**Employment and Pay**

Pay period for the Department of Commerce employees is monthly. You will be paid once a month on the last working day of the month. Your first salary warrant will be paid on a supplemental payroll if your appointment papers are submitted to Human Resource Management after the 15th of the month. Your paycheck will be received according to the supplemental payroll schedule. Subsequent warrants will be on time as indicated above.

Deductions as required by law are made from salary for (1) Withholding (income) Tax and EIC, (2) Social Security and (3) Medicare Tax.

**Direct Deposit of State Warrant**

Florida Statutes now require employees appointed to a position in state government to participate in the direct deposit program.

"Commercial banks, savings and loans and credit unions are all financial institutions. To assist you with establishing a direct deposit account at a financial institution, enter the requested banking information under the Personal Information section in the People First system."

Any employee who can demonstrate a hardship or an inability to establish a direct deposit account can request an exception from the mandatory direct deposit program. To gain an exception, a written request must be made to the Comptroller, including an explanation of the hardship or inability. This letter must be endorsed by the Chief of Personnel Services prior to being submitted to the Office of the Comptroller for approval or denial.

**Benefits**

You may sign up for various types of benefits within your first 60 days of employment. Premiums are deducted from your salary warrants for each benefit you have elected which requires a premium payment. Additional information is contained in this Packet which pertains to insurance plans offered. You must call each company for information and enrollment materials or check their website.

**Dual Employment**

For Dual Employment within State Government permission is requested on DMS Form DPA-15, Request for Approval of Dual Employment Compensation. Website <http://www.dms.myflorida.com/content/download/1360/5914/FINAL_CERT__Dual_Employment_and_Dual_Compensation_Form_Rev_January_2014.doc>

**Human Resource Management**

Staff and Responsibilities. Website <http://intra/Pages/HRStaff.aspx>

**Reporting Loss or Potential Loss of Personal Identifiable Information**

If an employee of the Department or an employee of the Department’s contractor or agent becomes aware of suspected or actual loss of Personal Identity Information (PII), he or she must immediately contact the Information Security Manager within the Division of Technology or his or her delegate.  The Department’s official delegate must then notify the SSA Systems Security Contact.  If, for any reason, the responsible Department official or delegate is unable to notify the SSA within 1 hour, the responsible Department official or delegate must report the incident by contacting SSA’s National Network Service Center (NNSC) at 1-877-697-4889.  The official or delegate must use the [worksheet](file:///N:\HRM\GeneralOverview_Attachment5.pdf) to quickly gather and organize information about the incident.  The responsible Department official or delegate must provide to SSA timely updates as any additional information about the loss of PII becomes available.