

Employer Online System Tutorial

Reporting A Leave of Absence

IMPORTANT!

To ensure a successful experience on this tutorial, please read the following in it's entirety before proceeding.

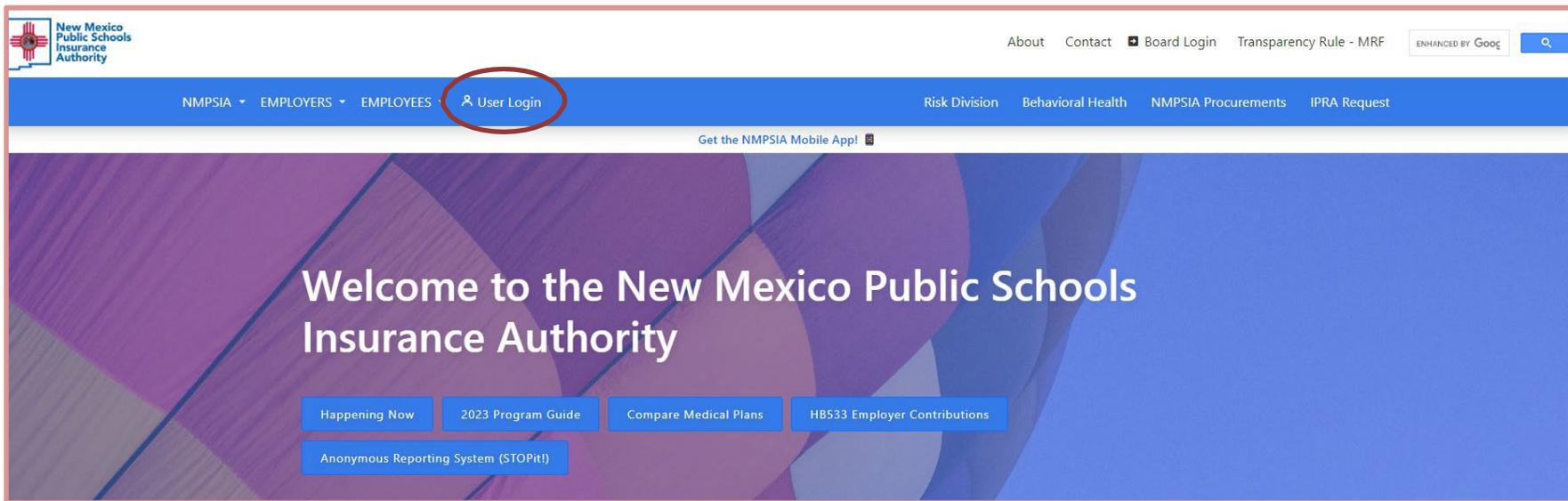
- A “Leave of Absence” (LOA) can be done at any time of the year.
- Any employee that is on an Employer approved LOA should be reported immediately.
- If the initial LOA reported has a change to start or end date or the employee has returned to work, report these events immediately.
- Enter all data in the required format i.e., DOB: *MMDDYYYY*.

Step
1

Employer Login Process

Go to [NMPSIA.com](https://nmpsia.com)

Select User Login and Employer Login...



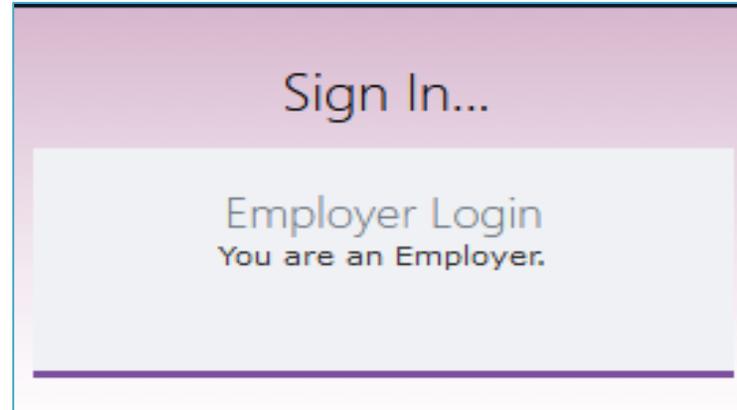
The screenshot shows the homepage of the New Mexico Public Schools Insurance Authority. The navigation menu includes 'User Login' which is circled in red. Below the navigation, there is a banner with the text 'Welcome to the New Mexico Public Schools Insurance Authority' and several buttons for 'Happening Now', '2023 Program Guide', 'Compare Medical Plans', 'HB533 Employer Contributions', and 'Anonymous Reporting System (STOPit)'.



The screenshot shows the login options page. The header reads 'New Mexico Public Schools Insurance Authority'. Below the header, there is a 'Sign In...' section with three buttons: 'Employee Login You are an Employee.', 'Employer Login You are an Employer.' (circled in red), and 'Manager Login You are a Manager.'

Sign In...

Step
2



Sign In...

Employer Login
You are an Employer.

Enter your credentials

Step
3



Employer Sign in...

Please log in with your district id and password

District ID:

Representative Name:

Password:

[Forgot Your Password](#)

From your home page
Select "Report LOA"

Step
4

Home	Inquiry	Review	New Hire	Employer Information	Cancel EE	Report LOA	Training Material	Feedback	L
Medical		Yes							
Dental		Yes							
Vision		Yes							
Basic Life Insurance		Yes							
Additional(Voluntary) Life Insurance		Yes							
Spouse Life Insurance		Yes							
Dependent Life Insurance		Yes							
Long Term Disability		Yes							
Domestic Partner		No							
Part Time Resolution		Yes							
125K Plan		No							
Switch Date		01/01/2021							

Step
5

After selecting Report LOA
there will be 3 options,

1. Report LOA
2. Change LOA Date
3. Report LOA Return



Step
6

To report an LOA, enter the employee's information and "Click Submit"

Report LOA						
SSN	EE Name	Date Leave Started	Date Expected to Return	Type of Leave		Remove
555555555	Duck, Daisy	03/04/2024	07/16/2024	FMLA - EE Health Condition		Remove
	Comment					
666666666	Fan, Viking	12/19/2023	10/16/2024	Disability		Remove
	Comment					
111111111	Mouse, Mickey	03/18/2024	04/23/2024	Unknown		Remove
	Comment					
						Remove
	Comment					
						Remove
	Comment					
						AddRow
Submit		Reset		Print		

Step
7

If an employee has already been entered as an LOA and you need to change the Start Date or Return Date. Go to your Home Screen, Report LOA and select Change LOA Date from the drop-down menu.

Home	Inquiry	Review	New Hire	Employer Information	Cancel EE	Report LOA	Training Material	Feedback
Employer BERNALILLO PUBLIC SCHOOLS						Report LOA	Feedback	
Medical						Report LOA		
Dental						Change LOA Date		
Vision						Report LOA Return		
Basic Life Insurance								
Additional(Voluntary) Life Insurance								
Spouse Life Insurance								
Dependent Life Insurance								
Long Term Disability								
Domestic Partner						No		
Part Time Resolution						Yes		
125K Plan						No		
Switch Date						01/01/2021		

Step
8

Employee's information will auto populate after entering the Social Security Number (SSN).
“Click on Change Date”

Employee: SANTA FE PUBLIC SCHOOLS BENEFITS ADMINISTRATION ER_report LOA change date

SSN Search Index Search (SSN/LastName/LastName,FirstName/Address/Phone/HIPAA ID)

SSN	Last Name	First Name	Middle Name	Start Date	Return Date	Leave Type	Change
555-55-5555	Duck	Daisy		02/01/2024	04/30/2024		Change Date

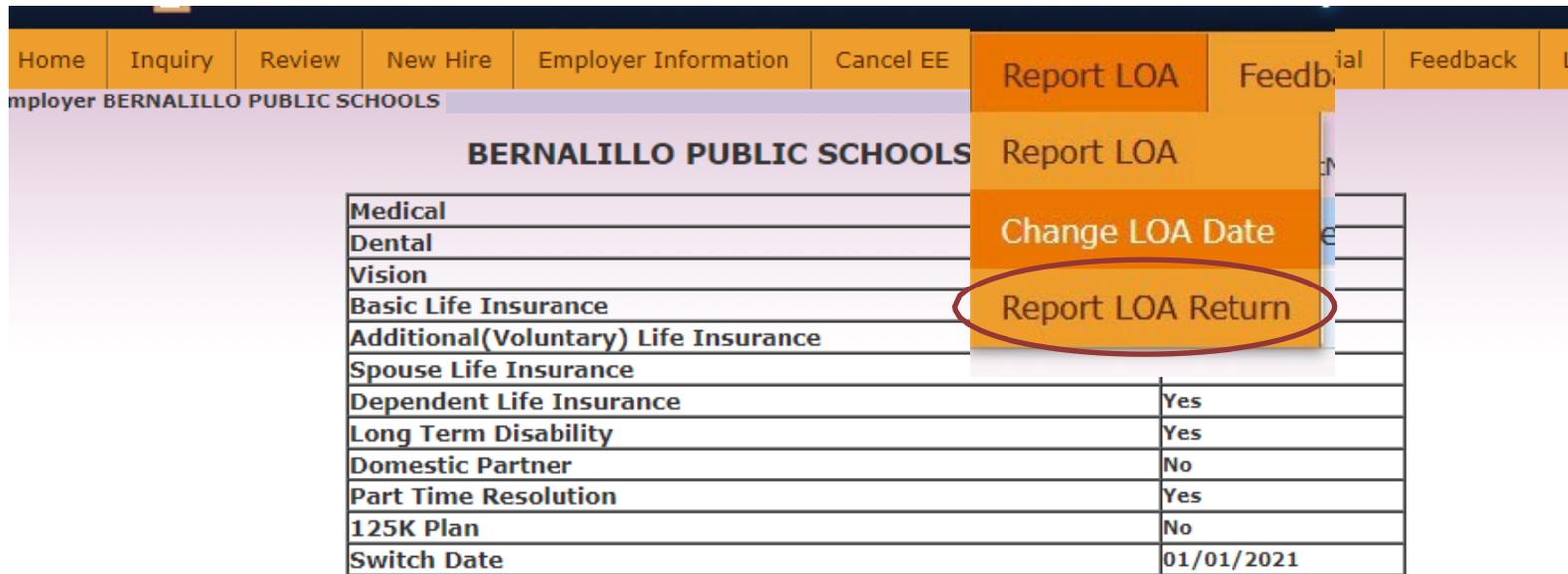
Change the date, add a comment and “Click Submit”

Change LOA Date

SSN	<input type="text" value="555-55-5555"/>
Name	<input type="text" value="Duck, Daisy"/>
Start Date	<input type="text" value="03/04/2024"/>
Return Date	<input type="text" value="07/16/2024"/>
Leave Type	<input type="text"/>
Comment	<input type="text" value="Extended"/>

Step
9

When an employee returns from LOA, you need to report their Return Date. Go to your Home Screen, Report LOA and select “Report LOA Return” from the drop-down menu.



The screenshot shows the EASI web application interface for BERNALILLO PUBLIC SCHOOLS. The top navigation bar includes: Home, Inquiry, Review, New Hire, Employer Information, Cancel EE, Report LOA, Feedback, and Feedback. The 'Report LOA' menu is open, showing options: Report LOA, Change LOA Date, and Report LOA Return (circled in red). Below the menu is a table with the following data:

Medical	
Dental	
Vision	
Basic Life Insurance	
Additional(Voluntary) Life Insurance	
Spouse Life Insurance	
Dependent Life Insurance	Yes
Long Term Disability	Yes
Domestic Partner	No
Part Time Resolution	Yes
125K Plan	No
Switch Date	01/01/2021

Step
10

The employee's information will auto populate, enter the Return Date and "Click Submit".

(Please make sure to indicate the type of employment they are returning to.)

Report LOA Return

SSN	EE Name	Return Date	Type	Remove
55555555	Duck, Daisy	05/15/2024	Full Time EE ▾	Remove
			▾	Remove
			▾	Remove
			▾	Remove
			▾	Remove

Submit Reset Print AddRow

**Thank you for utilizing this valuable tool.
We hope you found it helpful and user friendly.**

**If you need assistance or have any questions, please
contact your Erisa Administrative Representative
at 1-800-233-3164.**