

# Employer Online System Tutorial

## Reporting A Leave of Absence

## **IMPORTANT!**

**To ensure a successful experience on this tutorial, please read the following in it's entirety before proceeding.**

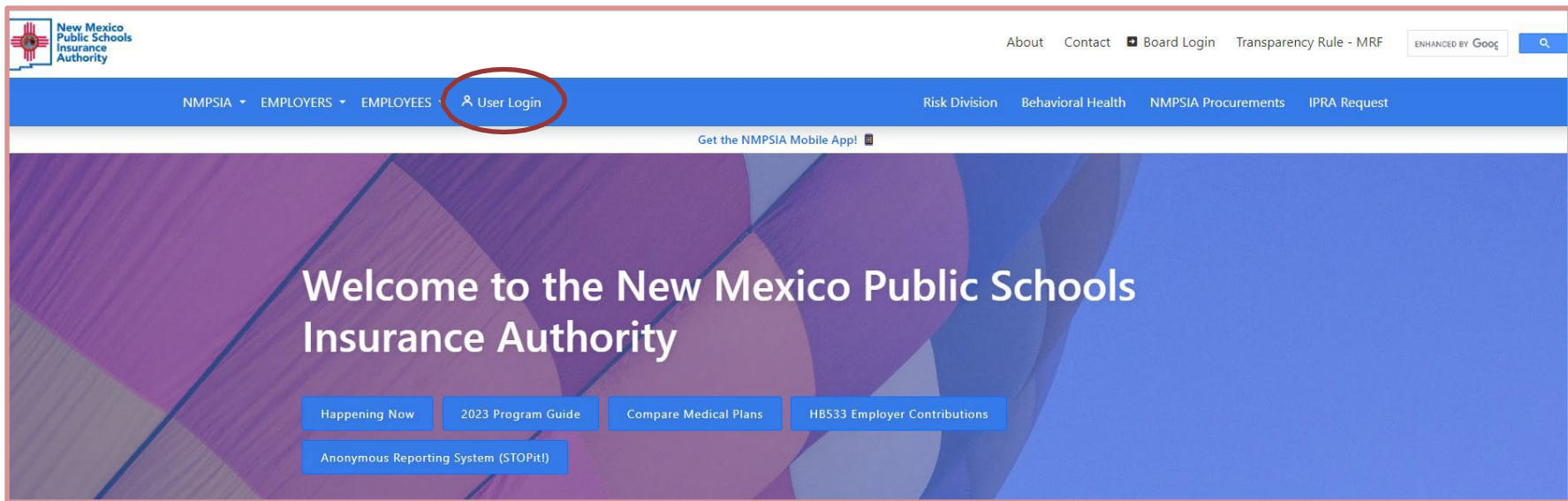
- A “Leave of Absence” (LOA) can be done at any time of the year.
- Any employee that is on an Employer approved LOA should be reported immediately.
- If the initial LOA reported has a change to start or end date or the employee has returned to work, report these events immediately.
- Enter all data in the required format i.e., DOB: *MMDDYYYY*.

Step  
1

# Employer Login Process

## Go to [NMPSIA.com](https://nmpsia.com)

### Select User Login and Employer Login...



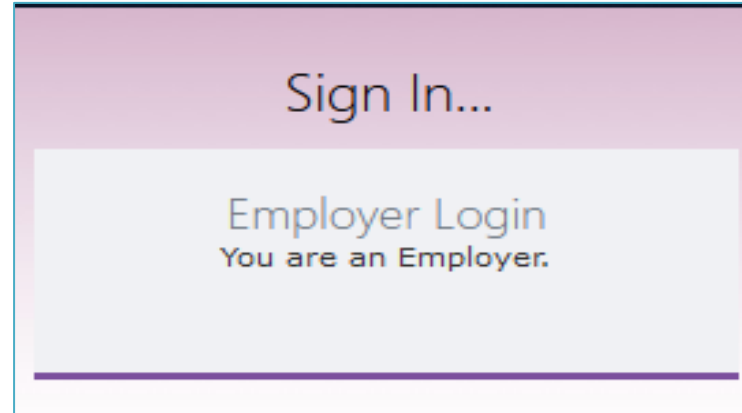
The screenshot shows the homepage of the New Mexico Public Schools Insurance Authority. The navigation menu includes 'User Login' which is circled in red. Below the navigation, there is a 'Welcome to the New Mexico Public Schools Insurance Authority' banner with several buttons: 'Happening Now', '2023 Program Guide', 'Compare Medical Plans', 'HB533 Employer Contributions', and 'Anonymous Reporting System (STOPit)'.



The screenshot shows the login options page. The header reads 'New Mexico Public Schools Insurance Authority'. Below the header, there is a 'Sign In...' section with three buttons: 'Employee Login You are an Employee.', 'Employer Login You are an Employer.' (circled in red), and 'Manager Login You are a Manager.'

## Sign In...

Step  
2

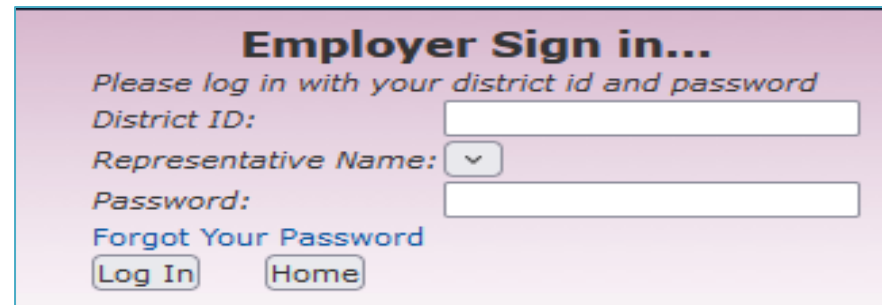


Sign In...

Employer Login  
You are an Employer.

## Enter your credentials

Step  
3



**Employer Sign in...**  
*Please log in with your district id and password*

District ID:

Representative Name:

Password:

[Forgot Your Password](#)

From your home page  
Select "Report LOA"

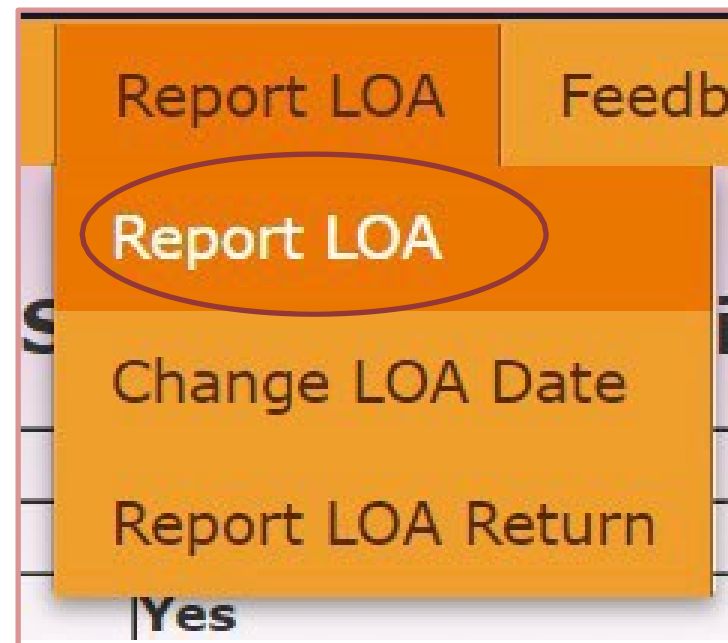
Step  
4

Home	Inquiry	Review	New Hire	Employer Information	Cancel EE	Report LOA	Training Material	Feedback	L
Medical	Yes								
Dental	Yes								
Vision	Yes								
Basic Life Insurance	Yes								
Additional(Voluntary) Life Insurance	Yes								
Spouse Life Insurance	Yes								
Dependent Life Insurance	Yes								
Long Term Disability	Yes								
Domestic Partner	No								
Part Time Resolution	Yes								
125K Plan	No								
Switch Date	01/01/2021								

Step  
5

After selecting Report LOA  
there will be 3 options,

1. Report LOA
2. Change LOA Date
3. Report LOA Return



Step  
6

To report an LOA, enter the employee's information and "Click Submit

**Report LOA**

SSN	EE Name	Date Leave Started	Date Expected to Return	Type of Leave	Remove
[Redacted]	Dan H Lee	03/04/2024	07/16/2024	FMLA - EE Health Condition	Remove
Comment					
[Redacted]	Gilbert R Baker	12/19/2023	10/16/2024	Disability	Remove
Comment					
[Redacted]	Olivia G Anderson	03/18/2024	04/23/2024	Unknown	Remove
Comment					
					Remove
Comment					
					Remove
Comment					
					AddRow

Step  
7

If an employee has already been entered as an LOA and you need to change the Start Date or Return Date. Go to your Home Screen, Report LOA and select Change LOA Date from the drop-down menu.

Home		Inquiry		Review		New Hire		Employer Information		Cancel EE		Report LOA		Training Material		Feedback	
Employer BERNALILLO PUBLIC SCHOOLS BENEFITS1 CRISTINA THOMSON																	
<b>BERNALILLO PUBLIC SCHOOL</b>																	
Medical												Report LOA		Feedb			
Dental												Report LOA					
Vision												Change LOA Date					
Basic Life Insurance												Report LOA Return					
Additional(Voluntary) Life Insurance																	
Spouse Life Insurance																	
Dependent Life Insurance																	
Long Term Disability																	
Domestic Partner														No			
Part Time Resolution														Yes			
125K Plan														No			
Switch Date														01/01/2021			

Step  
8

Employee's information will auto populate after entering the Social Security Number (SSN).  
“Click on Change Date”

Employee Search Results

SSN Search Index 611768296 Search (SSN/LastName/LastName,FirstName/Address/Phone/HIPAA ID)

SSN	Last Name	First Name	Middle Name	Start Date	Return Date	Leave Type	Change
555-55-5555	Duck	Daisy		02/01/2024	04/30/2024		Change Date

Change the date, add a comment and “Click Submit”

Change LOA Date

SSN	555-55-5555
Name	Duck, Daisy
Start Date	03/04/2024
Return Date	07/16/2024
Leave Type	
Comment	Extended

Submit



Step  
9

When an employee returns from LOA, you need to report their Return Date. Go to your Home Screen, Report LOA and select “Report LOA Return” from the drop-down menu.

Home	Inquiry	Review	New Hire	Employer Information	Cancel EE	Report LOA	Feedback	Feedback	L
employer BERNALILLO PUBLIC SCHOOLS BENEFITS1 CRISTINA THOMSON									
<b>BERNALILLO PUBLIC SCHOOLS</b>									
Medical						Report LOA			
Dental						Report LOA			
Vision						Change LOA Date			
Basic Life Insurance						Report LOA Return			
Additional(Voluntary) Life Insurance									
Spouse Life Insurance									
Dependent Life Insurance								Yes	
Long Term Disability								Yes	
Domestic Partner								No	
Part Time Resolution								Yes	
125K Plan								No	
Switch Date								01/01/2021	

**Step  
10**

The employee's information will auto populate, enter the Return Date and "Click Submit".

( Please make sure to indicate the type of employment they are returning to.)

Report LOA Return

SSN	EE Name	Return Date	Type	Remove
611768296	Dan H Lee	05/15/2024	Full Time EE ▾	Remove
			▾	Remove
			▾	Remove
			▾	Remove
			▾	Remove

Submit      Reset      Print      AddRow

**Thank you for utilizing this valuable tool.  
We hope you found it helpful and user friendly.**

**If you need assistance or have any questions, please  
contact your Erisa Administrative Representative  
at 1-800-233-3164.**