



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

Post Office Box 1654 (32302)  
227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

**COMMISSIONERS**

**Brad King, Chair**  
*State Attorney*  
**Diamond R. Litty**  
*Public Defender*  
**Jerry Hill**  
*State Attorney*  
**Kathleen Smith**  
*Public Defender*

**MEMORANDUM #30-16HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, Esq., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Open Enrollment and Benefit Fairs Dates

**DATE:** August 31, 2016

---

Attached please find information from the Department of Management Services, Division of State Group Insurance, with important Open Enrollment and Benefit Fairs dates.

**Please remind all employees to make sure that their and their dependents' Social Security numbers and their mailing addresses are correct in People First.**

Please do not hesitate to contact your Benefits Coordinator at [benefits@justiceadmin.org](mailto:benefits@justiceadmin.org) or (850)488-2415 if you have questions.

Thank you.

# Mark your calendar!

Open Enrollment starts 8 a.m. on Monday, Oct. 17, and ends Friday, Nov. 4, 2016, at 6 p.m. ET.

## Take time now to do the following:

- ✓ Know your People First password. Passwords expire every 90 days for your protection. See our [Frequently Asked Questions](#), question 8, on how to reset your password quickly, if needed.
- ✓ Be sure your mailing *and* email addresses are correct in [People First](#).
  - Update mailing address by Sept. 30, 2016, to get your Open Enrollment benefits package on time.
  - Add a notification email address in People First to receive important emails.
- ✓ Learn more. Review benefit options on the [My Benefits website](#) and call the [insurance company](#) directly if you have questions about coverage, network access and other plan benefits.
- ✓ Check out our [benefits fairs schedule](#) to see if there is an event near you.

