

FIU Human Resources

I ♥ MY PANTHERBENEFITS

Phone: (305) 348-2181 • Email: benefits@fiu.edu • Website: hr.fiu.edu/benefits

Benefits Updates | August 28, 2023

Address Review & Update Reminder – *2024 Open Enrollment is coming!*

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. If you have experienced any changes in address, please update your information on file immediately.
The address verification process in the People First system started on August 1, 2023. This annual process is necessary to ensure your current contact information (mailing address, email address, phone numbers) is updated in the People First system. When you log into your People First account, a pending task to "Verify Your Information" is showing on your "Inbox" requesting you to verify your contact information.

FIU's Leave of Absence – Policy Reminder

Florida International University, as an employer, is responsible for complying with all Federal, State and Local regulations, as well as University policies. As such, we are obligated to determine an employee's eligibility for all leaves including those designated as Family and Medical Leave Act (FMLA) leaves.

The employee or supervisor is responsible for reporting any Medical Leave of Absence (other than scheduled vacation time off) for **four (4) or more consecutive days including but not limited to** an overnight stay in a hospital to the **Human Resources (HR) Benefits Administration** on a timely basis. For more details, please visit our FIU-HR website or contact HR Leaves at hrleaves@fiu.edu.

People First Underpayment Notices for your Health and Insurance Plans

If you have received one of these Premium Underpayment Notices from People First, here are some possible reasons for the underpayment and the action you need to take:

- *Optional life insurance premiums*, which are calculated based on employee age and salary. When employees have a birthday reflecting a milestone age in five-year increments (ex: 45, 50, 55, 60…etc.) and/or when employee's salary increases, the plan premium will increase as well.
- *Early effective date* for new hires, since our premiums are required to be paid one month in advance, for the new hires, they could receive the underpayment reminder email since they did not have a paycheck prior to their enrollment.
- *Missed deduction* for an employee who misses a paycheck or does not have enough earnings for the benefits premium to be payroll deducted.

Employees with underpaid premiums will not experience suspension of coverage until the end of that coverage month, specifically three (3) business days prior to the end of the month. People First sends email notifications to employees with underpaid premiums on the 27th of the month prior to the coverage month advising that the underpayment will be **automatically deducted** from their next available paycheck, only for those employees who will receive paychecks. No further action is required. For example, *if the employee is underpaid for August coverage, the employee will be sent an email notification on July 27th.*
To view your premiums balance and coverage start date(s), please log in to People First and select *Insurance Benefits tile > Premium History > Over/Under Report* button or contact the **People First Service Center at 1-866-663-4735.**

Questions? Contact Benefits Administration at 305-348-2181 or email benefits@fiu.edu.