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 health and 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:
http://www.myflorida.com/myflorida/EmployeeDeployReadyVideo/index.htm

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/71933/430349

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 user 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 birth date (MMDDYY) for security verification.

PEOPLE FIRST User ID AND PASSWORD

The People First Service Center mails a letter to you with your People First user 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 user 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 birthday (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 in case you forget your People First password or lock yourself out of the system.

Refer to the People First Password Frequently Asked Questions for more information.

COMPLETE YOUR PERSONAL INFORMATION

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 Home Page (page that is presented once you have successfully logged in):

1. Place your cursor over the Employee Information tab;
2. Place your cursor over the Personal Information header;
3. Select the item from the Personal Information menu to view and update.

☐ **Personal Information:** Check your Social Security number, your birth date, 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 employee directory, complete the nickname section 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: http://www.dms.myflorida.com/content/download/79972/462776/file/Prog%20Guide-AdminPubRecExempt_%2007-06-11.pdf

  • 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 health and insurance offerings. Your phone number is used 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 benefit notices and other People First related information to you electronically.

 Notes:
 Each year on Aug. 1, an address verification process is activated in People First for all employees to verify their contact information. Once you log in to People First, on or after Aug. 1 each year, you will be presented with the process to verify your home, mailing and notification email addresses. Completing the process is easy.

  • Only you can complete the process. Managers and human resource professionals will not complete the process on your behalf.

- Refer to the [Address Verification FAQs](#) for additional information on this annual address verification 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 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 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-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.
- 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.

VERIFY YOUR 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.

☐ **Driver's License:** If a driver's license is required for your position, your HR office or supervisor will ask for a copy and update this screen for you. Note: If your position does not require a valid driver's license, this record will generally not be created for you.

☐ **Employee Education:** For informational purposes only.

- ☐ **Outside 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).

- ☐ **Professional License and Certification:** 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).

BENEFITS

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

- ☐ **If you are eligible for benefits, you have 60 days from your initial hire date to enroll in benefits.** If you are unsure if you are eligible for benefits, please 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 benefits program. However, if you enroll and then experience a Qualifying Status Change (QSC) event, you may make allowable changes to your benefits outside of open enrollment. A complete list of QSC events and documentation requirements can be found at: http://mybenefits.myflorida.com.

- ☐ Benefits are prepaid. This means you pay for coverage the month before it begins. When you choose your 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:
    1. Complete your enrollment in People First before the first of the month coverage is to begin.
    2. Contact your HR office to process the employer contribution.
    3. Mail a check or money order, payable to Division of State Group Insurance, to the following address: People First, P.O. Box 863477, Orlando, FL 32886-3477. When you enroll online, the People First system will tell you how much you owe.

- ☐ 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 PAYROLL INFORMATION

Most Time and Payroll 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 enter or review your time and payroll information, follow these steps from the People First home page:
    1. Place your cursor over the Employee Information tab;

2. Place your cursor over the Time & Payroll Information header;
3. Select the item from the Time & Payroll menu to view and/or update.

- Timesheet simulations can be found under the Employee Training Materials section at: http://www.dms.myflorida.com/workforce_operations/people_first/for_state_employees

☐ **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.

☐ **Miscellaneous 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 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 have questions on the information contained in these screens, contact your supervisor or HR office.

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

☐ **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.

IMPORTANT INFORMATION

☐ **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. To navigate to the Florida Deferred Compensation website, select the Deferred Compensation link under the Helpful Websites section from the People First login or home page. You can go directly to the 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 navigate to the EAP site, select the EAP link in the top right header of the People First Home Page or go directly to the website at:

https://www.mylifevalues.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. To navigate to the Employees' Information Center, select the Payroll Information link under the Helpful Websites section from the People First login or home page. You can go directly to the website at: https://apps.fldfs.com/EIC/EmployeeInfoCenter/default.aspx. Note: You will create a separate login account for this site.

☐ **Performance Expectations:** Your supervisor should complete your performance expectations in People First shortly after you begin your employment. Once they have been completed, you will receive an email from the People First system as well as a task on your Performance and Talent Management dashboard to acknowledge receipt of these expectations. Watch a video demonstration on how to navigate the performance management system in People First at: http://www.myflorida.com/myflorida/PF-SoF_PerfMgmt_EE_Video/index.htm

☐ **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 navigate to the Division of Retirement's website by selecting the Florida Retirement System link under the Helpful Websites section from the People First login or home page. You can go directly to the website at: http://www.myfrs.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 team wishes you the best in your new career with the State of Florida!