



People First Service Center • P.O. Box 6830 • Tallahassee, FL 32314 • Tel: 866-663-4735 • Fax: 904-828-6092 • TTY: 866-221-0268

<<Date>>

<<Employee Name>>

<<Employee Address Line 1>>

<<Employee Address Line 2>>

<<People First User ID>>:

Dear <<Employee Name>>:

Congratulations on your new position with the State of Florida! As a new employee, you can choose health insurance and other insurance benefits for yourself and your eligible family members. To learn about your benefit options, go to [www.MyFlorida.com/MyBenefits](http://www.MyFlorida.com/MyBenefits). Afterwards, log in to <https://PeopleFirst.MyFlorida.com> and click the Health and Insurance tab to make your benefit choices.

You can start your health and/or basic life insurance benefits the month after you are hired; for example, if you are hired in June, you can start your benefits July 1. If you want to do this, you must:

1. Immediately process your enrollment through the People First system and select an early effective date (In the example above, July 1 is the early effective date.). The system will notify you to send a check for your part of the first month's premium amount.
2. Immediately contact your personnel office to process the paperwork.

If you don't want the earlier date, simply make your choices in People First. The system automatically enrolls you the second or third month after your hire date, depending on your payroll schedule; for example, if you are hired in June, your premium payments are deducted in July and your coverage begins August 1.

You have 60 days from your hire date to choose your benefits. Once you've made your choice or if you miss the 60-day deadline, you must wait until the next annual open enrollment period to enroll in the benefits program. However, if you have a qualifying status change, such as a birth or marriage, you can change your benefits at that time.

If you enroll in family coverage, you must supply documentation, such as a marriage license or birth certificates, to the Service Center as proof of your dependents, pursuant to Florida Administrative Code, Rule 60P-2.002. The fax number is (904) 828-6092. Be sure to write your People First ID# in the top right corner on each document. Keep a copy of the fax confirmation for your records.

If you have questions about benefits or need help with People First, please call us at (866) 663-4735. We are open Monday through Friday, from 8:30 a.m. to 5:30 p.m. Eastern Time.

Enjoy your new career!

Sincerely,  
People First Service Center

30NH 30 Day Reminder—New Hire 12-17-08