

Online Enrollment (with phone in option)

Insurance and Retirement benefits for UCF employees are legislated at the state level. Accordingly, we are public employees covered by state insurance and retirement benefits. People First (the Benefits Administrator for the State of Florida insurance plans) has announced that they will no longer accept paper health enrollment forms effective January 1, 2014. This means that employees must have an active record in People First in order to complete their benefits enrollment via telephone (866.663.4735) or online.

What is an Early Effective Date?

Per Florida Administrative Code 60P-2.004, employees have 60 days from their hire date to enroll in benefits. Employees in regular positions (i.e. 9 month or 12 month Faculty, A&P, USPS, Post-Doctoral associates and Medical Residents) may elect health insurance to begin the month after they are hired if they meet eligibility requirements. For example, if you are hired in June, you can start your health insurance July 1.

The eligibility requirements for this early health coverage effective date include:

- A new employee’s information must be in the People First system.
- The first full month’s premium received.

If the above eligibility is not met, the next available effective date for health coverage, per Florida Administrative Code 60P-2.004, will then be the second month following hire date, or the first of the month following the date of enrollment in the People First system.

OPS Employees: Please note, the state currently does not offer an early effective date to OPS employees. The earliest coverage date available is the first day of the third month following their hire date.

What does this mean for hiring departments at UCF?

In order for a new employee who is hired into a regular position to receive early health coverage effective the first of the month following hire date, all new hire paperwork must be received and processed by Human Resources by the middle of the month. This will ensure that enough time is allowed for the new hire’s information to be transmitted to People First, which will provide access to enroll in benefits. For example, all new hire papers received by HR Records and in the HR system by July 15 allows time to load to the People First system so enrollment can be elected for August 1 early health effective date.

Department hiring considerations:

Choose hiring dates early to mid-month to allow ample time for processing new hire paperwork and enough time for the employee to go through orientation and enroll in benefits.

Hiring in last half of the month (especially the last day of the month) could impact eligibility dates. If your new hire is not in the UCF system and the People First system by the end of any given month, he or she will not be able to enroll for the early effective dated coverage. They will receive the next available coverage date, which is a minimum of a one month delay.

With the Fall New Faculty contract dates quickly approaching in August, please keep this in mind when processing their new faculty hire paperwork.

Enrollment Packets

Please note that People First will only send an enrollment packet after they have all necessary information, which includes a valid Social Security Number and a valid address. Missing information can cause a delay in the start of health coverage.