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*.

Employer Login Process
Go to NMPSIA.com
Select User Login and Employer Login…

Sign In…

Sign In…

Employer Login
You are an Employer.

Enter your credentials

Employer Sign in…
Please log in with your district id and password
District ID:
Representative Name: ⌄
Password:
Forgot Your Password
Log In   Home

From your home page
Select "Report LOA"

Home	Inquiry	Review	New Hire	Employer Information	Cancel EE	Report LOA	Training Material	Feedback	

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

After selecting Report LOA there will be 3 options,

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

Report LOA   Feedb

Report LOA

Change LOA Date

Report LOA Return

Yes

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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
555555555	Duck, Daisy	03/04/2024	07/16/2024	FMLA – EE Health Condition	Remove
Comment					
666666666	Fan, Viking	12/19/2023	10/16/2024	Disability	Remove
Comment					
111111111	Mouse, Mickey	03/18/2024	04/23/2024	Unknown	Remove
Comment					
					Remove
Comment					
					Remove
Comment					

AddRow

Submit   Reset   Print

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.

New Mexico Public Schools Insurance Authority

EASI — Erisa Administrative Services, Inc.

Step 8

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

SSN		Search Index	555555555	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

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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.

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
555555555		Duck, Daisy		05/15/2024	Full Time EE ∨	Remove
					∨	Remove
					∨	Remove
					∨	Remove
					∨	Remove
						AddRow

Submit   Reset   Print

**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.**