

EMPLOYER ONLINE TUTORIAL

NEW HIRE BASIC LIFE ONLY (Batch Entry)

IMPORTANT!

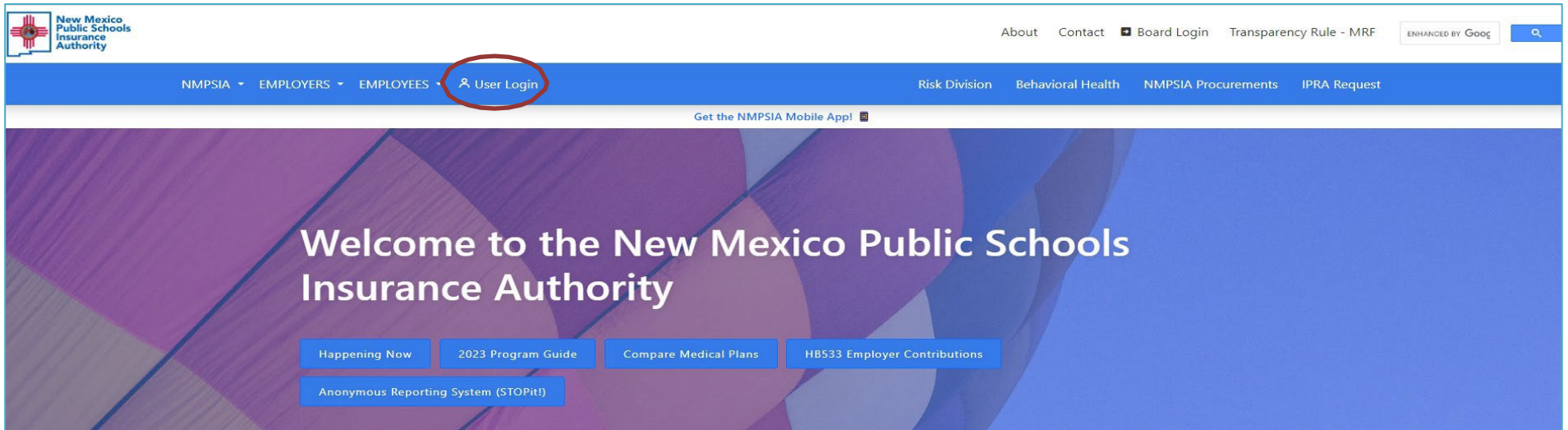
To ensure a successful experience on this tutorial, please read the following in it's entirety before proceeding.

- A “New Hire” can be done at any time of the year.
- Effective date is always first of the following month from the employee's date of hire.
- New Hire must have a hire date for the current month or future months.
- You cannot add New Hires with a retroactive hire date, please contact your Erisa Representative for assistance with retroactive dates.
- Enter all data in the required format i.e., DOB: *MMDDYYYY*.

Employer Login Process

Go to [NMPSIA.com](https://nmpsia.com)
Select User Login and
Employer Login

Step
1



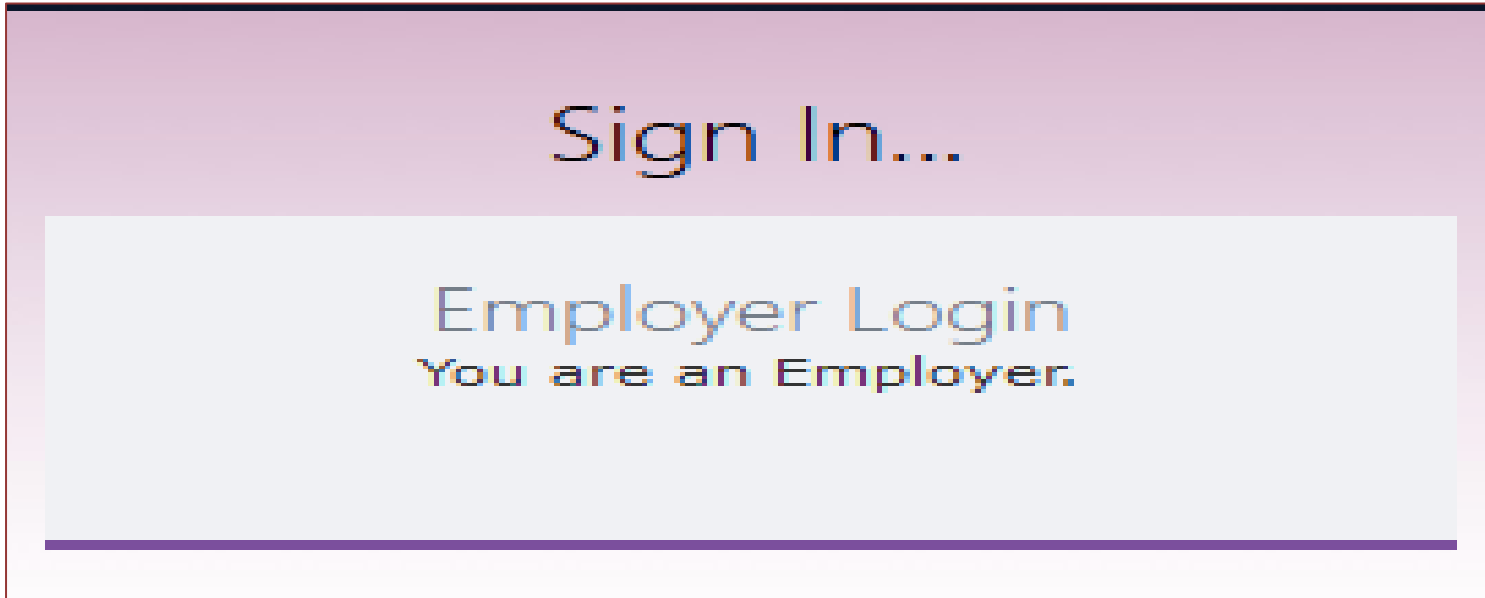
The screenshot shows the homepage of the New Mexico Public Schools Insurance Authority. The navigation menu includes 'User Login', which is circled in red. Below the navigation, there is a large banner with the text 'Welcome to the New Mexico Public Schools Insurance Authority'. Below the banner, there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



The screenshot shows the login page of the New Mexico Public Schools Insurance Authority. The page has a dark blue header with the logo and the text '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.', and 'Manager Login You are a Manager.'. The 'Employer Login' button is circled in red.

Step
2

Sign In...




Sign In...

Employer Login
You are an Employer.

Step
3

Enter your credentials



Employer Sign in...

Please log in with your district id and password

District ID:

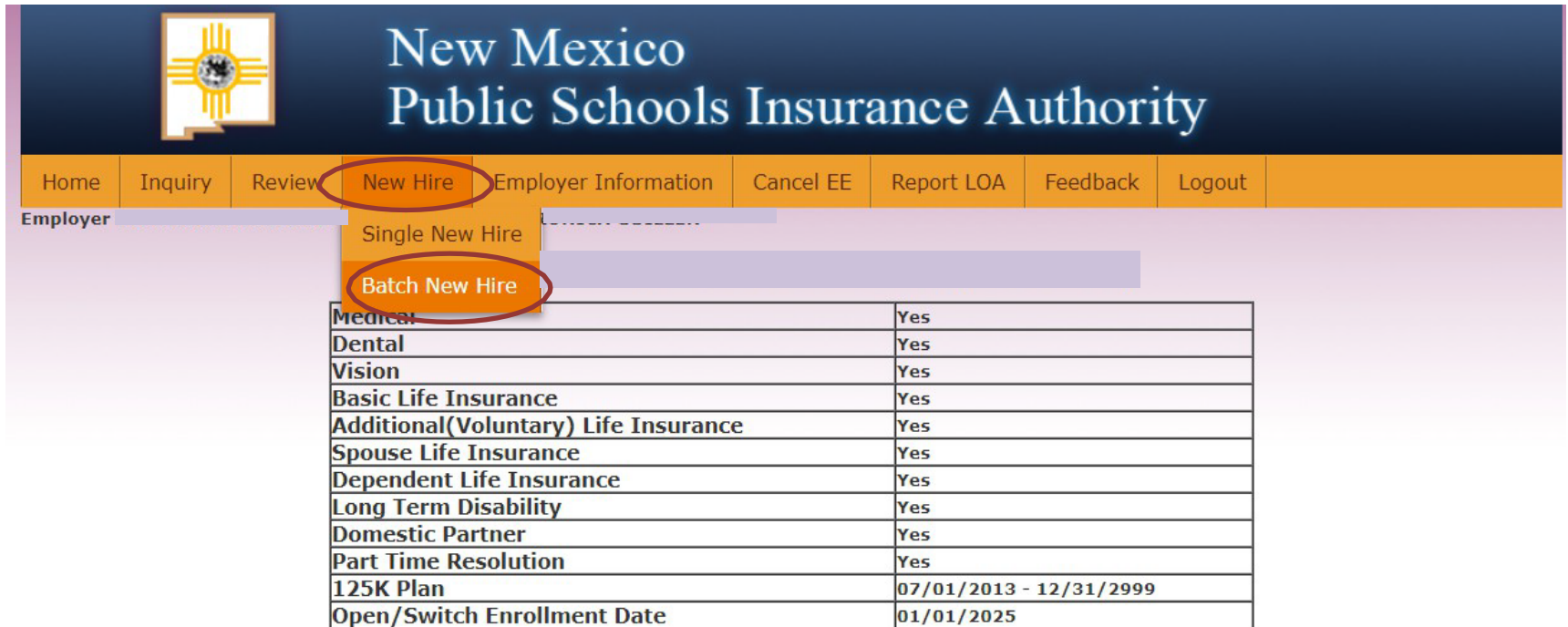
Representative Name:

Password:

[Forgot Your Password](#)

Step
4

On the Home Page, click on “New Hire” tab
Select “Batch New Hire” from the drop-down list



The screenshot shows the website header with the New Mexico Public Schools Insurance Authority logo and name. Below the header is a navigation menu with tabs: Home, Inquiry, Review, **New Hire**, Employer Information, Cancel EE, Report LOA, Feedback, and Logout. The 'New Hire' tab is selected, and a dropdown menu is open, showing options: Single New Hire and **Batch New Hire**. Below the dropdown is a table with the following data:

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	Yes
Part Time Resolution	Yes
125K Plan	07/01/2013 - 12/31/2999
Open/Switch Enrollment Date	01/01/2025

Do not use your browser's Back or Forward buttons to navigate the Online Benefit System. Use the **Previous** and **Next** options that appear on the bottom left and right of the screen.

Date (Click to change date)	Notice Type	Number of Notices Available (Click to download)
05/29/2024	Confirmation Notices	1
	COBRA Initial Notices	0
	COBRA Qualifying Event Notices	0
	COBRA Late Qualifying Event Notices	0

Select Download Template. You will see the file in the download section on your computer screen. Click on the file.

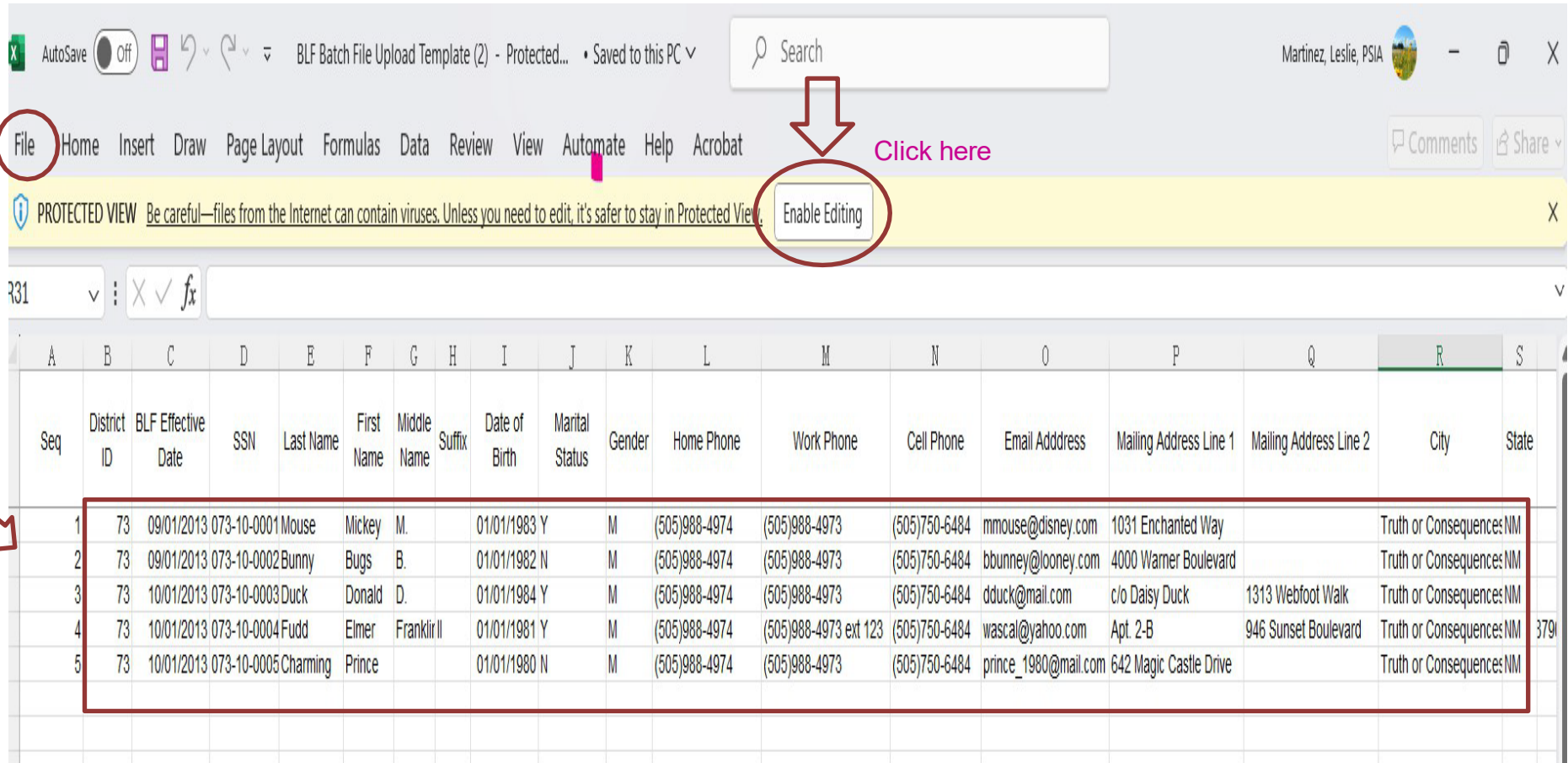
Step
5



The screenshot shows a web application interface. At the top, there is a navigation bar with several icons and labels: 'ducational Retirem...', 'New Mexico Public Scho...', 'ERISA', 'SHARE Sign-in Timesheet', and 'SHARE'. The main content area has a purple background with the title 'Batch Insert BLF' in large, bold, black text. Below the title, there is a file upload section with a 'Choose File' button and the text 'No file chosen'. Below that, there are two buttons: 'Home' and 'Upload'. In the bottom left corner, there is a blue link labeled 'Download Template' which is circled in red. On the right side, there is a white box with a rounded top containing a list of files. The first file is '14.7 KB • 1 minute ago'. The second file is 'BLF Batch File Upload Template.xlsx' with a green Excel icon, and it is circled in red. Below it is '14.7 KB • 2 minutes ago'.

**Step
6**

The template will open in Excel.
Click on Enable Editing and delete the Sample Information. Go to File > Save As > name the file “school district/entity.newhires.monthyear.” Example: NMPSIA.newhires.May2024



AutoSave Off | BLF Batch File Upload Template (2) - Protected... | Saved to this PC | Search | Martinez, Leslie, PSIA

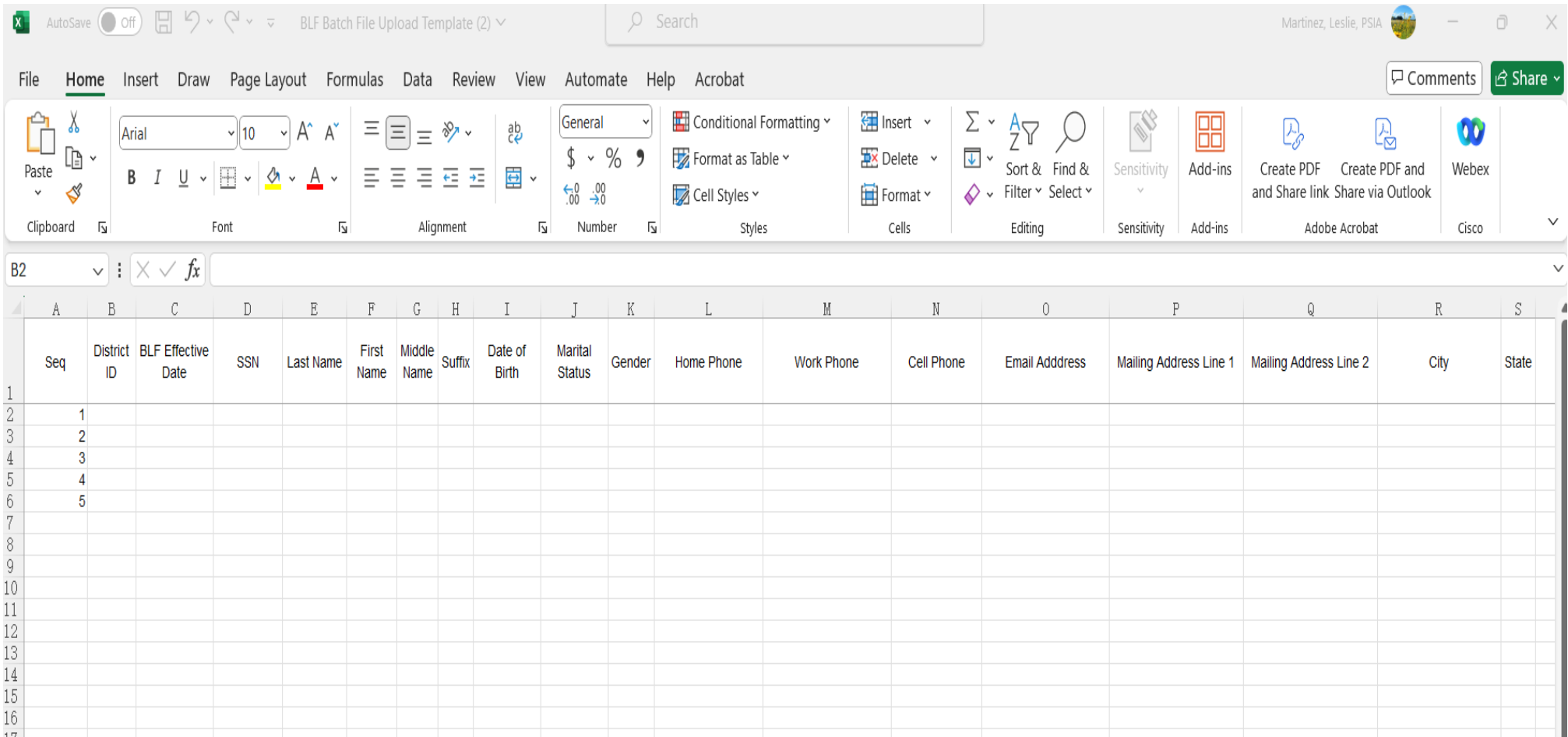
File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

Seq	District ID	BLF Effective Date	SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender	Home Phone	Work Phone	Cell Phone	Email Address	Mailing Address Line 1	Mailing Address Line 2	City	State
1	73	09/01/2013	073-10-0001	Mouse	Mickey	M.		01/01/1983	Y	M	(505)988-4974	(505)988-4973	(505)750-6484	mmouse@disney.com	1031 Enchanted Way		Truth or Consequences	NM
2	73	09/01/2013	073-10-0002	Bunny	Bugs	B.		01/01/1982	N	M	(505)988-4974	(505)988-4973	(505)750-6484	bbunney@looney.com	4000 Warner Boulevard		Truth or Consequences	NM
3	73	10/01/2013	073-10-0003	Duck	Donald	D.		01/01/1984	Y	M	(505)988-4974	(505)988-4973	(505)750-6484	dduck@mail.com	c/o Daisy Duck	1313 Webfoot Walk	Truth or Consequences	NM
4	73	10/01/2013	073-10-0004	Fudd	Elmer	Franklin	II	01/01/1981	Y	M	(505)988-4974	(505)988-4973 ext 123	(505)750-6484	wascal@yahoo.com	Apt. 2-B	946 Sunset Boulevard	Truth or Consequences	NM 3791
5	73	10/01/2013	073-10-0005	Charming	Prince			01/01/1980	N	M	(505)988-4974	(505)988-4973	(505)750-6484	prince_1980@mail.com	642 Magic Castle Drive		Truth or Consequences	NM

**Step
7**

You should have a blank screen. Enter your employee's information. You can list as many employees as you want. Please make sure each field is complete. Save your file.



The screenshot shows the Microsoft Excel interface with the following elements:

- File Name:** BLF Batch File Upload Template (2)
- Search Bar:** Search
- Windows:** Martinez, Leslie, PSIA
- Menu Bar:** File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Help, Acrobat
- Home Tab Ribbon:**
 - Clipboard:** Paste, Paste and Formatting
 - Font:** Arial, 10, Bold (B), Italic (I), Underline (U), Color, Background Color
 - Alignment:** Left, Center, Right, Indent, Decrease Indent, Increase Indent, Wrap Text, Merge & Center, Unmerge Cells
 - Number:** General, Currency (\$), Percentage (%), Comma, Thousand Separator (,), Negative numbers in parentheses, Fraction, Decimals (0.00), Thousands Separator (,000), Percentages and Fractions (0.00%)
 - Styles:** Conditional Formatting, Format as Table, Cell Styles
 - Cells:** Insert, Delete, Format
 - Editing:** Sort & Filter, Find & Select
 - Sensitivity:** Sensitivity
 - Add-ins:** Add-ins
 - Adobe Acrobat:** Create PDF, Create PDF and Share link
 - Cisco:** Create PDF and Share via Outlook, Webex
- Formula Bar:** B2, fx
- Worksheet Grid:**

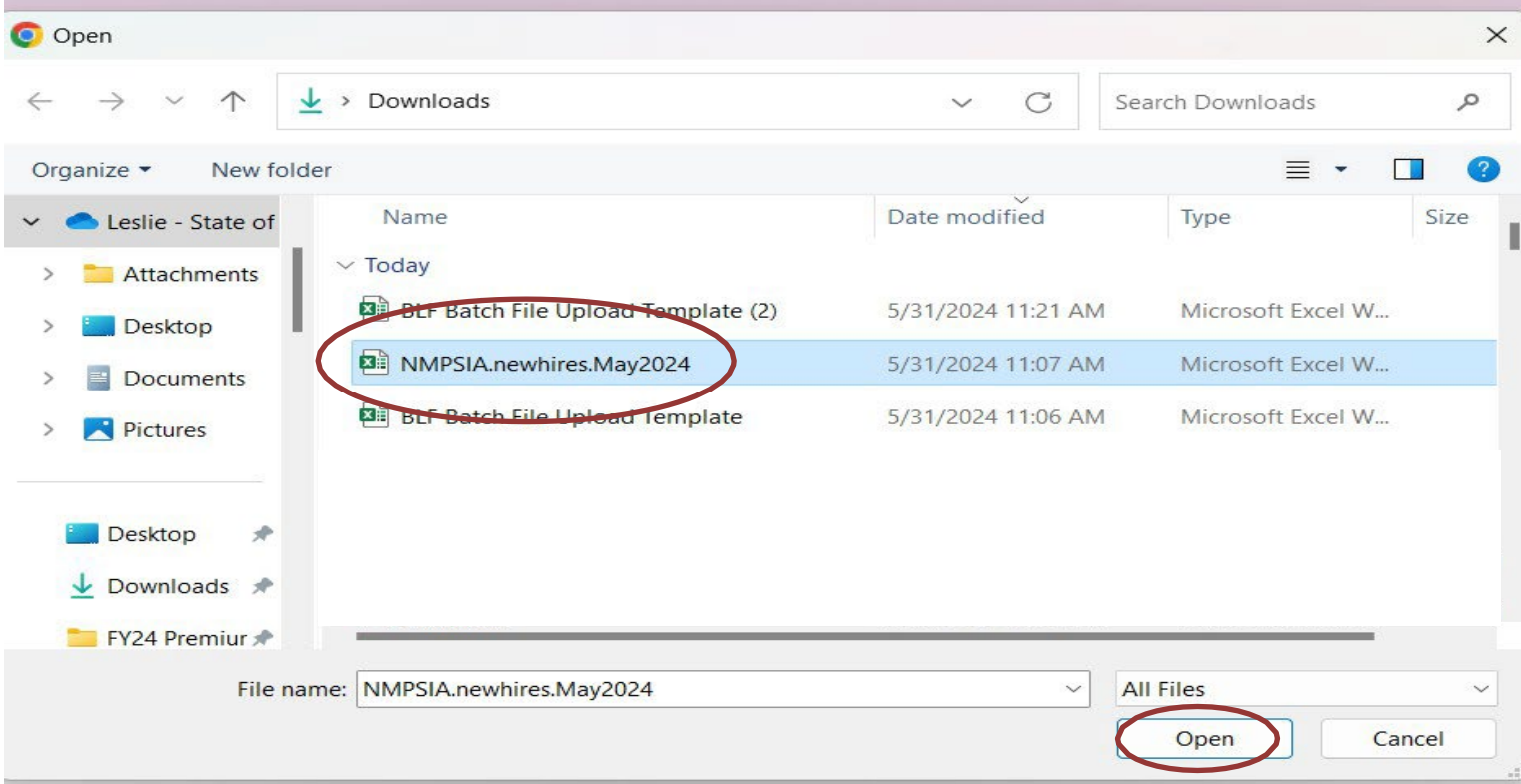
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
	Seq	District ID	BLF Effective Date	SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender	Home Phone	Work Phone	Cell Phone	Email Address	Mailing Address Line 1	Mailing Address Line 2	City	State	
1																				
2	1																			
3	2																			
4	3																			
5	4																			
6	5																			
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				

Step
8

Go back to the Batch Insert page and click on Choose File. Your file screen will appear then choose the file you saved and click Open.

Batch Insert BLF

[Download Template](#) **Choose File** (No file chosen) Home Upload



Open

Downloads

Organize New folder

Name	Date modified	Type	Size
Today			
BLF Batch File Upload Template (2)	5/31/2024 11:21 AM	Microsoft Excel W...	
NMPSIA.newhires.May2024	5/31/2024 11:07 AM	Microsoft Excel W...	
BLF Batch File Upload Template	5/31/2024 11:06 AM	Microsoft Excel W...	

File name: NMPSIA.newhires.May2024 All Files

Open Cancel

Step
9

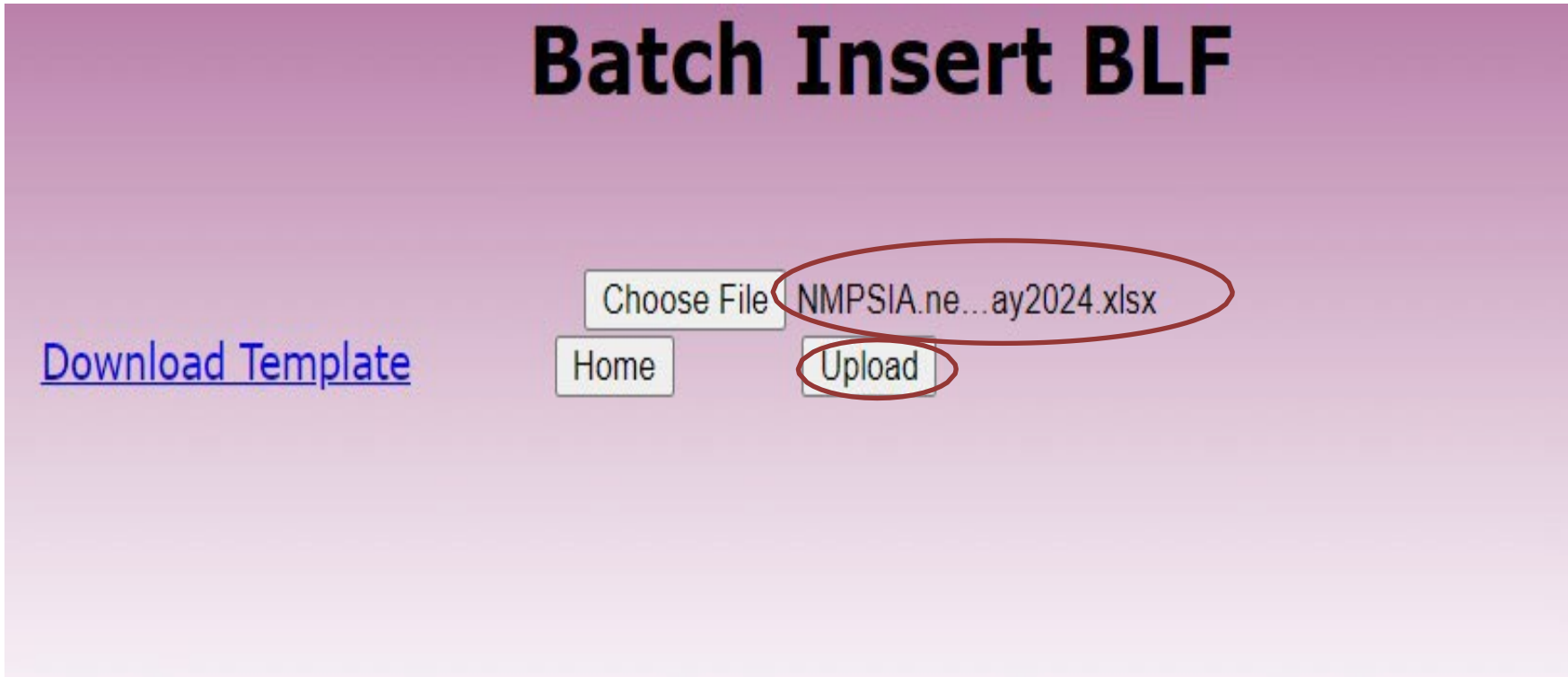
Your file will show next to the
Choose File. Click on Upload.

Batch Insert BLF

[Download Template](#)

Choose File **NMPSIA.ne... ay2024.xlsx**

Home **Upload**



Step
10

After you upload, this screen will appear.
Verify that the number of records is
correct and then click Next.

Batch Insert BLF

Choose File No file chosen

[Download Template](#) Home Upload

Total Number of Rows:5

Total Number of Records:5

Loaded Data

SSN	First	Last	Mid	Sfx
73100001	MICKEY	MOUSE	M.	
73100002	BUGS	BUNNY	B.	
73100003	DONALD	DUCK	D.	
73100004	ELMER	FUDD	FRANKLIN	II
73100005	PRINCE	CHARMING		

Next

Step
11

Verify that all information is correct. If there is an error you will see it in red, click on the box under the "Exclude from Processing" column. (You will need to make the correction and submit with another batch.) If you don't have any errors, click Submit.

BatchInsertBLF

Employee Data											
SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender				
073-10-0001	MOUSE	MICKEY	M.		01/01/1983	Y	M				
Home Phone	Work Phone	Cell Phone	Email Address		Mailing Address		City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	MMOUSE@DISNEY.COM		1031 ENCHANTED WAY		SANTA FE	NM	87501	SANTA FE	Home Phone
Employer		Job Title	Date of Hire	Base Annual Salary	NO. of Hours Contracted Per Week		Effective				
SANTA FE PUBLIC SCHOOLS		PRINCIPAL	03/10/2024	55000.00	40.00		04/01/2024				
Variable Hour EE											
No											
073-10-0002	BUNNY	BUGS	B.		01/01/1982	N	M				
Home Phone	Work Phone	Cell Phone	Email Address		Mailing Address		City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	BBUNNEY@LOONEY.COM		4000 WARNER BOULEVARD		SANTA FE	NM	87507	SANTA FE	Work Phone
Employer		Job Title	Date of Hire	Base Annual Salary	NO. of Hours Contracted Per Week		Effective				
SANTA FE PUBLIC SCHOOLS		VICE-PRINCIPAL	02/08/2024	45000.00	40.00		03/01/2024				
Variable Hour EE											
No											
073-10-0003	DUCK	DONALD	D.		01/01/1984	Y	M				
Home Phone	Work Phone	Cell Phone	Email Address		Mailing Address		City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	DDUCK@MAIL.COM		C/O DAISY DUCK 1313 WEBFOOT WALK		SANTA FE	NM	87506	SANTA FE	Cell Phone
Employer		Job Title	Date of Hire	Base Annual Salary	NO. of Hours Contracted Per Week		Effective				
SANTA FE PUBLIC SCHOOLS		GUIDANCE COUNSELOR	02/03/2024	35000.00	40.00		03/01/2024				
Variable Hour EE											
No											
073-10-0004	FUDD	ELMER	FRANKLIN	II	01/01/1981	Y	M				
Home Phone	Work Phone	Cell Phone	Email Address		Mailing Address		City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973 ext 123	(505)750-6484	WASCAL@YAHOO.COM		APT. 2-B 946 SUNSET BOULEVARD		SANTA FE	NM	87505	SANTA FE	Email
Employer		Job Title	Date of Hire	Base Annual Salary	NO. of Hours Contracted Per Week		Effective				
SANTA FE PUBLIC SCHOOLS		LIBRARIAN	02/13/2024	32000.00	15.00		03/01/2024				
Variable Hour EE											
No											
There is a check error. Please check the data appearing in red above.											
073-10-0005	CHARMING	PRINCE			01/01/1980	N	M				
Home Phone	Work Phone	Cell Phone	Email Address		Mailing Address		City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	PRINCE_1980@MAIL.COM		642 MAGIC CASTLE DRIVE		SANTA FE	NM	87508	SANTA FE	Physical Address
Employer		Job Title	Date of Hire	Base Annual Salary	NO. of Hours Contracted Per Week		Effective				
SANTA FE PUBLIC SCHOOLS		TEACHER	04/15/2024	38000.00	40.00		05/01/2024				
Variable Hour EE											
No											

Step
12

Once the batch is submitted successfully you will get this screen. Print for your records.

Batch New Hire

Failed Employee Data

SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender		
956-16-1525	JACKSON	BRITNEY			01/01/1983	Y	F		
Home Phone	Work Phone	Cell Phone	Email Address	Mailling Address	City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	MMOUSE@DISNEY.COM	1031 ENCHANTED WAY	SANTA FE	NM	87505	SANTA FE	Home Phone
Employer	Job Title	Date of Hire	Base Annual Salary	NO.of Hours Contracted Per Week	Effective				
	PRINCIPAL	02/15/2024	55000.00	40.00	03/01/2024				

Failed Employee Data

SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender		
567-17-0897	JOHNSON	MICHAEL			01/01/1982	N	M		
Home Phone	Work Phone	Cell Phone	Email Address	Mailling Address	City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	BBUNNEY@LOONEY.COM	4000 WARNER BOULEVARD	SANTA FE	NM	87508	SANTA FE	Work Phone
Employer	Job Title	Date of Hire	Base Annual Salary	NO.of Hours Contracted Per Week	Effective				
	VICE-PRINCIPAL	03/15/2024	45000.00	40.00	04/01/2024				

Failed Employee Data

SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender		
675-17-2535	GOMEZ	SELENA			11/07/1990	Y	F		
Home Phone	Work Phone	Cell Phone	Email Address	Mailling Address	City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	SELGOM@HONEY.COM	123 LOVELY DRIVE	SANTA FE	NM	87501	SANTA FE	Cell Phone
Employer	Job Title	Date of Hire	Base Annual Salary	NO.of Hours Contracted Per Week	Effective				
	EDUCATIONAL ASISTANT	04/15/2024	35000.00	40.00	05/01/2024				

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.**