



THE FLORIDA STATE UNIVERSITY

Office of Human Resources – Benefits
A-6200 University Center,
Tallahassee FL 32306-2410
(850) 644-4015 www.hr.fsu.edu

To: Florida State University Employees
Date: October 1, 2013
Re: People First Letter to OPS Employees

Background

The Affordable Care Act will require everyone to have health insurance or be subject to potential fiscal penalties beginning January 1, 2014. You can get the required insurance through an employer plan (such as FSU's plans for benefits-eligible faculty and staff, or a spouse's employer plan), through a government program (such as Medicare or Medicaid) or through coverage you buy on your own.

OPS Employees: What this means for you

All OPS employees at FSU, including those that were not previously, have been reported to People First, the State's insurance benefits administrator. If you are an employee who was not previously in the People First system through FSU, you received the sample letter below. This letter is to inform you that, due to the Affordable Care Act and recent legislation in Florida, you may be eligible to participate in the State Group Insurance Program. If you are determined to be eligible you will receive an open enrollment packet in October outlining your options and the costs. You will then be able to make elections during open enrollment, which runs from October 21st through November 8th. Insurance benefits elections made during open enrollment will become effective January 1st, 2014.

For additional information

- All employees may visit [FSU's Affordable Care Act Web page](#).
- Benefits-eligible faculty and staff may contact the FSU Human Resources Benefits Office at 850-644-4015 or insben@admin.fsu.edu.



DEPARTMENT OF MANAGEMENT
SERVICES



People First Service Center • P.O. Box 6830 • Tallahassee, FL 32314 • Tel: 866-663-4735 • Fax: 800-422-3128 • TTY: 866-221-0268

People First ID:

09/10/2013

Dear

Congratulations on your new position! You now have access to the state's online personnel system, People First. If you are eligible to participate in the State Group Insurance Program, we will send you a benefits package. Keep this letter so you will know how to log in to People First to enroll in health and other pretax insurance benefits, check your monthly premiums, and more.

To log in to your secure People First user account at <https://PeopleFirst.MyFlorida.com>:

1. Enter your People First user ID number, shown above.
2. Enter your temporary password: Pf (uppercase P, lowercase f) plus your two-digit birth month, two-digit birth day, and the last two digits of your birth year. For example, if you were born on March 5, 1972, your password would be Pf030572.
3. Choose three security questions and answers and change your password. Instructions and password guidelines are on the People First Web site. Be sure to remember your security answers and password.

Need help? People First training materials are available at www.dms.MyFlorida.com/pf and benefit information is available at www.MyFlorida.com/MyBenefits.

If you have questions or need help using People First, please call us toll free (866) 663-4735. TTY users call (866) 221-0268. We are open Monday through Friday from 8:00 a.m. to 6:00 p.m. Eastern Time. When you call, you'll need your People First user ID, the last five digits of your Social Security number and your six-digit birth day (MMDDYY) for security purposes.

We wish you all the best with your new opportunity.

Sincerely,
People First Service Center

Note: For your protection, please keep this letter in a secure place, memorize your People First information and do not share it.

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State of Florida
www.MyFlorida.com

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