



WELCOME

HR REMINDERS



NM DEPARTMENT OF
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1095-C DOCUMENTS

- HR Electronic Files
 - E-Mailed February 17, 2022
 - Same user name and password as your e-mail address
 - <https://kiteworks.doit.state.nm.us/>
 - Katherine.Chavez2@state.nm.us
 - Expires: 2 weeks from the date you received it
- FAQ's
 - [SONM 1095-C FAQs Reporting Year 2021.pdf \(mybenefitsnm.com\)](#)

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1095-C DOCUMENTS

Questions: State Agency Employees

- GSDRMD.EBB@state.nm.us
- Katt Chavez: 505-827-0655
- First and Last Name
- Address
- Agency
- Employee ID#
- Phone Number
- Reason for the e-mail/call
- 1095-C in the subject line

JOB DATA -ENTRY



NOTIFY EMPLOYEE BENEFITS BUREAU WHEN:

Action- Suspension, Misconduct, an Unpaid leave of absence

Reason- Misconduct and Absence Without Leave

❖ Deductions become disabled and Pay Advice is not generated

Notification= EBB identifying these employees and provides the ability to audit premiums

Crystal.Lawrence2@state.nm.us

Katherine.Chavez2@state.nm.us



Recorded HR Webinars/Trainings

[HTTPS://WWW.MYBENEFITSNM.COM/HRRESOURCES.HTML](https://www.mybenefitsnm.com/hrresources.html)



Reina.Espinoza@state.nm.us



CHANGES IN STAFF



1. REPRESENTATIVE NAME
2. AGENCY CODE
3. AGENCY NAME
4. MAILING ADDRESS TO INCLUDE CITY AND ZIP CODE
5. OFFICE NUMBER
6. CELL NUMBER
6. FAX NUMBER
7. E-MAIL

E-MAIL INCLUDES DOCUMENT TO FILL OUT AND SEND TO KATT CHAVEZ @ KATHERINE.CHAVEZ2@STATE.NM.US





THANK YOU FOR ATTENDING

Resources:

- ❖ <https://kiteworks.doit.state.nm.us/>
- ❖ [SONM 1095-C FAQs Reporting Year 2021.pdf \(mybenefitsnm.com\)](#)
- ❖ <https://www.mybenefitsnm.com/HRresources.html>