

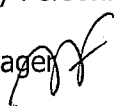


Division of State Group Insurance  
4050 Esplanade Way, Suite 215A  
Tallahassee, Florida 32399-0950  
Tel: 850.921.4600  
Fax 850.488.0252  
[www.dms.MyFlorida.com](http://www.dms.MyFlorida.com)

Governor Charlie Crist

Secretary Linda H. South

**MANAGEMENT ADVISORY #09-002**

**DATE:** February 24, 2009  
**TO:** Agency and University Personnel Officers and Benefit Coordinators  
**FROM:** Suzetta Furlong, Manager   
**SUBJECT:** Insurance 60-Day Election Period for New Hires

---

This advisory clarifies the process for new hires enrolling into pre-tax insurance benefits offered by the Division of State Group Insurance (DSGI).

As has always been the practice, pre-tax insurance benefit elections can be made anytime within 60 days of the hire date. Recently, there has been confusion over whether changes could be made to those initial elections before the end of the 60-day period.

Within 60 days of the hire date, eligible employees can enroll into our pre-tax insurance benefits. However, regardless of whether the 60 days are up or premiums have been deducted from payroll, changes to those initial elections can only be made if the employee has a qualifying status change (QSC) event or during open enrollment.