



# Benefits Enrollment

- **Enroll in OPUS** (accessible 24 hours a day) at <http://opus.pinellascounty.org>.
  - Your department will provide your OPUS username and password instructions.
  - Select *PIN Employee Self Service*, then *Benefits* and *Benefits Enrollment*.
  - **IMPORTANT: Print the OPUS benefits enrollment confirmation to keep for your records.**
- Be prepared with a list of full legal names, Social Security numbers, birth dates, and addresses for your dependents and beneficiaries. This information is supplied to the IRS and must match their records.
- You have 30 days from your date of hire to make your benefit elections in OPUS.
- **If you fail to make elections within 30 days, you will have to wait until Annual Enrollment in the fall to select coverage to begin the following January 1st.**
- Benefits are effective the first of the month after 30 days of service (i.e. If you are hired on February 16, your benefits are effective on April 1).
- Please notify the Benefits team immediately (see our contact information below) if you are currently covered under the Pinellas County health plan as a spouse, domestic partner or dependent of an active employee.
- Bi-weekly premium deductions are processed each pay date.

**IMPORTANT**  
Review the  
[Benefits Handbook](#)



## Benefit Options

**Health** includes prescription, vision, behavioral/mental health, and the Employee Assistance Program (**UnitedHealthcare**)

- Point-of-Service (POS)
- Consumer Driven Health Plan (CDHP) with Health Savings Account (HSA)
  - Once you enroll in the CDHP, you must open your HSA with Optum Bank to receive funding.
  - To contribute to your HSA using payroll deductions, log into OPUS and choose the links for *Employee Self Service* and *HSA Participant Savings Account*.
  - Your HSA must be opened before contributions will be approved.
- **Opt Out** (full-time employees only) – Select *Opt Out of Health* in OPUS and submit a [notarized affidavit](#) to receive a monthly stipend.

## Dental (*Cigna*)

- PPO
- HMO

## Flexible Spending Account (*WageWorks*)

- Healthcare
- Dependent Care

## Life Insurance (*The Standard*)

### Supplemental

- Up to 3x annual salary with no Evidence of Insurability (EOI)
- Maximum election: \$250,000 (must provide EOI)

### Dependent

- \$20,000 spouse/\$10,000 child(ren)
- \$10,000 spouse/\$5,000 child(ren)

**Please contact Human Resources Employee Benefits for help:**  
400 South Fort Harrison Avenue, 1st Floor, Clearwater, FL 33756  
Phone: (727) 464-4570 | email: [employee.benefits@pinellascounty.org](mailto:employee.benefits@pinellascounty.org)