You have 30 days from your date of hire to make your benefit elections in OPUS.

Enroll in OPUS at [http://opus.pinellascounty.org](http://opus.pinellascounty.org).
- Your department will provide your OPUS username and password instructions.
- Select PIN Employee Self Service, then Benefits and Benefits Enrollment.

Benefits become 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.)

Bi-weekly premium deductions are processed each pay date.

If you fail to make elections within the 30-day timeframe, you will have to wait until Annual Enrollment in the fall to make changes for coverage effective Jan. 1, 2021.

**OPUS is accessible 24 hours a day, and you can begin the process today.**

### Benefit Options

**Health** includes prescription, vision, behavioral/mental health, and the Employee Assistance Program ([UnitedHealthcare](http://www.unitedhealthcare.com))

- 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 Opt Out Summary and 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 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)