

Accurate and Timely Reporting Glossary of Acronyms

Acronym	Term	Definition
DOH	Date of Hire	The first day a new employee reports to work.
EASI or Erisa	Erisa Administrative Services, Inc.	NMPSIA's Third Party Administrator who handles enrollment, eligibility, premium billing, premium collection and COBRA administration.
EE	Employee	A benefits eligible person employed by a NMPSIA participating employer.
ER	Employer	NMPSIA participating employer.
FAQ	Frequently Asked Questions	A list of questions and answers relating to a particular subject, especially one giving basic information for users of a website.
FTE	Full Time Employee	An employee who meets the actively at work requirement and works the minimum number of hours per week required for benefits enrollment.
NH	New Hire	A newly hired benefits eligible employee who works for a NMPSIA participating employer.
NMPSIA	New Mexico Public Schools Insurance Authority	Serves as the purchasing agency for public school districts, post-secondary educational entities, charter schools and other educational entities. Through NMPSIA, member participating employers are afforded the opportunity to offer quality employee benefit and risk coverages.
Online	NMPSIA Online Benefits System	NMPSIA's electronic enrollment system available to participating employers and benefits enrolled employees that allows users to view, update and change enrollment.
PTR	Part Time Resolution	Allows employers to offer full benefits to employees who work less than 20 hours per week but at least 15 hours per week through an annual employer resolution approved by the NMPSIA board.
QE	Qualifying Event	A change or life event that requires an employee to report and update benefit enrollment or status as defined by NMPSIA Rules and Regulations.
Regular	Regular Employee	Legally contracted, full-time employee eligible to participate in the NMPSIA Employees Benefits Program.
VHEE	Variable Hour Employee	A variable hour employee is defined as an employee not on contract and one or more of the following apply: Job classification is substitute teacher or substitute employee, non-contracted employee (a sub voucher or timesheet is used), hired to serve in a non-benefit eligible position, no guaranteed set work hours, fluctuating hours, no fixed working pattern, work is limited to a certain period of time, work is seasonal or temporary, on call or as needed