



## SEPTEMBER 2009 TIP OF THE MONTH

### A Tip from *The Benefits Expert*

**Did you know...** now is the time to review and change your benefits?

The Open Enrollment period is the time when employees can evaluate and make changes to their benefits selections for the upcoming plan year. This year's open enrollment period runs from 8:00 AM on Monday, September 14 until 5:30 PM on Friday, October 9<sup>th</sup>. Here's a checklist of important steps that will make Open Enrollment a smooth and successful process for you.

- Sign onto People First's website now** (<http://peoplefirst.myflorida.com/>) to make sure you know your password or to reset it if you've forgotten it. You do not want to find out at the last minute that you do not have access to make changes to your benefits. (Note: the People First website is not compatible with Mac software.)
- Review your benefits summary packet** that you received in the mail.
- Attend the USF Employee Benefits Fair** on September 22<sup>nd</sup> in the Marshall Student Center Ballroom, between 9:00 AM and 4:00 PM to talk with USF Benefits Representatives and benefits providers.
- Visit the MyBenefits website** (<http://www.myflorida.com/mybenefits>) to evaluate if the benefits plans you're currently enrolled in are right for you. The site offers many tools, such as the Dental Plan Calculator, to help you determine if you should remain with your current enrollments or make changes.
- Enroll or make changes early** in the open enrollment period to avoid last-minute mistakes or problems. Because Open Enrollment is one of the busiest times for the HR Benefits team, if you need to meet with a Benefits Representative, it is strongly suggested that you schedule an appointment with the Benefits Representative for your [Service Center](#) early in the open enrollment period.

It's easy to enroll or make changes to your benefits on the People First website. Once you login, you'll be able to view benefits brochures and information and make changes for Plan Year 2010.

If you are in need of assistance with your password or web enrollment, contact a People First representative Monday through Friday, 8:30 AM to 5:30 PM, at **1-866-663-4735**. Have your People First ID available, as this will expedite your call.