

Most, but not all, of the insurance benefits available at USF are provided through People First (PF), the third-party benefits administrator for the State of Florida. Enrollment and changes for the following benefits should be handled *directly* through PF, either by web, telephone or fax:

- Health Insurance
- State Basic Life and Optional Life Insurance
- Supplemental Dental Insurance
- Supplemental Vision Insurance
- Supplemental Cancer Insurance
- Colonial Supplemental Accident/Disability Insurance (not Long-Term Disability Insurance)
- Supplemental Hospital Insurance
- Flexible Spending Accounts (Medical and Dependent Day Care)

You will receive a letter from PF, to your home address on file with USF, containing your PF Employee ID and Default Password. Use the ID and Password to access PF to enroll for benefits or make changes.

There are three ways to enroll or change benefits through PF:

1. Web: <https://peoplefirst.myflorida.com>
  - You will need your PF ID and Default Password (pfmmdyy, of birth).
  - You will need to add the PF website to your Pop-up Blocker or turn off the Pop-up Blocker.
2. Telephone: 1-866-663-4735 (Monday through Friday, 8:30 AM – 5:30 PM, Eastern Time)
  - Press Option 1 and follow the prompts for verification.
3. Fax: 1-800-422-3128
  - If you have a PF ID, make sure it is listed on the forms and fax cover sheet. Use a Fax machine that provides a *Fax Verification Confirmation Page*, and keep that page for your records.
  - Paper Enrollment Forms – You can request paper enrollment forms from a Service Center Specialist by calling 1-866-ONEHRFL (1-866-663-4735). You can also access enrollment forms from the Forms Library on the USF HR website.

### Important Information about PF Enrollments and Changes

- You must enroll in State Benefits within 60 days of employment. If you miss the 60-day window, you will have to wait to enroll until the next Open Enrollment period, or when you experience a Qualifying Status Change (QSC) event. Most QSCs must be made within 31 days of the event. If you do not receive your People First ID before the enrollment deadline, *do not wait to enroll online*. Fax the appropriate forms and documentation to People First before the deadline.
- People First will assign effective dates based on the pay schedule; premiums are paid a month in advance of coverage. You may select an earlier effective date for health and basic life insurance only. Enrollment or any change must be completed before the effective date of coverage.
- Do not send premium payments directly to People First. Premiums must be made through University Payroll. For instructions on how to submit a payment, send an email to [benefits@admin.usf.edu](mailto:benefits@admin.usf.edu).
- Brochures and forms may be viewed or printed from the PF web site and from the State of Florida Benefits website (<http://www.myflorida.com/MyBenefits/Health/Health.htm>)

- To mail directly to PF, use the following address:  
People First Service Center  
Post Office Box 6830  
Tallahassee, FL 32314

**USF Benefits Not Handled Through People First**

There are a number of USF benefits which are not handled through People First. For information on enrollment and changes for the following benefits, contact your Benefits Representative in your Service Center:

- Gabor Long Term Disability
- Gabor Long Term Care
- Gabor Life Insurance
- Personal Accident Insurance
- Retirement
- Tax Shelter Annuities
- Deferred Compensation