



NEW MEXICO
GENERAL SERVICES DEPARTMENT

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Good To Know...

UPDATE SHARE INFORMATION – It's important to not only check your deductions in SHARE, but also your personal information. If addresses are incorrect, employees will not receive important documents (insurance ID cards, W-2's, W-9's, 1095C-ACA forms, etc.).

If unsure how to make these updates, use the Self Service Guide to learn how to manage personal information, view paycheck and compensation, view benefits and more. To find Self Service guide, go to:

https://www.mybenefitsnm.com/documents/SHARE_Introduction_to_Employee_Self_Service.pdf

FSA BALANCES – In regards to 2018 FSA Health Care Program, employees have until March 15th, 2019 to incur an eligible FSA expense, and until March 31st, 2019 to submit a claim against 2018 FSA funds. Unsure of what Health Care expenses are eligible? <https://www.mybenefitsnm.com/Documents/Eligible-Health-Care-Expenses.pdf>. Take a look at: <https://fsastore.com> to see FSA-eligible products, services, and expenses that may be purchased with your unused 2018 FSA funds. Remember, unused funds will be forfeit.

*****Please remember to check your Jan 1, 2019 pay advice to ensure proper FSA deduction.**

PREMIUM PAYMENTS – There are times when we may find ourselves out of work, (Family Medical Leave, Workers Compensation, Leave Without Pay or Disability), and it is important to remember health premium payments must be paid in order to have continuous benefit coverage. To avoid any issues, employees who are out of work must communicate with their HR Representative, or for employees of a consolidated agency, contact leave.management@state.nm.us for both assistance and direction, in order to avoid lapse of coverage.

Navigating the Holiday's with your very own Health and Wellness Coach



Holiday celebrations can be difficult for those trying to gain momentum towards a healthier lifestyle. No one wants to feel deprived during the most festive season of all... but what if there was a way to enjoy the festivities AND stay on a healthy track at the same time? No need to fear, [Crystal Crook, SWHC's Health and Wellness Coach](#) is available to any medically covered employee and their covered dependents to offer guidance and support to help you meet your goals without missing the cheer. When you designate the Stay Well Health Center as your PCP, you can take advantage of Crystal's expertise to:

- Help you make healthy choices by giving you alternatives to the typical fatty, starchy, sugary offerings.
- Help you understand any health conditions and develop a plan to feel better and do better.
- Or to be proactive through these difficult months and develop a plan to help you sail through the Holidays and come out healthier and happier!
- Exercise ideas when it's too cold to exercise outside.

Make your appointment with Crystal to discuss your medical condition, get some Holiday suggestions or create an exercise plan that is tailored to you and your needs and goals.

Don't get caught unprepared... be proactive and make this Holiday season the healthiest yet!



827.2485

M-F 7am - 6pm

ANNOUNCING...



Working under the direction of the Employee Benefits Bureau, Erisa Administrative Services is the SoNM's Third Party Administrator of the SoNM's benefit programs. As of January 1, 2019 Erisa will also be assuming administrative responsibility of the State's Disability Program as well.

Beginning December 3rd, 2018 ALL NEW DISABILITY CLAIMS MUST BE SUBMITTED TO ERISA VIA FAX#: 505.705.3311 FOR PROCESSING. Currently, Compusys has been handling all SoNM Disability claims. Compusys will work with Erisa to transition over all existing active claims, which will be completed by January 1st, 2019.

The Employee Benefits Bureau will continue to provide updates regarding this transition throughout the consolidation process.

- Employee Benefits Bureau

TIPS TO REDUCE HOLIDAY STRESS

- SET REALISTIC EXPECTATIONS
 - SLOW DOWN
 - SHOP FROM HOME
 - ASK FOR HELP
- REMEMBER TO HAVE FUN
- TAKE BREAKS DURING YOUR BUSY DAY
- REMEMBER TO DO SOMETHING NICE FOR YOURSELF

For **FREE** Confidential Counseling Call: 1-855-231-7737

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TIPS FOR COPING WITH GRIEF

- TAKE CARE OF YOURSELF AND BE OK SETTING LIMITS
- FIND A WAY TO ACKNOWLEDGE YOUR LOSS
- FIND NEW TRADITIONS THAT HONOR THOSE WHO ARE NO LONGER HERE
- HELP OTHERS IN NEED
- ASK FOR HELP
- SPEAK TO SOMEONE OUTSIDE YOUR FAMILY/FRIENDS
- ALLOW YOURSELF TO HAVE FUN

Call Your Employee Assistance Program
Available to all employees, their dependents and household members

For **FREE** Confidential Counseling Call: 1-855-231-7737
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Giving yourself just one hour a day for self-maintenance can make a huge difference. Feeding your Soul will help keep you centered and happy. What do you love to do? It can be reading, writing, yoga, exercise, dancing, meditation/prayer, painting, gardening, baking, or whatever you may enjoy, just don't forget about you. One hour is only 1/24 of your day, that's less than 5%. It matters, it really does. Go ahead, schedule that me-time and see your whole perspective improve!

Everything You Need To Keep You On Track To Meet Your Health Goals



BlueCross BlueShield
of New Mexico

Blue Cross Blue Shield of New Mexico (BCBSNM) can help you take charge of your health. BCBSNM offers wellness programs, discounts and resources designed with your well-being in mind. They make it easier to find the right resources, save money and manage medical conditions. Here are some programs they offer to their members:

Well onTarget Wellness Portal – This portal offers members a customized experience, suggesting programs and tools most appropriate for their individual needs.

- Member Dashboard- a secure, private and customized with access to benefits, medical records, programs, Blue Points, etc.
- Self-directed Courses – Online courses on nutrition, fitness, weight management, tobacco cessation and stress while earning Blue Points.
- Health Library – This health and wellness content teaches and empowers through evidence-based articles.
- Wellness Trackers – Interactive tools that help keep members on course while making wellness fun with a food and exercise diary, symptom checker and health trackers.
- Mobile Health App
- Fitness and Nutrition device synchronization capability

Blue Points Program – Members can earn Blue Points Rewards by participating in eligible wellness activities on the portal and redeem them on BCBS's online Shopping Mall, offering over a million products. The points never expire and roll over from year to year. Members can “pay the difference” with their credit card if they don't have enough points to redeem a certain item.

- Earn points instantly, so they may be used right away (Exception: Fitness Program utilization points 60 days to record).
- Not enough points? This program allows member to use a credit card to pay remaining balance
- Allows points to be easily managed (ex: points earned when enrolling in the fitness program, completing a health assessment, syncing personal fitness devices, completing a health course, tracking progress towards goals, etc.) and used to purchase rewards such as apparel, books, health and personal care, jewelry, electronics, music, sporting goods and more.

Fitness Program – This is a flexible membership program that gives unlimited access to a nationwide network of fitness centers (more than 8,000 participating gyms), giving members many options. These memberships are month-to-month and cost \$25 per month with no long-term contract, which can be set up on automatic withdrawal. Initiation fee is \$25, which has been waived for the month of December. So, if you sign up between December 1 and December 31, 2018, the INITIATION FEE WILL BE WAIVED!

Personal Health Assessment (PHA) – The PHA features adaptable questions to learn more about the member. After taking the PHA, the member will get a personal wellness report. This private and confidential record offers tips for living one's healthiest life. Member's responses are used to tailor the Well onTarget portal with programs that are specific to the member and can be used by your Wellness Coach when utilizing the coaching benefit.

Online Wellness Challenges – Challenge yourself to meet your wellness, stress management, physical activity, nutrition, social, sleep, weight management and tobacco-free goals. Plus, team challenges let you join forces with others to compete in monthly contests.

Well onTarget Mobile APP – Always on, always available for iPhone and Android smartphones. It's a great tool to help with health and wellness goals, anytime and anywhere.

Wellness Coaching – Certified health coaches offer you guidance on Stress Management, Improving Fitness and Nutrition, Tobacco Cessation, Improving Blood Pressure and Cholesterol, and Weight Reduction and Maintenance.

Well onTarget offers personalized tools and resources to help you – no matter where you may be on the path to health and wellness. Start experiencing the new wellness portal today. Go to www.wellontarget.com.

The Vitamins and Benefits of Veggies

Filling up on vegetables is a nutritious, delicious boost to your health and diet! Here is a quick nutritional lowdown on some favorites...



ASPARAGUS: Low-calorie, rich in antioxidant vitamins A, E and C; vitamin K for bone health, brain health and more; B complex vitamins to support healthy cells and metabolic function; and folate to support mamas-to-be and their growing babies.



CUCUMBERS: High in water contents, helps hydrate, full of vitamins A, C, K, B6, folate and thiamine. Also contains calcium, iron, manganese, selenium, zinc and potassium (good for the eyes, blood, bones and more).



BEETS: Provide good amounts of folate, manganese and potassium (good for expectant mothers' and their growing babies' health, skin, blood sugar and healthy blood pressure. Bonus: beets are a great detoxifier!



GREEN BELL PEPPERS: Another vitamin C powerhouse with good amounts of vitamins A, B6 and K. Fully ripened, they offer strong antioxidants that support vision, heart, kidney, bone and healthy energy levels. (Reds contain a greater amount of beta-carotene, yellows & oranges contain more carotenoids).



Broccoli: One healthy serving packs 135% of our daily requirements of vitamin C (strong cellular health antioxidant), and 116% of vitamin K (helps regulate calcium and bone formation).



KALE: Bursting with vitamins A, K, C and B complex, (supports eyes, skin, cells, bones, nerves, metabolism, and more). Just 100g (almost 1 cup), provides 512% of our daily vitamin A and 700% of vitamin K. Wow. (Dino kale shown).



BRUSSELS SPROUTS: Packed full of vitamins C and K, as well as ample amounts of folate and manganese (which support healthy cells, bones, skin and healthy blood sugar).



CARROTS: Loads of vitamin A, 428% of our daily requirements per serving to be exact, keeping eyesight and skin healthy. Bonus: another great detoxifier!



PUMPKIN: Packed with beta-carotene, which converts to vitamin A (supports eyes, immunity, heart, skin, and more). Also rich in vitamins C and B, folate, niacin, vitamin B6, thiamine and pantothenic acid (B5).



CALIFLOWER: Delivers vitamins C, K, B6, folate, potassium and manganese (supporting healthy cells, bones, blood pressure, blood sugar, skin and energy levels).



SPINACH: Packed with vitamins A, K, and ample amounts of vitamin C, folate, and iron. Spinach (like all leafy greens), provide energy, support red cell production, healthy digestion, helps make hormones and breaks down carbs and proteins.



CELERY: Boasts vitamin K and folate for healthy bones and digestion. One hearty serving contains 300mg of potassium (supporting healthy blood pressure, kidneys, liver, as well as helps curb muscle cramps).

Alzheimer's, birth defects, Parkinson's, reproductive disorders and autoimmune diseases).

Despite "Organic" being printed on labels, it doesn't necessarily mean "clean product". Learn how to read labeling on packaged foods, "100% organic" = all organic ingredients, "organic" = 95% organic, "made with organic" = at least 70% organic.

Check out the "Dirty Dozen", a list of 12 produce items that contain the highest loads of pesticide residue, and the "Clean 15", a list of produce that are less likely to be contaminated <https://www.ewg.org/foodnews/summary.php>

VEGETABLES: ORGANIC vs. CONVENTIONAL

Although there is no evidence that organic vegetables have more nutrients than conventional, they are definitely safer. Studies show that consumption of organic foods reduces exposure to pesticide residues and antibiotic-resistant bacteria. There is a large body of evidence on the relation between exposure to pesticides and elevated rate of chronic diseases (cancers, diabetes, neurodegenerative disorders,

FLU shot Fridays

at the

STAY WELL HEALTH CENTER

The SWHC is prepared to get you and your family flu-season ready. Members (2yrs and up) covered under a SoNM medical plan can *walk-in* and receive their flu shot ***anytime on Fridays*** between 8 AM and 5 PM throughout flu season. (Flu shots are always available any time *with an appointment.*)

Need a Flu Shot Clinic

at your Santa Fe location? The SWHC will go TO YOU! Contact the Employee Benefits Bureau at 476.2199 to schedule.



STAY WELL ZERO COPAYS, NO DEDUCTIBLES AND ALL
HEALTH CENTER MEDICATIONS DISPENSED THROUGH THE HEALTH CENTER ARE FREE

Serving the State of New Mexico and Participating Local Public Body Employees Covered under the State Employee's Risk Management Medical Plan

SWHC Hours

Mon – Fri
8 AM to 6 PM
827.2485

For many, Holiday travel is a necessary part of the season. When you add in gifts, packing, kids, costs, delays, weather, family, etc., it can be super stressful. In order for us to enjoy the festivities, doing everything we can to lower our stress can make the days ahead so much more enjoyable.

This year decrease your stress level by being proactive. Having a plan ahead of time can be a big help. Also, getting enough rest and eating a healthy diet prior to departure make a good starting point for your Holiday travels and will help insure that when you arrive, you can relax and enjoy. Here are more Holiday tips to help reduce travel stress...

MEDICATION – PLAN AHEAD

The last thing in the world we want is to be away from home without prescribed medications.

Before you leave home, make sure you have enough doses for your time away.

Too soon to refill? Contact the Employee Benefits Bureau (827.5651), we can help you get what you need to ensure a safe and enjoyable trip!

Cut Your Holiday Travel Stress

Book early

Set your travel plans as early as possible to get cheaper deals and more flexible schedules.

Get digital

Before you leave home, download plenty of entertainment to your digital device. The familiarity of a favorite show or video game fights boredom and stress.

Travel light

Even if you're checking bags, consider shipping gifts and non-essentials ahead of time. You'll cut down luggage hassle and how much you have to drag around.

Plan for delays

Prepare mentally to be delayed or rerouted. It'll help you take charge, minimize stress, and figure out Plan B.

Remember: others are stressed too

Holiday travel is hectic for all involved. Take deep breaths, put a smile on your face, and stay positive.



Stay healthy

Winter travel raises the risk of illness. Plan ahead by getting a flu shot or nasal flu vaccine. Wash your hands often and carry antibacterial hand gel to ward off germs.

Conquer the roads

Get an early start to avoid the heaviest traffic. Try to make the drive fun. Involve the kids by singing and playing games. Stop often to stretch your legs, refocus, and give everyone some space.

Write your own tips here:

