

State HR Benefits-Related Responsibilities

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State HR Reps have view-only access to SHARE benefit modules. HR responsibilities (*related to benefits*) are such things as:

- Managing employees' PERA forms, Retirement, Deferred Compensation enrollments;
- Maintaining accuracy of employee demographic information in SHARE;
- Managing employees' FMLA/LWOP, including determining & obtaining premium payments from an employee if leave hours are not sufficient to cover premium costs, and maintaining accurate tracking & copies of payments in employees' personnel files. Notify Erisa at 505-244-6000 or 1-855-618-1800 so that they can stop benefits if an employee fails to self-pay premiums;
- Entering employees' job termination dates into SHARE job data and faxing to Erisa, at 505-244-6009, COBRA Notification Forms when employees retire/leave employment (this does not include transfers to another State agency). A COBRA Notification Form also needs to be faxed to Erisa with a job status change that reduces work hours below 20 hours/week resulting in loss of benefit eligibility;
- Providing new hires, or employees with qualifying events, the Employee Benefits Instruction Sheet (which can be printed from <https://www.mybenefitsnm.com/bene-instruction.htm>). Ask employees to read/sign Instruction Sheet, give them a copy, and keep signed original in respective personnel files (required at time of hire and any Qualifying Event). Any employee benefit questions, please refer employees to Erisa;
- Providing employees with COBRA rights information, as well as HIPAA Privacy notices (found at the end of the Forms section in this Admin Guide). Ask employees to read/sign HIPAA notice, and keep signed original in respective personnel files (only required at time of hire);
- Preparing refund and payroll deduction requests, including all required documentation (instructions included in Refund and Forms sections in this Guide);
- Keeping on file the original signed life insurance beneficiary designation forms (this is the one benefit-related document that will be maintained in Agency files instead of Erisa);
- Assisting employees with any life insurance claim requests. If needed, obtain from Erisa the life carrier's required documentation for life claims (call Erisa at 505-244-6000 or 1-855-618-1800);
- Informing employees of their obligation to fax marriage certificates, domestic partner affidavits, and/or birth certificates directly to Erisa at 505-244-6009;
- Directing employees to Erisa and the new www.mybenefitsnm.com website for benefit-related questions;
- Life Insurance: Upon an employee's termination/retirement, direct the employee to the Life carrier website to access the Request for Group Life Conversion Materials form at (http://www.standard.com/eforms/1598a_645553.pdf). The employee will use this form to apply to convert his/her life insurance to an individual policy. Portability of Insurance is also an option under The Standard's plan and the form is available of The Standard's website at http://www.standard.com/eforms/9178_645553.pdf. Please refer to the Certificate of Insurance for eligibility requirements for Conversion or Portability.