New Mexico Public Schools Insurance Authority

NMPSIA Important Dates

October 1st- Premium Increase (change deductions in September payroll for all) **Sample bill will be available September 1st**

October 1st- Salary Workbook due last week of October (enter all salaries from August payroll, contracted amounts only) **Sample bill will be available before the Thanksgiving Holiday in November** so employers can adjust premiums for LTD, VLF and open/switch.

October 1-30th- Open/Switch Enrollment period. Changes effective January 1st of the following year (change premiums December Payroll)

January 1st – New salaries in effect, (LTD, VLF, deduction changed on December payroll)

January-March- ACA 1095 forms to employees by 3/1, Filed with IRS by 4/1, Erisa will provide an excel workbook, however you need to enter and update in Visions or your payroll system manually.

March-April- Part-Time Resolution will be requested. Due by May (get on governing board's meeting agenda in April)

April-May- Cancel all resignations, retirements, non-renewals (stop deductions based on last paycheck received or inform employees they will have to pay out of pocket for one pay period if they already had one deduction, follow your internal process)

June- Regional Trainings

July-August- Alternate Contribution chart due if not following NMPSIA's rates

January- December- Trainings offered, must be requested via survey for new employees, Health Fairs, Administrative, Open/Switch, Etc.

**Every 1st of the month NMPSIA bill is available, should be reconciled monthly and paying before the 9th to avoid penalties.

Other Reminders

New hires should be processed for Basic life once you receive notification from HR. It is up to the employee to reach out to you if they want coverage within their 31-day enrollment period. Basic life must be added online in order for an employee to elect other lines of coverage via the online system.

Resignations, Retirements, Terminations should be processed once you receive notification from HR, you can cancel for future dates following when the employees' last pay date is.

LOA, FMLA should run concurrent. Report as you receive notification, (notify employee of last paycheck and inform they will have to pay out of pocket once all sick/vacation is used up.) Employees can stay on coverage for up to one year while on LOA.

Qualifying Event- Birth, Marriage, Adoption, Divorce, Death, etc. should all be reported within 31 days (deductions taken month prior or double deduct)

LTD AND ALF- Additional Life or Long Term Disability that is declined or if the employee chooses to enroll after the 31-day enrollment deadline, to add these coverages the employee needs to:

> Step 1
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> Apply via Employee Login online system.
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> Step 2
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> Respond to Evidence of Insurability email from The Standard to complete the Evidence of Insurability application

LTD Claims- Should be completed once the employee knows they are going to be out of work for any health-related event that falls under LTD. Employee, doctor and the district will need to complete the packet. Benefits Specialist should email completed packet to the Standard.

Life Claims- Once notified of death complete the packet, gather all required documents and email to The Standard, email Erisa to cancel employee or dependent and stop deductions.