



WELCOME

EMPLOYEE BENEFITS BUREAU

HR MEETING

First day of Spring March 20, 2022



BASIC LIFE OPR TRAINING

Basic Life OPR Overview
Job Data walk through
Basic Life OPR Transmittal Form
Basic Life OPR required
supporting documentation

BASIC LIFE OPR OVERVIEW

- Basic Life insurance: BASLF (Agency Responsibility)
- Basic Life Insurance for state employees \$50,000.00
- Basic Life Insurance (BASICP)
- Line Of Duty \$75,000.00
- Basic Life Insurance Premium (BASLF) \$2.04
- Basic Life insurance Premium (BASICP) Line Of Duty \$3.06



SHARE

STATEWIDE • HUMAN RESOURCES • ACCOUNTING • REPORTING



User ID




Password



Sign In

avorites

 **Edit Favorites**

ASI FLEX

Health Benefits

Job Data

Modify a Person

NMS Statewide Employee Search

Query Viewer

Review Paycheck

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History **Case Sensitive**

Search

Clear

Basic Search



Save Search Criteria

[Redacted]

Empl ID [Redacted]

Employee

Empl Record 0

Work Location Details ?

Find

First

1 of 1

Last

Go To Row

Effective Date 02/07/2022

Effective Sequence 0

HR Status Active

Payroll Status Suspended

Action Suspension

Reason Misconduct

Job Indicator Primary Job

Current



Position Number 00080380 Public Defender 4

Override Position Data

Position Entry Date 07/27/2019

Position Management Record

Regulatory Region USA United States

Company NM

Business Unit [Redacted]

Department [Redacted]

Department Entry Date 07/27/2019

Location [Redacted]

Establishment ID NMS01 State of New Mexico

Date Created 02/10/2022

Last Start Date 08/07/2006

Expected Job End Date End Job Automatically

Expected Return Date Override Last Date Worked

Last Date Worked 02/06/2022

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Update/Display

Include History

- Recent Places
- My Favorites
- Navigator
- Time

- Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America

- Payroll for North America
- Payroll Processing USA
- Periodic Payroll Events USA
- Payroll Processing USA
- Produce Payroll
- Pay Period Reports

- Produce Payroll
- Review Paycheck
- Review Self Service Paycheck
- Review Paycheck Summary
- Review Actuals Distribution
- Review FLSA Pay Data

- Step 1: Open New window
- Step 2: Select Navigator
- Step 3: Select Payroll for North America
- Step 4: Select Payroll Processing USA
- Step 5: Select Produce Payroll
- Step 6: Review Paycheck



PAY ADVICES

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Search Results


Only the first 300 results can be displayed.


[View All](#)

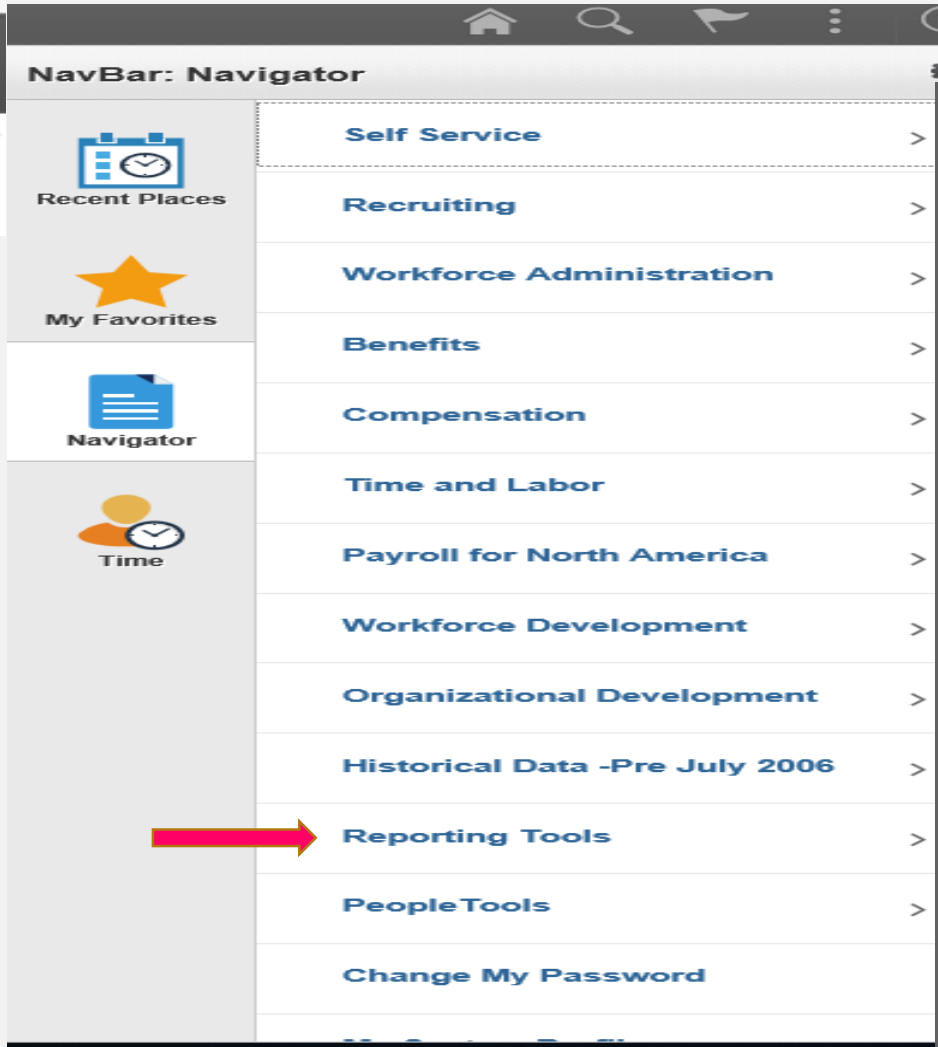
First 1-100 of 300 Last

Company	Pay Group	<u>Pay Period End Date</u>	Off Cycle ?	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Name
NM		02/04/2022	N	20	11	0	ADVICE			
NM		01/21/2022	N	20	11	0	ADVICE			
NM		01/07/2022	N	20	11	0	ADVICE			
NM		12/24/2021	N	20	11	0	ADVICE			

QUERY



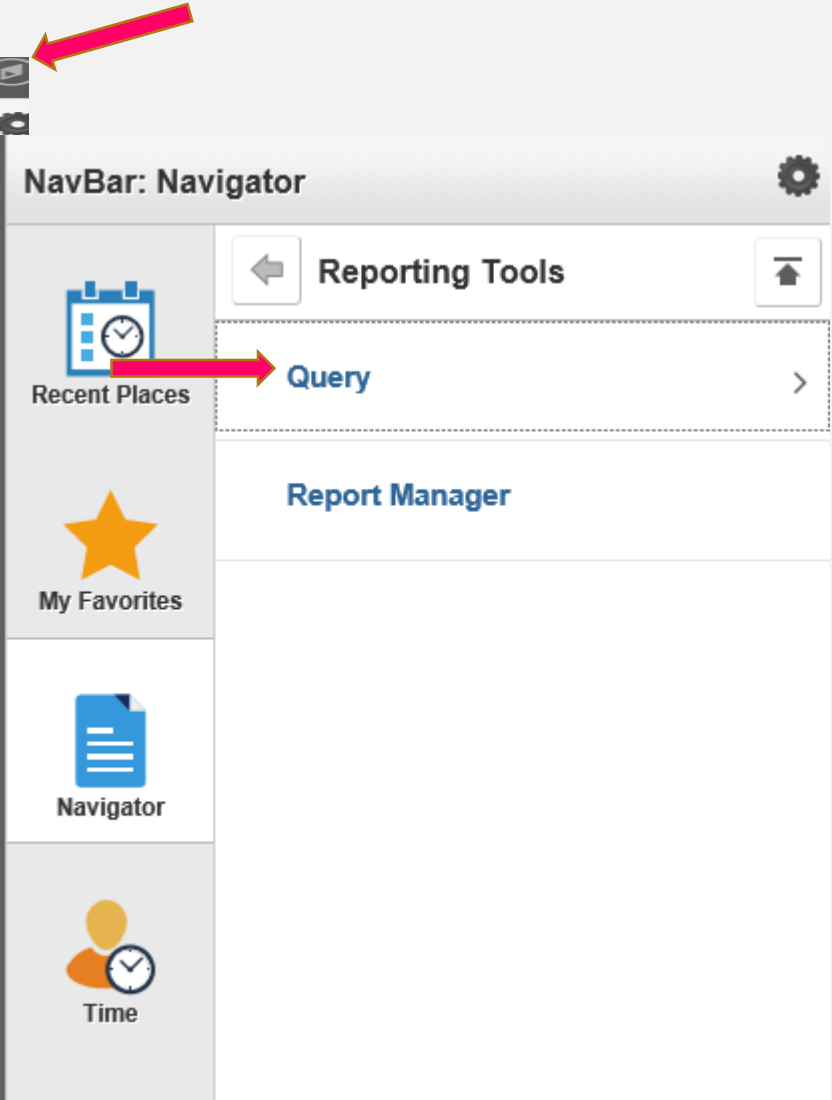
[New Window](#) | [Help](#) | [Personalize Page](#) | 



NavBar: Navigator

- Recent Places
- My Favorites
- Navigator
- Time

- Self Service >
- Recruiting >
- Workforce Administration >
- Benefits >
- Compensation >
- Time and Labor >
- Payroll for North America >
- Workforce Development >
- Organizational Development >
- Historical Data -Pre July 2006 >
- Reporting Tools >
- PeopleTools >
- Change My Password



NavBar: Navigator

- Reporting Tools
- Recent Places
- My Favorites
- Navigator
- Time

- Query >
- Report Manager

QUERY

The screenshot shows the 'Employee Self Service' interface. At the top, there is a navigation bar with a home icon, a search icon, a flag icon, a vertical ellipsis, and a play icon. The page title is 'Employee Self Service' and the current view is 'Query Viewer'. On the left, there is a 'NavBar: Navigator' with a settings gear icon. Below it are four sections: 'Recent Places' with a calendar icon and a red arrow pointing to the 'Query Viewer' link; 'My Favorites' with a star icon; 'Navigator' with a document icon; and 'Time' with a person and clock icon. The main content area is titled 'Query Viewer' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with the label '*Search By' and a dropdown menu set to 'Query Name'. To the right of the dropdown is the text 'begins with' and a text input field containing 'HRB_BN_SUSP_EMPLOYEES'. A green arrow points from the 'begins with' text to the input field. Below the search form are two buttons: 'Search' and 'Advanced Search'. A red arrow points from the 'Search' button to the 'Advanced Search' text.

Employee Self Service

Query Viewer

NavBar: Navigator

Recent Places

My Favorites

Navigator

Time

Query

Query Viewer

Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name begins with HRB_BN_SUSP_EMPLOYEES

Search Advanced Search



EMPLOYEE BENEFITS BUREAU: AGENCY-LIFE INSURANCE PREMIUM OPR TRANSMITTAL FORM

State Agency Name: _____ Date: _____

HR Rep: _____ Contact Phone #: _____

Employee Name: _____ Employee ID #: _____

Pay Period Ending(s): _____

Reason for OPR: _____

Type of leave employee is currently on: <input type="text" value="SELECT ONE"/>	Agency Portion Due
LIFE INSURANCE-BASIC LIFE \$50,000-BASLF	
LIFE INSURANCE-LINE OF DUTY \$75,000 -BASICP	
LIFE INSURANCE-ADMINISTRATIVE FEE	
Total	\$ 0.00

Required: A copy of the applicable payroll deduction screen and spreadsheet must be attached.

Please enter the necessary financial information below for OPR processing.

Financial Agency Contact: _____ Phone Number: _____

BUS UNIT	FUND	DEPT	ACCT	SUB ACCT	RPT. CAT	PROJ. UNIT	PROJECT	ACTIVITY	ANALYSIS TYPE	OPER UNIT	BUD REF	CLASS	DEBIT	CREDIT

HR Signature _____

Date: _____

EBB Approval _____

Date: _____

Paycheck Information

Paycheck Status

Paycheck Option

Issue Date

Paycheck Number

Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings

Taxes

Deductions

Net Pay

▼ Deductions

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
MEDPRE	Medical Pre Tax	After-Tax	92.99	
MEDPRE	Medical Pre Tax	Before-Tax	126.47	
MEDPRE	Medical Pre Tax	Nontaxable Benefit	512.08	
DENPRE	Dental Pre Tax	After-Tax	4.47	
DENPRE	Dental Pre Tax	Before-Tax	8.95	
DENPRE	Dental Pre Tax	Nontaxable Benefit	31.32	
VISPRE	Vision Pre Tax	After-Tax	0.74	
VISPRE	Vision Pre Tax	Before-Tax	1.57	
VISPRE	Vision Pre Tax	Nontaxable Benefit	5.38	
ADMIN	GSD/RMD Admin Fee	After-Tax	0.19	
ADMIN	GSD/RMD Admin Fee	Nontaxable Benefit	0.44	
BASIC	Basic Life Insurance	Nontaxable Benefit	2.04	50,000.00
SUPLIF	Supplemental Term Life	After-Tax	7.89	150,000.00
DEPLIF	Dependent Term Life	After-Tax	1.38	15,000.00
SPLIFE	Spouse/DP Life	After-Tax	1.87	30,000.00



Recent Places

My Favorites

Navigator

Time

Self Service >

Recruiting >

Workforce Administration >

Benefits >

Compensation >

Time and Labor >

Payroll for North America >

Payroll for North America

Payroll Processing USA >

Periodic Payroll Events USA >

Payroll Processing USA

Produce Payroll >

Pay Period Reports

Produce Payroll

Review Paycheck

Review Self Service Paycheck

Review Paycheck Summary

Review Actuals Distribution

Review FLSA Pay Data

Step 1:
Open New window

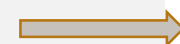
Step 2:
Select Navigator

Step 3:
Select Payroll for North America

Step 4:
Select Payroll Processing USA

Step 5:
Select Produce Payroll

Step 6:
Review Paycheck



BCBS - PPO	\$ 519.13	\$ 103.83	\$ 415.30	\$ 155.74	\$ 363.39	\$ 207.65	\$ 311.48
Delta Dental	\$ 34.31	\$ 6.86	\$ 27.45	\$ 10.29	\$ 24.02	\$ 13.72	\$ 20.59
EyeMed	\$ 6.07	\$ 1.21	\$ 4.86	\$ 1.82	\$ 4.25	\$ 2.43	\$ 3.64

FAMILY COVERAGE							
	GROSS RATE	Salary Less than \$50k		Salary \$50K to \$59,999K		Salary \$60K and Over	
		Employee	State	Employee	State	Employee	State
		20%	80%	30%	70%	40%	60%
Presbyterian - HMO	\$ 731.54	\$ 146.31	\$ 585.23	\$ 219.46	\$ 512.08	\$ 292.62	\$ 438.92
BCBS - HMO	\$ 731.54	\$ 146.31	\$ 585.23	\$ 219.46	\$ 512.08	\$ 292.62	\$ 438.92
BCBS - PPO	\$ 850.83	\$ 170.17	\$ 680.66	\$ 255.25	\$ 595.58	\$ 340.33	\$ 510.50
Delta Dental	\$ 44.74	\$ 8.95	\$ 35.79	\$ 13.42	\$ 31.32	\$ 17.90	\$ 26.84
EyeMed	\$ 7.69	\$ 1.54	\$ 6.15	\$ 2.31	\$ 5.38	\$ 3.08	\$ 4.61

EMPLOYEE PLUS DOMESTIC PARTNER PLUS CHILDREN (FAMILY)										
	GROSS RATE	Salary Less than \$50k			Salary \$50K to \$59,999K			Salary \$60K and Over		
		EE Pre	EE After	State	EE Pre	EE After	State	EE Pre	EE After	State
		20%		80%	30%		70%	40%		60%
Presbyterian - HMO	\$ 731.54	\$ 84.32	\$ 61.99	\$ 585.23	\$ 126.48	\$ 92.99	\$ 512.07	\$ 168.62	\$ 123.99	\$ 438.93
BCBS - HMO	\$ 731.54	\$ 84.32	\$ 61.99	\$ 585.23	\$ 126.48	\$ 92.99	\$ 512.07	\$ 168.62	\$ 123.99	\$ 438.93
BCBS - PPO	\$ 850.83	\$ 98.06	\$ 72.11	\$ 680.66	\$ 147.09	\$ 108.16	\$ 595.58	\$ 196.12	\$ 144.21	\$ 510.50
Delta Dental	\$ 44.74	\$ 5.97	\$ 2.98	\$ 35.79	\$ 8.95	\$ 4.47	\$ 31.32	\$ 11.94	\$ 5.96	\$ 26.84
EyeMed	\$ 7.69	\$ 1.05	\$ 0.49	\$ 6.15	\$ 1.57	\$ 0.74	\$ 5.38	\$ 2.09	\$ 0.98	\$ 4.62

GENERAL COVERAGE							
	GROSS RATE	Salary Less than \$50k		Salary \$50K to \$59,999K		Salary \$60K and Over	
		Employee	State	Employee	State	Employee	State
		20%	80%	30%	70%	40%	60%
Admin. Fee	\$ 0.63	\$ 0.13	\$ 0.50	\$ 0.19	\$ 0.44	\$ 0.25	\$ 0.38
Basic Life	\$ 2.04	\$ -	\$ 2.04	\$ -	\$ 2.04	\$ -	\$ 2.04
Disability	\$ 4.56	\$ 4.56	\$ -	\$ 4.56	\$ -	\$ 4.56	\$ -

BASIC LIFE OPR REQUIRED DOCUMENTATION

Each OPR transaction must have supporting documentation

- Employee Benefits Primary Benefit & Basic Life Premium Transmittal form
- OPR summary form
- Review Paycheck
- Contribution Schedule
- Email a copy to
Crystal.Lawrence2@state.nm.us



HR REMINDERS



STATE-TRANSFERS AND BREAK IN SERVICE

- State Employees:
- Transfer from one State agency to another State agency or covered LPB with no break from employment may transfer their employee benefits coverage without the waiting period.
- Benefits must remain the same and will be effective the first day of employment at the new agency with no break in coverage.
- **SPO: New Exception**
 - For Temporary employees who transfer to a Full Time position they may retain the same benefits if there is a break of service for 1 day.
 - “**Temporary appointment**” is the employment of a candidate in a position created for a duration of less than one year.
 - **A break in employment of at least one work day** or more will require an employee to serve another probationary period upon rehire into the classified service with the **exception of those employees returned to work under 1.7.10.10 or 1.7.10.14 NMAC.**

1095-C DOCUMENTS



1095-Cs were mailed out to employees on February 7, 2022






1095-Cs were e-mailed to agency Human Resources on February 17, 2022

- Due to incorrect home addresses listed in the SHARE system, many forms were returned.
- If employees did not receive their 1095-C in the mail they are advised to reach out to their human resources department to request a copy.
 - Send via secure E-Mail to employee
- Employees who are unable to receive a secured email, or if HR Rep cannot send securely, please have them contact the Employee Benefits Bureau at: GSDRMD.EBB@state.nm.us to request their 1095-C form.
 - ❖ EBB will send to employee via encrypted delivery.

1095-C DOCUMENTS CONT.....

- Addresses

Current Addresses				Personalize Find View All  				First  1 of 1  Last	
Address Type	As Of Date	Status	Address						
Home	11/28/2020	A	Imperata St. NE #1613 Albuquerque, NM 87111 Bernalillo	View Address Detail					

VOLUNTARY BENEFITS

- [New Hire Packets](#)
- Whole Life Insurance
 - Cancer Insurance
- Critical Illness Insurance
 - Accident Insurance
- <https://www.mybenefitsnm.com/volben.html>







THANK YOU FOR ATTENDING





RESOURCES

- ❖ GSDRMD.EBB@state.nm.us
- ❖ <https://www.mybenefitsnm.com/>
- ❖ <https://www.mybenefitsnm.com/volben.html>