



People First E-Newsletter

Governor Jeb Bush ♦ Department of Management Services ♦ Secretary Tom Lewis, Jr.

November 2006

Volume 1, Number 3

In This Issue

- Internet Explorer 7 and People First
- Changes to the Online Job Application
- Supplemental Insurance Update
- Retiree Insurance Deadline: 01-19-07
- Time for the Holidays

Important Links

People First Logon

Internet Explorer 7

Job Seekers

New Employees

State Employees

HR Professionals

Contact People First

State Group Insurance

Division of Retirement

Human Resource Management

People First Training Videos

Service Center Hours

Monday through Friday
8:30 a.m. to 5:30 p.m. EST

Service Center Numbers

1-866-663-4735
1-866-221-0269 TTY

Internet Explorer 7 and People First



If you have Windows operating systems 2003 or XP, you will likely receive an automatic update message to install Internet Explorer 7 (IE 7) on your computer over the next few weeks. If you choose to update, **you will not be able to access the People First System**, although you will be able to access the Applicants/Job seekers logon.

Convergys is developing a solution that will enable People First users to access the System via IE 7. The anticipated installation date is mid-December.

For more information, go to <http://dms.myflorida.com/ie7>.

Changes to the Online Job Application

As of November 15th, 2006, you will see the following changes to the State of Florida Online Job Application:

- The employment history is displayed in chronological order.
- A fifth Veterans' Preference selection has been added, which covers a veteran "who has served in a qualifying campaign or expedition for which a campaign badge or expeditionary medal has been authorized; including any Armed Forces Expeditionary Medal or Global War on Terrorism Expeditionary Medal, if otherwise eligible."

If you currently have an application on file, please take a quick moment to verify that it is updated and correct at <https://jobs.myflorida.com/index.html>.

Supplemental Insurance Update

Notification

If you enroll in a supplemental plan that requires underwriting (medical approval), your coverage is pending until People First receives notification from the company that the underwriting has been approved or disapproved. If the underwriting is approved, your enrollment will be processed and premium deductions will begin. You should receive notification from the company regarding your approval or disapproval.

New Process

If you are upgrading one of your current supplemental policies, your 2006 coverage will continue—possibly into the 2007 plan year—until People First has been notified of your underwriting

Did You Know?

Open Enrollment

The total number of calls handled at the People First Service Center for Open Enrollment was a record 45,774: 34,440 from active employees and 11,334 from retirees.

The last day of open enrollment saw a record 4000 calls to the Service Center.

Four hundred forty-one participants enrolled by using the IVR system; 27,193 enrolled online; and 16,400 enrolled through an agent.

Statistics

Total calls to the Service Center since January, 2005: 1,719,779.

Average monthly call volumes to the Service Center since January 2005: 77,340.

Total number of job applications processed from May 2003 to October 2006: 2,110,508. On average, People First posts 1500 jobs per month and receives 70,000 applicant submissions per month.

For People First Resources and other important information, or to contact People First, go to <http://dms.myflorida.com/pf>.

approval. If you do not receive medical approval, your current coverage will continue into the 2007 plan year.

Retiree Insurance Deadline: 01-19-07

The deadline for retirees to change their retiree life insurance coverage is January 19, 2007. Retirees who wish to retain the current \$10,000 benefit level at the monthly cost of \$35.79, may contact the People First Service Center at the toll-free number, 866-663-4735, or visit the People First web site at <https://peoplefirst.myflorida.com> to enroll. For retirees who choose not to continue the \$10,000 benefit level, their coverage will automatically be reduced to \$2,500, at a cost of \$4.20 a month, effective January 1, 2007.

Retirees who wish to have \$10,000 of coverage effective January 1 must make their elections prior to January 1, and they should make that election by December 10 if they wish to have the correct deduction taken from their December retirement benefit paid by the Division of Retirement. Retirees who choose the \$10,000 benefit after December 31 will not have that coverage level until February 1, 2007.

Time for the Holidays

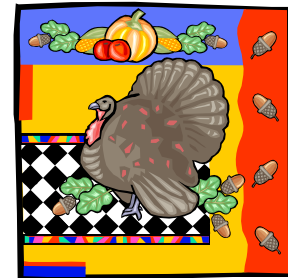
November through January are full of observed, state paid holidays for eligible employees:

- November 10, Veterans' Day
- November 23 and 24, Thanksgiving
- December 25, Christmas Day
- January 1, New Year's Day
- January 15, Martin Luther King, Jr. Day

When you complete your timesheet for these workweeks, the hours type for state paid holiday hours, 1005, pre-populates with the number of hours based on your FTE and schedule for these holidays.

If you have questions about recording time or holiday hours, contact the Service Center at 1-866-663-4735 or visit our website at

http://dms.myflorida.com/human_resource_support/people_first/for_state_employees/training_videos__1 for demonstrations on how to enter your time.



The DMS People First Team wishes you and your family a safe and joyous holiday season!