

JOB DATA: LINE OF DUTY ENTRY, INDIVIDUAL
PREMIUM PAYMENTS, VOLUNTARY BENEFITS,
AND HR-REMINDERS





SHARE ENTRY: Line of Duty

Empl Class 75k Lf Ins

- **JOB DATA>JOB INFORMATION TAB**

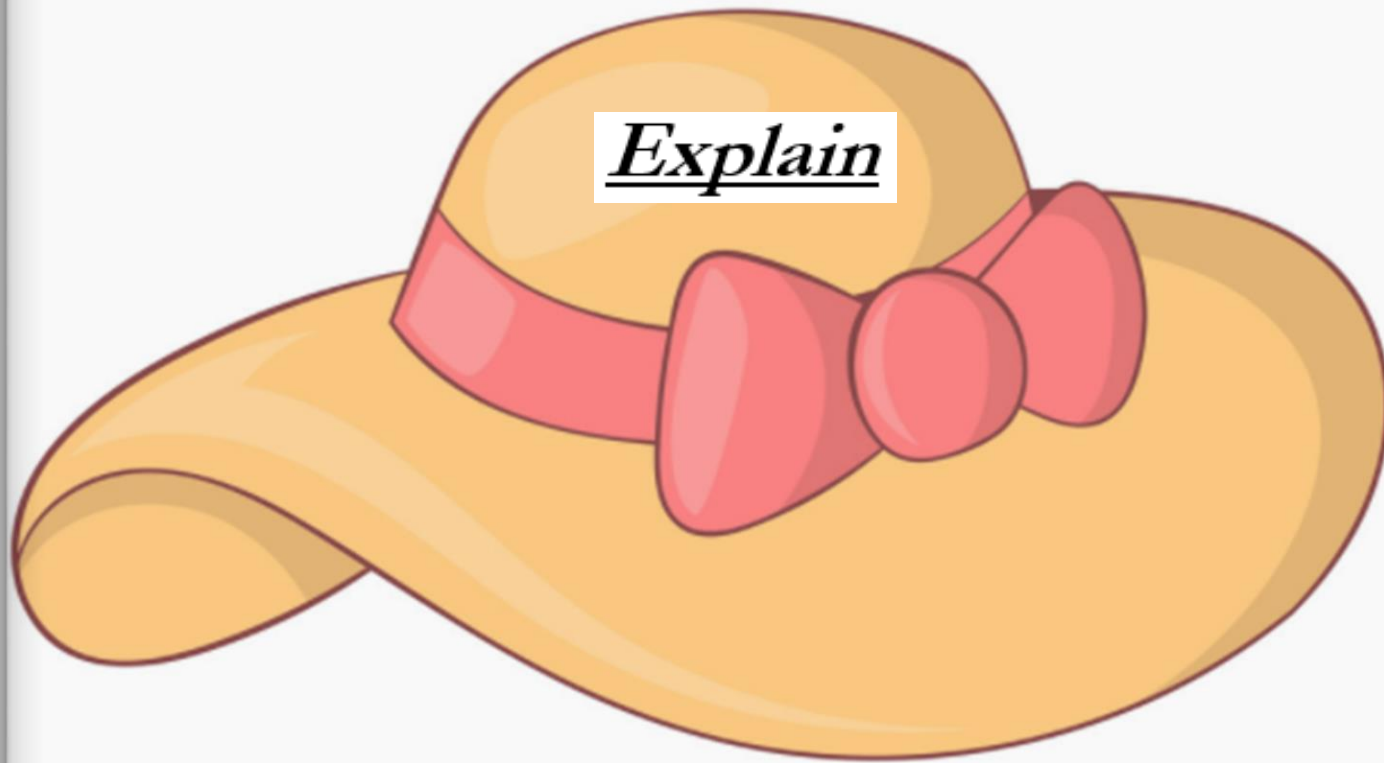








Explain



INDIVIDUAL PREMIUM PAYMENTS-Self Payments

How to Track and Audit Premium Payments for Individuals With Out Pay

CHECKLIST

- ✓ Determine type of leave
 - ✓ Determine bi-weekly premium rate based on elected coverage of insurance employee is enrolled in for the specified pay period.
 - ✓ Determine pay band: A,B,C
 - ✓ Job Data/Benefits Program Participation
- *Confirm up to 5 pay periods
- *Note: Life Insurance-Pay Band A, B, C does not determine premium amount.
- Age drives amount of premium owed



Employee

ID

Benefit Record Number 0
Primary Empl Record 0

Payroll System Payroll for North America

Pay Group

Payroll Status Leave With Pay

Latest Deductions

Plan Type	Benefit Plan	Dedn Code	Description	Class	Coverage Base	Last Deduction	Pay Period End
				Nontaxable Benefit		11.94	03/05/2021
14	VISNP	VISPRE	Vis Pre	Before-Tax		0.55	03/05/2021
				Nontaxable Benefit		2.22	03/05/2021
1U	NMEAP	NMEAP	EAP	Nontaxable Benefit		0.24	06/21/2013
1V	ADMIN	ADMIN	Admin Fee	After-Tax		0.13	03/05/2021
				Nontaxable Benefit		0.50	03/05/2021
20	BASICP	BASICP	BAS/SUP	Nontaxable Benefit	75000.00	3.06	03/05/2021
				Taxable Benefit	75000.00	7.62	03/05/2021
21	70K	SUPLIF	SupTrmLife	After-Tax	70000.00	16.51	03/05/2021
28	10K	SPLIFE	SP/DP Life	After-Tax	10000.00	2.36	03/05/2021
30	STDIS	DISAB	Disability	After-Tax	3274.66	4.56	03/05/2021
7W	POLCOR	PERA	PERA	Before-Tax	349.13	31.77	03/05/2021
				Nontaxable Benefit	349.13	89.03	03/05/2021
7Y	RETHCP	RETHC	Retiree HC	After-Tax	349.13	4.36	03/05/2021
				Nontaxable Benefit	349.13	8.73	03/05/2021

AUDIT: **INDIVIDUAL** **PREMIUM** **PAYMENTS**

Employee Supplemental
\$16.51

Dependent Life-Spouse
\$ 2.36

Agency:
Basic Life/LoD and AD&D
\$3.06

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Empl ID

Name

Company NM

Pay Group

Pay Period End

Page 21

Line 64

Separate Check

Paycheck Information

Paycheck Status Confirmed

Paycheck Option Check

Issue Date

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings

Taxes

Deductions

Net Pay 0.00

▼ Deductions

Personalize | Find | View 8 | 21 |

First 1-11 of 11 Last

Deduction Details 1

Deduction Details 2

Deduction Details 3

⋮

Deduction Code	Description	Class	Amount	Calculated Base
MEDPRE	Medical Pre Tax	Before-Tax	49.60	
MEDPRE	Medical Pre Tax	Nontaxable Benefit	198.38	
DENPRE	Dental Pre Tax	Before-Tax	2.98	
DENPRE	Dental Pre Tax	Nontaxable Benefit	11.94	
VISPRE	Vision Pre Tax	Before-Tax	0.55	
VISPRE	Vision Pre Tax	Nontaxable Benefit	2.22	
ADMIN	GSD/RMD Admin Fee	After-Tax	0.13	
ADMIN	GSD/RMD Admin Fee	Nontaxable Benefit	0.50	
DISAB	Disability	After-Tax	4.56	3,274.66
FLEXSP	Flex Spending	Before-Tax		
NMDEF	New Mexico Tax Deferred	Before-Tax	3.46	

► Garnishments

▼ Net Pay Distribution

Personalize | Find | View All | 21 |

First 1 of 1 Last

Check/Advice Number	Account Type▼	Bank ID▲	Account Number	Amount

Return to Search

Previous in List

Next in List

Notify

AUDIT:
INDIVIDUAL
PREMIUM
PAYMENTS

NO
DEDUCTIONS
PULLED FOR
LIFE
INSURANCE

VOLUNTARY BENEFITS



**Special Open Enrollment for
Voluntary Benefits
Starts Monday, March 1st!**

For those who were unable to enroll in the Fall, we are holding
a Special Voluntary Benefits Open Enrollment

March 1st through March 31st!

For more information and enrollment, please go to our Voluntary
Benefits webpage at: <https://www.mybenefitsnm.com/volben.htm>.

Carrier webinars are also available for you at:
https://www.mybenefitsnm.com/documents/VB_Webinar_Schedule.xlsx

Aflac

 **Globe Life**
Employee Services Division

 **MetLife**


**THE
HARTFORD**

Accident

Cancer

Critical Illness

Whole Life





HR Reminders

SHARE:

❖ Biographical-Name
Section

❖ No nick names



HR Reminders: Termination



- ❖ Termination in Job Data
- ❖ Don't enter other events after termination

Errors: Re-opens all the benefits

-Events need to be in sequence

HR Reminders: 1095-C's



- ❖ Sent to Designated Human Resource Administrators on Tuesday March 2, 2021

- ❖ Mimecast –Expires within 7 days

- ❖ Reina.Espinoza@state.nm.us

HR Reminders: Rehire/Transfer



- ❖ Rehire with Transfer

- ❖ Prior Agency needs to process the “Rehire” to the new agency in Job Data



HR-Reminders

EAP WEBINARS

LIVE

ON DEMAND

[Webinars-2.17.21-Master.pdf](#)
(mybenefitsnm.com)

REGISTER=NOTIFICATION



THANK YOU!



RESOURCES

- <https://www.mybenefitsnm.com/volben.htm>
- <https://www.mybenefitsnm.com>
- [https://www.mybenefitsnm.com/documents/VB Webinar Schedule.xlsx](https://www.mybenefitsnm.com/documents/VB_Webinar_Schedule.xlsx)
- [Webinars-2.17.21-Master.pdf \(mybenefitsnm.com\)](#)