

Employee Benefits Bureau Newsletter



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New Mexico's Lt. Governor

HOWIE MORALES

KICKS OFF FLU SHOT SEASON AT THE STAY WELL HEALTH CENTER!

Lieutenant Governor Morales visited the Stay Well Health Center to receive his annual flu vaccine in preparation of the upcoming flu season.

“Keeping the people of New Mexico healthy is of the utmost importance, and I want to do all I can to encourage everyone to get their flu shot this season.”



Getting your Flu Shot is easy!

Santa Fe employees can take advantage of the Stay Well Health Center's **Walk-In Mondays**, where employees can walk into the Health Center (SWHC) *anytime* between **8:00 and 5:00** and get their flu shot with little to no wait. Employees can also **make an appointment** when convenient. **Call the SWHC at 827.2485.**

SANTA FE

10/17	Tax & Rev (Lujan)	1-4PM
10/22	Human Svc (Rodeo Road)	1-4PM
10/23	Old PERA - CYFD	8:30-11:30AM
10/24	Human Svc (Plaza La Prensa)	1-4PM
10/29	Educ. Ret. Board (Camino de los Marquez)	1-4PM
10/30	Dept. of Health (Runnels)	8:30-11:30AM
10/31	DOH/PHD (Letrado)	1-4PM
11/6	Environment (Camino Edward Ortiz)	8:30-11:30AM

Upcoming Flu Shot Clinics

AROUND THE STATE

10/24	Dept. of Transportation (Pinon Dr.) Milan/Grants	9-12PM
10/29	Tax & Rev (5301 Central NE) ABQ	2-4PM
11/6	Sch. for the Deaf (Stephen Moody SE) ABQ	8-12PM

Schedule Your Flu Shot Clinic with EBB Today!

Flu Shot Clinics At Your Office Location

Contact the Employee Benefits Bureau (EBB) at 505.476.2199 to arrange your own Flu Shot Clinic at your location for all your employees. It is of the **UTMOST IMPORTANCE** to schedule your clinic with EBB so they can insure all employees are getting their vaccines safely. EBB must also obtain necessary information from the pharmacist in order to appropriately account for all administered medications. Clinics held without the knowledge of RMD's Employee Benefits Bureau result in unaccounted costs and fees to the self-funded plan.





Open/Switch Enrollment Fall 2019

For Benefit Plan Year 2020 (Jan 1 – Dec 31)

The State of New Mexico Group Benefit Plan’s Fall Open/Switch Enrollment Season (O/SE) for 2020 has begun with live presentations in Santa Fe and Albuquerque, as well as online interactive webinars.

O/SE events schedule, and complete benefit information can all be found at: www.mybenefitsnm.com

Links to SoNM Online Open Enrollment Forms will become active November 5th (12:00AM) through November 19th (11:59PM) at www.mybenefitsnm.com. Click “2020 OE” in gold bar. Take advantage of the NO Evidence Of Insurability requirement during the Life Coverage Special Open Enrollment period (now through November 19th). Click on the floating Hartford icon on our webpage to learn more.



State of New Mexico • General Services Division
Risk Management Department • Employee Benefits Bureau

Open/Switch Enrollment Fall 2019 For Benefits Plan Year 2020 (Jan 1 - Dec 31)

DATE	TIME	LOCATION	
10/22/19 Tuesday	9:30-11:30 AM 1:30-3:30 PM	Via Internet Webinars Host Site: Erisa/ABQ (interactive Q&A ability)	Click here for Webinar links
10/24/19 Thursday	9:30-11:30 AM 1:30-3:30 PM	Via Internet Webinars Host Site: Erisa/ABQ (interactive Q&A ability)	
10/28/19 Monday	9:00 -11:00 AM 1:30-3:30 PM	Department of Transportation District III 7500 Pan American Frwy NE	Albuquerque
10/30/19 Wednesday	9:00-11:00 AM 1:30-3:30 PM	SPO – Willie Ortiz Bldg 2600 Cerrillos Rd. New PERA -Southside Santa Fe 33 Plaza La Prensa	Santa Fe

Sign language interpreter available for live events. Contact Reina Espinoza 2 weeks prior to event at [505.827.0447](tel:505.827.0447) to ensure placement.

Benefits Enrollment Period	Term Life Coverage Special
SoNM Employees Nov 5 th – Nov 19 th	LPB Employees Oct 1 st – Oct 31 st
Enrollment is OPEN NOW through Nov 19th	



Communication:

- [September Newsletter](#)
- [Employee Self-Service Guide](#)



Schedule of Live and Online

- [Events](#)
- [Carrier Print and Web Presentations](#)



Carrier Printable Presentations and Audio Recordings

- [Summary of Benefits and Coverages](#)
- [Comparison Grid](#)
- [Rate Sheet](#)
- [POP Waiver Forms:](#)
 - [State POP Waiver Form 2020](#)
 - [LPB POP Waiver Form 2020](#)
- [Enrollment Forms will be available November 5 - 19](#)
- [Carrier Contacts](#)

HR Corner:

SHARE - It is important that the information entered into SHARE be complete and correct. Incorrect information effects employee’s taxes, benefits, etc.

Notification - PLEASE REMEMBER TO NOTIFY ERISA if your employee:

- Has a change in status
- takes Disability leave
- begins Workers’ Comp leave
- leaves employment and begins Cobra, even if employee is only enrolled in life coverage

Please review the Health Benefit Acknowledgment Form with new hires, explaining they have 31 days to elect benefits, and also remind employees they have 31 days from a Qualifying to Event make any changes to their benefits.

Employee Benefits Reminders:

Visit www.mybenefitsnm.com to find benefit information, tools, etc., to help you get ready for the upcoming O/SE. Click on 2020 OE to find the Employee Self-Service Guide, Presentation/Webinar Schedule, Summary of Benefits, Comparison Guide, Premium Rate Sheet, Carrier Contact info, and more.

2019 FSA Ending DATES – Employees have until March 15th, 2019 to incur an eligible FSA expense, and until March 31st, 2020 to submit a claim against 2019 FSA funds. Unsure of what Health Care expenses are eligible? Visit: www.mybenefitsnm.com, Benefit Plan Info (gold bar), under Erisa Trust Co., (green tree logo), Plan Information. Here you will find everything you need to understand your FSA benefit(s). In addition, to see FSA-eligible products, services and expenses allowed to be purchased with your unused 2019 FSA funds, visit <https://fstore.com>.