Retiree Insurance - Tip Sheet

One month before your retirement date:

- Contact Jennifer Lewis in Human Resources/ Retirement Section for information regarding the continuation of health and life insurance, (850) 644-7707.
- Notify your departmental representative what date you will be retiring. They are responsible for completing paperwork to “retire” your job record in OMNI, the “FSU Payroll System”.
- Contact The Gabor Agency if you are interested in continuing your Gabor Life Insurance or Gabor Long Term Care Insurance, (850) 894-9611.

On your retirement date:

- Initiate contact with your Department to confirm paperwork has been completed to “retire” your job record in OMNI.
- Complete enrollment forms to change to health and life insurance as a retiree. You can obtain these forms from Jennifer Lewis in Human Resources or you have the option to wait until People First mails your “Retiree Packet”. This packet will arrive the month after you retire.
- The completed Retiree Enrollment Forms may be faxed or mailed directly to The People First Service Center, P.O. Box 6830, Tallahassee, Florida 32314, fax: (904) 828-6092.

The month after you retire:

- You will receive a “Retiree Packet” from the People First Service Center indicating your options to continue health and life insurance as a retiree. This packet will contain instructions and enrollment forms. The same forms are mentioned above.
- You have thirty-one days from your last day of work to continue state health and state life insurance. Failure to complete the necessary paperwork within this timeframe will result in your loss of eligibility. You will not be given another opportunity to enroll in benefits during the annual Open Enrollment Period.
- You may also enroll in retiree benefits over the phone with People First by calling 1-866-663-4735.