

## **2008 Open Enrollment**

### **Purpose:**

The purpose of Open Enrollment is to allow benefits-eligible employees (USPS, A&P, Faculty, Post Doctoral Associates & Executive Service) an opportunity to make changes to their state insurance plans.

Eligible plans include: Health Insurance, Basic/Optional Life Insurance, Flexible Spending Accounts, Health Savings Accounts, Dental Insurance, Hospitalization, Cancer/Intensive Care and Accident/Disability.

Please note, insurance plans provided by The Gabor Agency and retirement plans are not included in this open enrollment period. Retirement changes can be made anytime during the year.

### **Dates:**

Monday, September 22<sup>nd</sup> – Friday, October 17<sup>th</sup>

### **Communication:**

People First will begin mailing open enrollment communication on Friday, August 29<sup>th</sup>. The communication will include a current benefits statement (and dependent information, if applicable). Please review this material accordingly. Additionally, please make sure your home address is correct in the People First system.

### **How to Make Changes:**

All enrollments/changes must go through People First, State of Florida Benefits Administrator. Employees will need their specific 6-digit userID and password to utilize the People First system.

Employees can access People First online at <https://peoplefirst.myflorida.com> or via Service Center at 1.866.663.4735.

To obtain your userID and password, please contact the People First Service Center.

### **Effective Date:**

All enrollments/changes made during this open enrollment period will go into effect January 1, 2009.

### **Confirmation Statements:**

Employees who enroll or make changes online through People First will receive an instant confirmation statement. Regardless of how changes are made, employees will receive a confirmation statement at their home address. To ensure accuracy, please review these statements carefully. To make corrections, please contact the People First Service Center immediately to ensure corrections are made within the specified time-frame. Additionally, please make sure your home address is correct in the People First system.

### **Informational Sessions:**

The UCF Benefits Section will be hosting sessions to discuss plan changes for 2009. Dates/locations to be determined.

### **Benefits Fair:**

This year's fair will be held on Friday, October 3<sup>rd</sup> from 9am – 2pm in the Student Union, Pegasus Ballroom. Come out and meet with insurance, retirement and discount vendors.