

Timely Benefits Enrollment Employer Frequently Asked Questions

- 1. What impact can reporting an enrollment untimely have on a new employee?**
The employee may be without coverage for themselves and family and may need to wait for Open Enrollment to enroll in benefits.
- 2. How much time does the employer have to enroll a new employee in benefits?**
An employer must enroll the new hire within 31 days of date of hire.
- 3. Is a part-time employee who works 16 hours per week eligible for Basic Life benefits?**
Yes. A benefits eligible employee working a minimum of 15 hours per week is eligible for the Basic Life benefit.
- 4. A new employee forgot to sign the Employee Enrollment Application for medical benefits, can it be submitted to Erisa without the employee's signature?**
No. Erisa will not accept an Employee Enrollment Application for medical, dental, vision benefits without the employee or employer's signatures.
- 5. How can the employer check to ensure that a submitted Employee Enrollment Application via the NMPSIA Online Benefits system was processed by Erisa?**
Transactions processed by Erisa can be found by checking Online Inquiry or the Confirmation notice on the Online Benefits System.
- 6. How can Employee Enrollment Applications be sent to Erisa for processing?**
Applications and supporting documents can be submitted to Erisa for processing via the *Online Benefits System, Feedback or Fax*.
- 7. Can an old Employee Enrollment Application be used to enroll a new employee?**
No. Only the "current" Employee Enrollment Application and other forms located at <https://nmpsia.com/EmployerEnrollment.html> under Insurance Forms can be used.
- 8. I was told that a new hire enrolling in Basic Life only is not required to sign the Employee Enrollment Application, is this correct?**
Yes that is correct. An Employer can complete the Enrollment Application for the employee for Basic Life benefits ONLY and submit to Erisa without the employee's signature. However, the Employer is required to sign the application..