



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR20-2021

To: Agency Administrators
From: Carolyn Horwich, Esq., Director of Human Resources
Subject: Open Enrollment Key Dates
Date: September 15, 2021

Please share the attached Management Advisory containing important information about key dates for Open Enrollment for Plan Year 2022.

The Management Advisory contains several internal hyperlinks; emailing the document to all employees in its original form will maintain the hyperlinks.

Thank you.



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Ron DeSantis, Governor
 J. Todd Inman, Secretary

MANAGEMENT ADVISORY #21-008

DATE: Sept. 15, 2021
TO: Human Resource Officers and Benefits Managers
FROM: Ryan Stokes, Director *Ryan Stokes*
SUBJECT: Open Enrollment

Key Dates (all times Eastern)	Event	Comments
Tuesday, Sept. 14, 2021	Open Enrollment Kit	Kit will include announcements, email, posters, video, and website text.
Monday, Sept. 27, 2021	Pre-Recorded Educational Videos - Go Live	Posted online
Monday, Sept. 27, 2021, to Friday, Oct. 22, 2021	Open Enrollment Online Benefit Fair WebinarSeries	Live webinar series
By Friday, Oct. 1, 2021, 6 p.m., ET	In People First, employees should: <ul style="list-style-type: none"> Confirm their mailing address is correct. Confirm their email notification address. 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 Oct. 3, 2020, to Oct. 2, 2021.
Starting week of Sept. 24, 2021	<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 2022 information. 	Special rules apply to new employees hired after the Open Enrollment snapshot which occurs on Sept. 24, 2021. See GC 313 .
Monday, Oct. 11, 2021, 8 a.m. ET through Friday, Oct. 29, 2021, 6 p.m., ET	Open Enrollment period for State Group Insurance	
Monday, Nov. 1, 2021, through Friday, Nov. 12, 2021	Correction Period	Employees can make corrections online or by calling the People First Service Center.
December 2021	Payroll deductions begin in December for insurance coverage effective Jan. 1, 2022.	

December 2021	Employees will receive insurance cards for new insurance coverage that is effective Jan. 1, 2022.	
January 2022	Payroll deductions for Flexible Spending Accounts and Health Savings Accounts begin Jan. 1, 2022, for the plan year.	