

Employer LOA Process and Reporting Flowchart



Employee Notifies Employer

Employer

Communicates with employer leave resource

Confirms Employee Leave

Follows Employer's leave policies:

Collects Information

1)start date
2)expected return date
3)extension of benefits
up to 12 months, if
applicable
4)reason for leave
If leave is due to
disability, offer any life
or LTD the employee is

already enrolled in

Employer reports new Leave of Absence to Erisa

Employer monitors for any cancelled NMPSIA benefits and reports all changes and Return to Work to Erisa

How To Report LOA to Erisa

Option 1: NMPSIA Online Benefit System at

https://nmpsiaonline.nmpsia.com

Go to Employer Login>Report LOA tab>Report LOA Link

Enter - SSN

Enter - Date leave started

Enter - Date expected to return

Enter - type of leave

Option 2: Email leave details to your Erisa Benefit Reprepsentative with the required information

a)through 'Feedback' from the employer login menu b)through 'Inquiry' >employee look-up>'Send Message'

Include; employee name, SSN, date leave started, date expected to return, type of leave **Erisa**