

Employee Benefits Bureau NEWSLETTER



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March

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Multiple Sclerosis
Bleeding Disorders
Colorectal Cancer
Endometriosis
Kidney Month
Nutrition Month
Traumatic Brain Injury
Save Your Vision

**March is National
Nutrition Month**



**Incorporating more raw
vegetables and fruits for
even just one meal will
help you on your way to
better health!**



2019 FSA Funds – Time is Running Out!

For employees who utilize the FSA benefit for Health Care or Dependent Care, EBB would like to offer some last-minute reminders...

- **Participants (health care FSA only) have until March 15, 2020 to accrue claims against 2019 FSA funds**
- **Participants (health/dependent care FSA) have until March 31, 2020 to submit a claim against 2019 FSA funds**

The FSA benefit is offered to our employees as a way to save money, so please make sure your remaining balance is not forfeited. If there are remaining funds in your Health Care FSA after all claims have been paid, there are approved items that can be purchased without the need of a prescription from your provider, in order to avoid losing these remaining funds. To find a list of these Eligible Health Care Expenses, go to www.mybenefitsnm.com/Documents/Eligible-Health-Care-Expenses.pdf.

2020 Health Benefit Premiums

The Employee Benefits Bureau would like to remind employees how important it is to **check their premium deductions** on their pay advice in order to ensure deductions are being processed correctly.

During the Annual Open Enrollment, two-week enrollment window (or within 31 days from a Qualifying Event), changes may be made to an employee's benefit elections. Again, it is important that these employees review their pay advice to help ensure new benefit premiums are properly deducted.

When updating personal information into SHARE, any small typo has the potential to cause big problems. Please check, then recheck any entered data to confirm everything is correct, with no typos. Also, using any special characters (like "ñ", "-", "ø", #, etc.), creates issues with the system and WILL result in problems with employee's benefits eligibility with the Carrier/provider. **Please, NO SPECIAL CHARACTERS in SHARE. Thank you!**

To check deductions and personal information for errors, sign into SHARE and go to the Employee Self Service tab: www.mybenefitsnm.com/documents/SHARE_Introduction_to_Employee_Self-Service12.24.19.pdf



**Introduction to Employee
Self Service**
All SHARE Users



Introduction to Employee Self Service Portal

The **Employee Self Service (ESS)** portal, previously known as Self Service, provides immediate access to your personal information. You can review and make edits to this information directly in SHARE 9.2. The **ESS** portal home page is organized in tiles as shown below:

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graph TD; ESS[Employee Self Service] --> TE[Timesheet Entry]; ESS --> P[Payroll]; ESS --> PD[Personal Details];
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HR Corner

The Employee Benefits Bureau continues with our **Tuesday HR Meetings**. The last HR Meeting was cancelled due to inclement weather, but will resume with the next meeting scheduled for **March 10th**. The information that will be covered is **New Hire and QE Electronic Enrollment Form, Notification to Terminate Benefits Due to Non Payment, FSA Direct Deposit Option, and Individual Self-Pay Premium Payment**. If you are unable to attend, go to www.mybenefitsnm.com to review all HR webinars, as they are recorded and archived for reference. HR's, please watch your inbox for the registration link.

HR Reps/Employees: VERY IMPORTANT! When entering employee address into SHARE, please make sure home address is entered first, then mailing address. Thank you for your cooperation.

Don't Cancel on Your Dentist

Seeing a dentist isn't just for children. While growing older may have its advantages, canceling your dental appointments can mean serious harm for your oral health.

Regular dental visits can prevent many oral health problems or help identify them earlier when treatment may be simpler and more affordable. In fact, every dollar you spend on preventive care, such as brushing and dental cleanings, may save you money later in restorative care and emergency procedures.

Dental care is very personal, so it's important that you feel comfortable with the dentist you choose and that your dentist has a schedule and location that are convenient for you.

To find a dentist in your area, visit your state Delta Dental website and use the dentist search tool. A healthy smile and healthier you are just around the corner!

More oral health information:

www.mybenefitsnm.com/DeltaDental



Quick Bites

Between dental visits, here are some tips to help you take care of your smile:

- **Brush twice a day for two minutes each time, and floss daily. This is the best way to fight tooth decay and gum disease.**
- **Sugary beverages can wreak havoc on your smile so try to limit your intake of soda pop and sports and juice drinks. Make water your beverage of choice.**
- **Trash the tobacco. It increases your risk of oral cancer, gum disease, tooth decay, tooth loss and gum infections.**
- **Replace your toothbrush every three to four months and after you've been sick. Using a toothbrush after a cold will let those nasty germs live on.**

New Mexico Novel Coronavirus Update and Guidance (March 3, 2020)

This update is provided by the NM Department of Health (DOH) and the General Services Department (GSD) regarding the global outbreak of novel coronavirus (COVID-19).

Because community spread of COVID-19 has been seen in many countries around the world and several U.S. states, public health officials, health care providers, schools and community leaders should be prepared for the potential of community spread of COVID-19 in New Mexico. No cases of COVID-19 have been diagnosed in NM to date, but this will likely change.

The complete clinic picture of COVID-19 is not fully understood, but fever, cough and shortness of breath are the main symptoms. Most of the illnesses are mild and do not require hospitalization. Older adults and persons with some chronic medical conditions are more likely to have severe illness.

DOH is working with healthcare providers in the state to identify patients at risk of COVID-19, to provide testing, and to manage infection control procedures to minimize the potential spread of the virus from those who are sick. Testing is available now through the DOH State Scientific Laboratory (SLD) and, if patient testing criteria are met, throat and nasal swabs can be

DOH has reviewed pandemic preparedness plans and adapted them for COFIC-19. We are looking ahead and taking steps now, in partnership with many others in NM, to prepare for the monitoring and care of patients with COVID-19 should we have community spread in NM.

If we have widespread community spread in NM, we will consider closing schools for a period of time, canceling mass gatherings and encouraging employers to allow for teleworking where possible. These measures would be implemented to minimize the spread of COVID-19 in NM.

Everyone has a role to play in reducing the spread of respiratory viruses:

Stay home when you are sick and limit close contact with others except for the medical care; cover your cough/sneezes to reduce the spread of infectious droplets; wash your hands frequently with soap for at least 20 seconds; clean hands with alcohol-based hand sanitizer containing 60-95% alcohol; clean "high touch" surfaces daily with household cleaners; avoid sharing personal items.

We do not recommend the use of facemasks to prevent getting infected with a respiratory virus, unless your healthcare provider has specifically recommended this for you. A facemask is most effective in limiting the spread of infectious droplets when worn by persons with respiratory symptoms. Visit <https://cv.nmhealth.org> for more information.