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Wednesday, February 28, 2024

Greetings to NMPSIA Participating School Districts, Charter Schools, Higher Education, and Other Educational Entity Leaders,

NMPSIA, in partnership with Erisa Administrative Services Inc., our third-party benefits administrator, provides educational training materials and resources to assist your staff with NMPSIA administrative practices for employee benefits enrollment. These free annual trainings are intended for your benefits, payroll, human resources and leave of absence staff.

You may be aware that effective January 1, 2024, NMPSIA now requires the use of the NMPSIA Online Benefits Enrollment System for certain enrollment transactions including:

- Enrolling new hire employees into basic life coverage
- Cancelling employees who leave employment or become ineligible for benefits
- Report employees who are on an approved leave of absence
- Employees changing their basic contact information and updating beneficiary designations

There has been a significant increase in errors received by the administrator leading to delayed enrollment for employees and their dependents. Employers and employees will be required to use the NMPSIA Online Benefits Enrollment System for ALL transactions by 2025. This will ensure more efficient processing times and reduce errors that adversely impact employees when determining eligibility.

We encourage your support to allow your benefits, payroll, human resources and leave of absence staff members to participate in these training sessions. These employer roles are key to the success and wellbeing of all your employees.

Please review the attached flyer for event locations, dates and times, and specific areas of focus. We are asking that you begin having conversations with your staff about attending. Registration details will be sent to the appropriate staff next week.

Thank you for your support,

Martha Quintana
Deputy Director, NMPSIA