



NEW MEXICO
GENERAL SERVICES DEPARTMENT

Page 1:

[Open/Switch Enrollment](#)

Page 2:

[Stay Well Health Center](#)

Page 3:

[SWHC's Flu Shot Clinic](#)

Page 4:

[Flu Season](#)

Employee Benefits Bureau
Risk Management Division
Questions/Comments?
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Open Enrollment

**FALL 2017 OPEN/SWITCH ENROLLMENT
IS IN FULL SWING!
(NOVEMBER 6 – NOVEMBER 21, 2017)**

STATE OF NEW MEXICO BENEFITS ARE NOW OPEN FOR ENROLLMENT

Online Enrollment submissions will be accepted until November 21ST @ 11:59 PM!

It's easy...

- Go to: [Open/Switch Enrollment 2018](#)
 - Here you can enroll, change or drop a benefit
- Remember to:**

- submit proof of dependency (IF dependent was not previously covered) at the time of online enrollment submission (fax to Erisa: 244.6009)
- Print out two copies of your enrollment form, one for your HR Personnel file and one for your personal files
- Late or incomplete submissions will not be accepted
- January 19th is the first pay advice you will see any new deductions.
Please ensure proper deduction amount



Unsure of your current coverage? Go to: [SHARE Employee Self-Service](#) to review the SHARE Self-Service Tutorial and find out about your current benefit elections.

Mandatory:

Flexible Spending Account (FSA)

If an employee wishes to participate in **Health and/or Dependent Care FSA**, an enrollment form **MUST** be submitted to participate in 2018.

Premium Only Plan (POP)

Health benefit premiums are automatically taken pre-tax. If an employee wishes to OPT-OUT of this *pre-tax* benefit a 2018 POP Waiver Form **MUST** be faxed to Erisa.

Optional:

An enrollment form should be submitted **ONLY IF** an employee wishes to make changes to the following benefits:

- Medical:** BCBS-HMO or PPO *and* Presbyterian-HMO
- Dental:** Delta Dental
- Vision:** Davis Vision
- Disability:** Short/Long Term Disability

Questions:

Erisa Administrative Services
Toll Free: [855.618.1800](tel:855.618.1800)
Albuquerque: 244.6000

Fax: 244.6009

Email: SONM@easitpa.com

Flexible Spending Account (FSA)

6

WHAT is it, HOW does it work, and WHY



What is it?

Flexible spending accounts (FSA) are tax-advantaged financial accounts offered to our employees. It's basically a plan that allows employees to pay for certain out-of-pocket expenses (health care deductibles, co-pays, over-the-counter medicine, dependent day care/elderly care, etc.), PRE-TAX, which saves members money. The employee controls how much goes in and when it comes out.

How does it work?

During Open Enrollment, the employee estimates out-of-pocket medical, dependent or transportation expenses for the upcoming year, then specifies how much money they elect to place into their FSA each pay period (taken before taxes are applied). This money is then saved in the FSA Account to be used to pay eligible expenses (occurring between 1/1/2018 and 3/15/2019)

- Total pledged amount is available 1/1/2018. FSA allows an employee to spend up to your elected amount at any time within the plan year
- Gives members financial security, as the funds will be available when they are needed. And gives peace of mind, knowing there is no need to worry about eligible out-of-pocket health, dependent care and transportation expenses
- Limits for each available FSA is as follows:

| FSA Contribution Limits: | Minimum | Maximum | Enroll |
|--------------------------|-----------|------------|-------------------------------------|
| Health Care | \$130 yr. | \$2650 yr. | Open Enrollment or Qualifying Event |
| Child/Elderly Care | \$130 yr. | \$5000 yr. | Open Enrollment or Qualifying Event |
| Transportation/Parking | | \$260 mo. | Anytime |

- Remember, Transportation/Parking will roll over to the next plan year, HOWEVER, Medical/Dependent FSA funds do not (considered "use-it-or-lose-it" benefits). Therefore it is important to properly estimate the pledged amount to ensure it meets and does not exceed the amount anticipated to cover eligible expenses for the coming plan year.
- LPB's must check with their HR's to see if ensure participation in the SoNM FSA program

If any money will be spent on health care, child care, or public transportation costs in the next year on behalf of the employee or their covered dependents, then an FSA (Medical/Dependent) can save the employee money. (Transportation FSA is for employee only).

This is just one of many benefits offered to SoNM/LPB employees, and the time to elect these benefits is now during Open/Switch Enrollment (Nov. 6th – Nov. 21st, 11:59 PM).

Go to www.mybenefitsNM.com for more information.
Questions? Call Erisa at 855.618.1800

STAY WELL HEALTH CENTER



Montoya Bldg.
1100 St. Francis Dr.
Santa Fe, 87505
827.2485

Open Mon-Fri 7 AM to 6 PM

THANK YOU ALL
for coming to our OPEN HOUSE!
Everyone got to meet our wonderful
staff and tour the Center

CONGRATULATIONS

to the WINNERS of the two
\$50 Amazon Gift Cards for
the Sports Physicals!

DYLAN, son of Jeff Canney - DOT
and
MARISA, daughter of Reyna Lovato,
DPS

UPCOMING LUNCH & LEARN

STRESS MANAGEMENT

To be held at the Montoya Bldg./Bid Rm
Dec 18, 12-1 PM
There will be a drawing for
30 Min. Massage @ BodySF

CONGRATULATIONS

to the WINNERS of the two
\$50 Amazon Gift Cards
at our Open House!!!

PAM GONZALEZ - RMD
and
MARGARET GRIEGO - DFA!

WALK-IN FLU SHOT CLINIC EVERY TUESDAY!

No appointment necessary, so it's
convenient and FREE!

NOVEMBER is FOCUS ON HEALTHY WEIGHT Month

Get a jump on your health. Make an
appointment with Marissa, our
Health/Wellness Coach and start on
your customized plan today!

IT'S FREE!

The Stay Well Health Center...

Your home for healthcare



STAY WELL
HEALTH CENTER

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

ZERO CO-PAYS, NO DEDUCTIBLES AND
MEDICATIONS DISPENSED THROUGH
THE HEALTH CENTER ARE FREE

Employee Benefits Bureau Newsletter

Flu Season Ahead

Who should get a flu shot and when?

According to the CDC, everyone six months and older should get a flu shot every season beginning in October through February.

Who is at higher risk without a flu vaccination?

- Children younger than five years
- Adults 65 years and older
- Residents of nursing homes or other long-term care facilities
- Pregnant women
- People with chronic medical conditions such as diabetes, asthma or heart disease

Everyone with severe, life-threatening allergies to the flu vaccine or any of its ingredients should not receive a flu shot.

How can you help prevent the flu from spreading?

- Avoid close contact with others
- Wash your hands
- Stay home when you are sick
- Manage your stress
- Cover your mouth and nose when you cough or sneeze
- Get plenty of sleep
- Be physically active
- Clean and disinfect frequently used surfaces
- Drink plenty of fluids and eat nutritious food

What are the symptoms of flu?

- Coughing
- Headache
- Chest discomfort
- Weakness and fatigue
- Muscle aches
- High fever that lasts a few days

What should I do if I think I have the flu?

- Stay home for at least 24 hours after your fever is gone.
- Call your health care provider or our 24/7 Nurse line

Do I need to go to the emergency room (ER)?

Not usually. If you are not sure if you need to go to the ER, call your 24/7 Nurse line, make a quick appointment at the Stay Well Health Center, or see your independent health care provider.