



Open Enrollment Edition

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Any changes made as part of this event will take effect January 1, 2023. Details on specific items related to Open Enrollment may be found throughout this issue of the HR Bulletin:

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Employees must provide confirmation of any changes or enrollments made through People First to Human Resources (these may be emailed, faxed, mailed or hand-delivered). **Failure to send a copy of the confirmation statement of open enrollment changes to Human Resources prior to the end of the open enrollment period may result in inaccurate deductions and possible interruption in benefits.**

For assistance with benefits items, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) 850.474.2921.

Five Reasons to Pay Attention During Open Enrollment

Open Enrollment is the one time of the year when all eligible employees have the opportunity to sign up for or change their health, life, dental, or vision insurance coverage. Many people think Open

Enrollment is only for those who are either starting their coverage or know they want to make a change to their plans, but Open Enrollment is important for everyone. Here are 5 reasons why you should check Open Enrollment every year:

1. Check to see if there are changes in your plan - The Florida Legislature meets each spring and often passes language that affects health insurance coverage. The changes that are implemented may be big or small and could affect your plan. Checking during Open Enrollment gives you the opportunity to learn about upcoming changes and make sure your current plan is still the best choice for you.

2. Check the dollar amounts in your Saving and Spending Account - Flexible spending accounts (FSAs) are continuous until cancelled. Therefore, if you had an active FSA in the last year and don't make changes the same dollar amount deductions will be made for the following year. You want to make sure your contributions accurately reflect your need for the following year so that you don't lose the money you put into the account.

3. Make sure your dependents are still eligible - There are specific rules for which dependents are eligible for healthcare benefits and for how long. Continually claiming a dependent who is no longer eligible is considered fraud. Make sure that all of your dependents are still eligible and learn when they lose eligibility to avoid the headache of dealing with the consequences of a lapse.

4. Explore new programs and opportunities - The State Group Insurance Program is constantly working to roll out new benefits and opportunities to better serve Florida's state employees. Various pilots and programs are offered throughout the years, and if you don't check out open enrollment you could miss out on amazing opportunities.

5. Browse other plans - As you move through different stages of life, you will have different needs and your health insurance plan should always be able to cover them. Don't make the mistake of signing up for a plan at the start of your career and keeping it out of convenience. Be sure that you're on the plan that will do the most for you at this moment in time.

Beginning Oct. 1, 2022, visit mybenefits.myflorida.com to learn what's new this Open Enrollment period and check out the 2023 Benefit Guide.

Online Insurance Enrollment Information

Employees wishing to make changes during Open Enrollment Monday, October 10 through Friday, October 28, 2022 please note that this is a two-step process.

Step 1

After deciding which plans to enroll in, changes must be requested through the [People First](#) website (preferred) or by calling People First at 1.866.663.4735.

Step 2

Next, it is imperative that employees provide information on their enrollment to Human Resources (the easiest way to provide this information is by printing out a copy of the Confirmation Statement and emailing, dropping off or faxing it in to the secure fax line at 850-857-6030).

Anyone in need of information on how to use the People First website or basic login instructions should refer to the [Open Enrollment](#) page online. Here you will find various helpful tips on how to navigate the People First site.

For assistance with benefits items, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) 850.474.2921.

People First Website Tips

General – The People First website has been redesigned so that more up-to-date browsers such as Google Chrome can now be used. If you have previously saved settings for this site in Internet Explorer, those should be reset, as Compatibility Mode is no longer needed and will result in errors. There have not been changes to the web address (<https://peoplefirst.myflorida.com>), User IDs, or passwords with the upgrade to the new portal.

User ID – A six- or seven- digit number assigned when first loaded into the People First system as an employee. The number is listed on your benefits statements that come by mail from People First or can be obtained online by clicking “Forgot Login ID.”

Password Reset – On the [website](#) there is a “Forgot Password” link that will guide you through the process, which requires a verification code that can be sent via text or email. UWF Human Resources does not have access to passwords or capability to reset your password.

Step-by-Step Assistance – For additional help with the enrollment process, refer to our [People First Benefits Enrollment](#) guide or attend an Open Enrollment Assistance session.

Open Enrollment Assistance

Employees considering changes to insurance elections are invited to attend one of several assistance sessions in order to ask questions and/or sign up online for the 2023 plan year. Assistance Sessions for help with Open Enrollment and the People First website will be held in the Library Classroom on the following days/times:

- Monday, October 10, 9:30-10:30am
- Thursday, October 13, 2:30-3:30pm
- Tuesday, October 18, 9:30-10:30am
- Tuesday, October 25, 2:30-3:30pm
- Friday, October 28, 2:30-3:30pm

Additionally, an Open Enrollment Assistance Day will be held at the Emerald Coast Campus on:

- Wednesday, October 26, 9:00 am to 4:00 pm (please schedule an appointment by emailing [Elsie Rivera](#))

For each of these sessions, please sign up on the [Professional Development Learning Library](#) or by calling 850.474.2694.

What's New for 2023

Please review your Open Enrollment package, which will be mailed in October. Beginning Oct. 1, 2022, visit mybenefits.myflorida.com to learn what’s new this Open Enrollment period. A summary of the news items for this year is also available on our [HR Open Enrollment page](#), including the [What’s New for 2023 overview](#).

Benefits Fair Highlights

This year's Benefits Fair on Thursday, October 20 is not to be missed! Vendors will be on hand with giveaways and door prizes. Refreshments will be served. The following providers (and more!) will be in the Commons Conference Center from 9 a.m. to 2 p.m. to answer

questions:

- Florida Blue and Aetna
- State of Florida Employees' Prescription Plan (CVS/Caremark)
- Gabor Financial Solutions
- Securian Financial
- AFLAC, Cigna, Colonial and New Era Supplemental Plans
- Humana Vision Plan
- Ameritas, Sun Life, Cigna, MetLife, and Humana Dental Plans
- VOYA, MetLife, TIAA, AIG (formerly VALIC), AXA, and Nationwide Retirement and Investments (Pre-Tax and Roth)
- Chard Snyder
- Shared Savings provider SurgeryPlus
- Medicare Advantage Prescription Drug (MA-PD) providers United Healthcare (PPO) and Humana (HMO)
- The Division of State Group Insurance
- People First

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