Revenue Employee Toolkit

This toolkit is a quick reference guide that lists some valuable resources for all employees. These resources complement content provided in Revenue’s New Employee Orientation Training.

### Revenue Organization and Structure

**About Revenue**
- Vision and Mission
- Values
- Climate Information and Results
- Communication Connection (Revenue-wide publications)
- Agency Policies

**Revenue’s Organizational Structure**
- Organizational Chart
- Child Support Program (CSP)
- General Tax Administration Program (GTA)
- Property Tax Oversight Program (PTO)
- Information Services Program (ISP)
- Executive Direction and Support Services Program (EXE)

### Training and Career Development

**Training**
- Learning Management System (LMS)
  - Guides for Employees
  - Guides for Supervisors
- Required Training and Policies for New Employees
- Required Training and Policies for All Employees
- Revenue Course Catalog
- Revenue Training Calendar

**Program-specific Training**
- Child Support Program (CSP)
- Property Tax Oversight Program (PTO)
- General Tax Administration Program (GTA)
- System for Unified Taxation (SUNTAX) (GTA)

**Career Development**
- RevenueU
- Career Development
  - Career Workbook
  - Career Assessment Tools
  - Career Planning
- State of Florida Tuition Waiver Program
- Media Resource Library

### Workforce Management

**Human Resources**
- Human Resources Website
- New Employee Checklist

**People First**
- People First User Guide
- People First Login

**Employee Benefits**
- Attendance and Leave
- Pre-tax Insurance
- Post-tax Insurance
- Retirement and DROP
- Family and Medical Leave Act (FMLA) and Family Supportive Work Program (FSWP)

**Compensation and Payroll**
- Payroll Deadlines

**Employee Relations**
- Accommodations
- Standards of Conduct
- Workers’ Compensation
- Grievances

**Employee Wellbeing**
- Employee Assistance Program
- Emergency Management
- Safety and Loss Prevention

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