



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR19-2020

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Open Enrollment Key Dates

DATE: September 16, 2020

The attached Management Advisory from the Division of State Group Insurance provides important key dates for the 2021 Plan Year Open Enrollment.

If you have any questions, please contact your Benefits Coordinator.

Thank you.



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Ron DeSantis, Governor
 Jonathan R. Satter, Secretary

MANAGEMENT ADVISORY #20-010

DATE: September 16, 2020
TO: Human Resource Officers and Benefits Managers
FROM: Ryan Stokes, Interim Director *Ryan Stokes*
SUBJECT: Open Enrollment

Key Dates (all times Eastern)	Event	Comments
Wednesday, September 16, 2020	Open Enrollment Kit	Kit will include announcements, Email, posters, video and website text.
Monday, September 28, 2020	Pre-Recorded Educational Videos- Go Live	Posted online
Monday, September 28, 2020, to Friday, October 30, 2020	Open Enrollment Benefit Fair Webinar Series	Live webinar series
By Friday, October 2, 2020, 6 p.m., ET	In People First, employees should: <ul style="list-style-type: none"> • Confirm their address is correct, • Add their email notification address, and • Submit and approve all timesheets for OPS employees. 	For some employees, this timesheet approval process is in the middle of the pay period; however, this step captures OPS employee hours worked from October 3, 2019, to October 2, 2020.
Starting week of October 5, 2020	<ul style="list-style-type: none"> • People First will mail Open Enrollment packets to all eligible employees. Benefit Statements can also be accessed by employees in People First. • Visit myBenefits.myflorida.com for Open Enrollment for plan year 2021 information. 	Special rules apply to new employees hired after the Open Enrollment snapshot which occurs on October 2, 2020. See GC 306 .
Monday, October 19, 2020, 8 a.m. ET through Friday, November 6, 2020, 6 p.m., ET	Open Enrollment period for State Group Insurance	

Monday, November 9, 2020, through Friday, November 20, 2020	Correction Period	Employees can make corrections online or by calling the People First Service Center.
December 2020	Payroll deductions begin in December for insurance coverage effective January 1, 2021.	
December 2020	Employees will receive insurance cards for new insurance coverage that is effective January 1, 2021.	
January 2021	Payroll deductions for flexible spending accounts and health savings accounts begin January 1, 2021, for the plan year.	