



New Hire Benefits Enrollment Checklist

A. RETIREMENT PLANS

Mandatory FRS Retirement Plan (Must Select one)

You are required to enroll in one of the following retirement plans:

- Florida Retirement System (**FRS**) Pension Plan
- Florida Retirement System (**FRS**) Investment Plan
- State University System Optional Retirement Program (**SUSORP**)

Resources:

Plan Brochure: [Selecting a FRS Plan \(2026\)](#)

Website: [MyFRS.com](#) Select *New Hires*

[MyFRS Financial Guidance](#): 1-866-446-9377 and select option 1 to speak with an unbiased financial planner.

Important Deadlines:

- SUSORP: Enrollment must be completed within your first 90 days of employment
- FRS Pension or Investment: Election must be completed by 4:00 p.m. on the last business day of the 8th month following your month of hire

Voluntary Retirement Plans (Optional - Enroll at any time)

- FAU Sponsored 403(b) Plan
Enroll directly with a provider: [403\(b\) Plan Providers](#)
- State of Florida Sponsored 457(b) Plan
Enrollment through the Florida Department of Financial Services: [Florida Deferred Comp](#)

B. STATE OF FLORIDA BENEFITS - PEOPLE FIRST

People First is the Benefits Administrator for the State of Florida

- **Must enroll within first 60 days of hire date.**
- You will receive your People First ID and password by mail.

Enrollment Website: [People First - Login](#)

Phone: (866) 663-4735

Service Hours: Monday – Friday, 8 a.m. - 6 p.m.

Review: [2026 Benefit Guide](#)

Helpful Links:

- [Health Insurance](#)
- [Prescription Drug Plan](#)
- [Life Insurance](#)
- [Dental](#)
- [Vision](#)
- [Other Supplemental Insurance](#)
- [Savings & Spending Account](#)

Annual Open Enrollment

Open enrollment takes place each October, allowing you to change plans, select different coverage, or choose new providers.

C. OTHER FAU SPONSORED BENEFITS

Not through the state of Florida or People First

For enrollment forms or additional details, contact the [Benefits & Retirement office](#) regarding:

- Term Life and AD&D – [Gabor Financial Solutions](#)
- Disability Insurance – [Gabor Financial Solutions](#)
- [Preferred Legal](#) - [Preferred Legal Enrollment Form](#)
- Pet Insurance Alternative - [Pet Assure](#)

D. EMPLOYEE EDUCATION PROGRAM (EEP)

Visit the [Employee Education Program](#) webpage

- Eligible employees may receive tuition coverage for up to **six (6) credit hours per academic term**
- Courses may be taken as part of a **degree program** or on a **space-available basis**
- Tuition coverage is based on the applicable **Florida resident undergraduate or graduate tuition rate**
- Courses may be completed **online** or at any FAU campus, including **Boca Raton, Dania Beach, Davie, Fort Lauderdale, Harbor Branch, and Jupiter**
- The **six (6) credit-hour maximum per term** is shared among the employee, eligible spouse, and eligible dependents.

E. FAU DISCOUNTS AND PERKS

Visit [Discounts & Perks](#) to access savings in the following categories:

- Automotive
- Dining
- Electronics
- Entertainment and Sports
- Finance
- Health & Wellness
- Miscellaneous (including Childcare and Owl Perks)
- Shopping
- Travel
- Wireless

F. EMPLOYEE ASSISTANCE PROGRAM (EAP)

FAU offers confidential support through Aetna Resources for Living

Visit [Aetna Resources for Living](#)

Username: Florida Atlantic University

Password: EAP

- Counseling Options – 5 counseling sessions per concern
- Talkspace Virtual Therapy – 5 sessions per concern
- Mind Companion Self-Care – self-paced digital well-being program
- Legal Services – one 30-minute consultation with a network attorney
- Financial Service – 30-minute phone consultation with a money coach
- Identity Theft – 60-minute phone consultation with a fraud resolution specialist

Contact Information

Florida Atlantic University - Benefits and Retirement Office

Department of Human Resources

Building IS-4 / Second Floor

777 Glades Road

Boca Raton, FL 3343

Employee Benefits Line: (561) 297-5555

Email: benefits@fau.edu