

# HR Meeting



New Hires and their Effective Dates, Re-Instatement of Benefits Upon Return from Military Leave, 2022 Open Enrollment, and as always HR Reminders

# New Hires



Advise Employees of their benefits effective date

Tool: New Hire Orientation

<https://www.mybenefitsnm.com/BenefitsInformation.html>

- ▶ State Employee's: Benefits are effective on the first day of the third pay period following their date of employment. Pay periods begin on Saturday.
- ▶ Local Public Body Employee's (LPB): Eligible employees paid on the first or sixteenth day of the month will be effective on the first or sixteenth day of the month coinciding with or following one full month of employment.
  - ▶ Supplemental Life Insurance: Effective the first day of the month following date of enrollment.

# New Hires



★ During Open Enrollment

- ▶ Instruct Employee to utilize correct Electronic Enrollment Forms
  - ▶ <https://www.mybenefitsnm.com/employeePortal.html>
- ▶ Paper Enrollment Form: Available upon request with Erisa Administrative Services

# Military Leave Reinstatement of Benefits Upon Return



## ☆ Employee to notify HR Timely upon leaving and returning from duty

### ▶ STATE and LPB EMPLOYEES Return:

- ▶ Upon timely return from military duty per the rules set forth in Uniformed Services Employment and Reemployment Rights Act (USERRA), benefits for the employees and eligible dependents must be re-activated with the same coverages (unless Qualifying Event occurs in the interim), with no waiting period.

1. Employees are required upon return to re-instate coverage within 31 days.
2. In these specific cases (Military) they have an additional 31 days from the military benefit term. date to have benefits re-instated using a loss of coverage QE.

# Benefits Eligibility Acknowledgement Form



## State of New Mexico Benefits Eligibility Acknowledgement

Congratulations on your recent employment.

This document contains important information regarding health benefit options that are offered to you as a benefit-eligible employee through the State of New Mexico (SoNM). The document must be read (to its entirety), signed, dated and returned within the first week of employment to the dedicated Human Resource Office/State Personnel Office representing your Agency.

Should you have any questions regarding benefit options, eligibility, form requirements or deadlines, please contact the SoNM's Third Party Administrator (TPA); Erisa Administrative Services, Inc., at 1-855-618-1800.

\*Para asistencia en español con este formulario, por favor llame a Erisa al 1-855-618-1800

\_\_\_\_\_  
Employee Name/Employee ID# (Print)  
*\*Please keep a copy of this form for your records*

\_\_\_\_\_  
Employee Signature and Date (Required)

\_\_\_\_\_  
Date (Required)

\_\_\_\_\_  
HR Representative Signature

SIGNATURE AND DATE

Both: Employee and HR

<https://www.mybenefitsnm.com/employerResources.html>



# open enrollment



- ▶ Enrollment/Change Period: October 1st through October 31<sup>st</sup>
  - ▶ Links to Enroll/Change <https://www.mybenefitsnm.com/OpenEnrollment.html>
- ▶ Deadline to Enroll/Change Benefits: October 31<sup>st</sup>
- ▶ All Elections/Changes Effective: January 1, 2023
- ▶ Premium Deductions for all State employee benefits begin: January 13, 2023  
LPB's: Please advise employees of deduction Schedule



- ★ **Participation is not mandatory this Annual Open Enrollment with the exception of Flexible Spending Accounts (FSA) for Health Care and Dependent Care and Waiving the Premium Only Plan.**
- ★ **Supporting Documentation is required for newly covered dependents**
- ★ **State Employees Can View Current Benefits:**
  - ★ **[https://www.mybenefitsnm.com/documents/SHARE Introduction to Employee Self-Service12.24.19.pdf](https://www.mybenefitsnm.com/documents/SHARE%20Introduction%20to%20Employee%20Self-Service12.24.19.pdf)**
- ★ **No exceptions/appeals will be granted for late submissions made after 10/31/2022**
- ★ **Supporting documentation MUST be received before or by 10/31/2022, or they will not be added or changed.**
- **Make sure there is a PDF copy of their enrollment form downloaded. This is proof of the enrollment being submitted.**



- ▶ Enhancements to Medical Programs Effective January 1, 2023
- ▶ **Massage Therapy: Combined with Naprapathic benefit; annual limit of 25 visits per calendar year. In order to access benefits, you will need to go to a licensed network provider with your health plan.**
- ▶ **Presbyterian/Tier II: Specialist Co-Pays are reduced from \$75.00 to \$60.00**





# Open Enrollment



September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Sep 1	2	3
4	5	6 <b>Webinar</b> 10:00am 2:00pm	7	8 <b>Webinar</b> 10:00am 2:00pm	9	10
11	12 <b>Webinar</b> 10:00am 2:00pm	13	14 <b>Webinar</b> 10:00am 2:00pm	15	16	17
18	19	20 <b>Webinar</b> 10:00am 2:00pm	21	22 <b>Webinar</b> 10:00am 2:00pm	23	24
25	26 <b>Webinar</b> 10:00am 2:00pm	27	28 <b>Webinar</b> 10:00am 2:00pm	29	30	

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- Remind Employees that reviewing all benefit plan material is beneficial to make the right decision for you and your family.

➤ <https://www.mybenefitsnm.com/OpenEnrollment.html>



## Communication:



- ☆ DoIT: E-Blasts, Round The Roundhouse, and mybenefitsnm website
- ☆ Flyers: High traffic areas or include with any of your correspondence routinely sent out

# HR Reminders

Just a friendly  
reminder...

## ➤ Disability

- CLAIMANTS cannot perform work in any capacity (this would include non-State related work), while receiving Short-or Long-Term Disability benefits.

<https://www.mybenefitsnm.com/Disability.html>

# HR Reminders



Just a friendly  
reminder...

- ▶ **Stay Well Health Center: Workers Compensation**

- ▶ The Stay Well Health Center is not a WC Licensed Provider

- ▶ [WCB Overview | NM GSD \(state.nm.us\)](http://state.nm.us)





*THANK YOU FOR  
ATTENDING*

# Resources

- ▶ New Hire Orientation: <https://www.mybenefitsnm.com/BenefitsInformation.html>
- ▶ New Hire & QE Enrollment Form: <https://www.mybenefitsnm.com/employeePortal.html>
- ▶ Benefits Eligibility Acknowledgment Form:
  - ▶ <https://www.mybenefitsnm.com/employerResources.html>
- ▶ Employee SHARE Self Serve/Look Up Current Benefits:
  - ▶ [https://www.mybenefitsnm.com/documents/SHARE\\_Introduction\\_to\\_Employee\\_Self-Service12.24.19.pdf](https://www.mybenefitsnm.com/documents/SHARE_Introduction_to_Employee_Self-Service12.24.19.pdf)
- ▶ Dedicated Open Enrollment Webpage:
  - ▶ <https://www.mybenefitsnm.com/OpenEnrollment.html>
- ▶ Disability Policy: <https://www.mybenefitsnm.com/Disability.html>
- ▶ Workers Compensation Overview:
  - ▶ [https://www.generalservices.state.nm.us/risk-management/workers-compensation/wcb\\_overview/](https://www.generalservices.state.nm.us/risk-management/workers-compensation/wcb_overview/)