Benefits Enrollment
New Employee

***Employee must be active in Panther soft***

Benefits Options and Deadlines

People First (State Health Benefits):
- 60-calendar days from hire date

Health Benefits Video Overview

Retirement Plans:
- SUSORP - 90 calendar days from hire date.
- FRS Plans - 8 months from hire date to elect Investment or Pension Plan.
- If no action is taken, employee will default to FRS Investment plan (or Pension plan for High Risk position)

Retirement Video Overview

Enrollment Process

Health Benefits

- Enroll online on the People First enrollment portal: https://peoplefirst.myflorida.com
  - You will receive your People First ID by mail. Or select "Forgot Login ID" to retrieve it online with your SSN and DOB.
  - Default password is "Pfmmddyy" (Pf & your date of birth). Or select "Forgot Password" to establish a new password and security questions.
  - Check video: How to Enroll in Insurance Benefits

- Enroll over the phone with the People First Service Center.
  - Call 1-866-663-4735. Monday - Friday, 8:00 a.m. - 6:00 p.m. ET

Retirement Plan

Before making a retirement plan selection, make sure to review the information available on our [website's retirement section](https://hr.fiu.edu/benefits), in addition to the [New Hire Plan Comparison Brochure](https://hr.fiu.edu/benefits) and the [New Employee Retirement Video Presentation](https://hr.fiu.edu/benefits).

- SUSORP - submit enrollment form online (ELE-1)
- FRS Plans - two-step process:
  1. Execute contract with [SUSORP provider](https://hr.fiu.edu/benefits)
  2. Fill out [ORP-Enroll form](https://hr.fiu.edu/benefits) (forward to benefits@fiu.edu).
  - Faculty employees of College of Medicine are mandatory members of the Optional Retirement Program and must use the ORP mandatory form.

FIU Voluntary Plans & Employee Perks

FIU is a great place to work! You may also enroll in additional FIU Benefit plans as well as [Perks & Services](https://hr.fiu.edu/benefits) offered to the FIU Community.

Stay tuned by visiting our [website](https://hr.fiu.edu/benefits) and announcements shared via our [HR Newsletter](https://hr.fiu.edu/benefits) and [UnivMail](https://hr.fiu.edu/benefits).

Contact Information

- People First: 866-663-4735
- OptumRx: 888-547-9767
- Florida Blue: 800-825-2583
- Aetna: 877-858-6507
- MyFRS: 866-446-9377
- FIU HR Benefits: 305-348-2181

Important

- Failure to enroll as a new hire will result in NO BENEFITS coverage for the year, until next Annual Open Enrollment with coverage effective January 1 of next plan year.
- In order to receive communication materials regarding your State-Sponsored Benefits, it is very important to keep your address on record up to date in our Panther Soft System.

More Information

- 305-348-2181
- BENEFITS@FIU.EDU
- [https://hr.fiu.edu/benefits](https://hr.fiu.edu/benefits)