

DAILY

Tips for Staying Organized

- Keep a file of all NMPSIA/Erisa transactions
- Keep a file of employee benefits enrollment requests submitted to Erisa
- Check NMPSIA Online system for Confirmation notices and review for accuracy
- Verify Transactions (Examples)
 - Child reaching age 26, aging out of benefits
 - Tier Changes, for example Employee Only (EE) to Employee Family (EF)
 - Incomplete Enrollment Confirmation Notices (documents needed)
 - Qualifying events, for example marriage, divorce, birth, loss of coverage
- Keep a file with upcoming transactions and requests until the monthly bill arrives

MONTHLY

Tips for Staying Organized

- Download and print the monthly premium bill
- Establish a bill reconciliation method to compare payroll deductions to the bill and create a discrepancy report
- Generate a deduction register on the employer's accounting software by pay periods that tie to the premium bill
- Confirmations are compared to the monthly billing. When verification is complete, all documents are filed