

**Home Address:** This is the address where the state will mail correspondences, including your open enrollment packet and other benefit information. Most likely, your supervisor or division's personnel liaison entered your home address and phone number when you were hired; however, you should check both for accuracy and update them as soon as possible if you move or change phone numbers. If this is your primary mailing address, do not enter this information under "mailing address." You may enter up to 30 characters for your address.

**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 then receive your state mail at this address instead of your home address.

**Outside Employment:** Please be sure to review DEP Directive 401, Dual Employment and Secondary Employment Outside of State Government for specific process and approval information. Contact your supervisor or division's personnel liaison if you have any questions regarding this type of employment.

**Professional License and Certification:** Only needed if required for your position.

**Personal Information:** Check your Social Security number, your birth date, and the spelling of your name. Notify your supervisor, personnel liaison, or the Bureau of Personnel Services if there are errors. Also, if you go by a nickname that you wish to have published in the 411 online employee phone directory, complete the nickname section and check **Publish Nickname**.

**W4:** Your W4 must be completed accurately so that you have the correct federal withholding taxes withheld from your earnings. If you are not certain how to determine your withholdings, contact the Bureau of Personnel Services for general guidance or go to [www.irs.gov](http://www.irs.gov).

**Benefits:** For important State Group Insurance benefits information, be sure to visit [MyFlorida.com/MyBenefits](http://MyFlorida.com/MyBenefits).