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 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.