



**New Mexico  
Public Schools  
Insurance  
Authority**

**Organize, Inform, Empower:**  
Building Your Annual Employee Packet

# Agenda

Purpose of the Annual Benefits Reminder Packet - **Why are these reminders needed?**

Key Components of the Packet - **What should the packet include?**

Methods of Increasing Employee Engagement in Benefits Education – **What are the best ways to get the packet in your employee's hands?**

Sharing Materials - **Download and get started!**

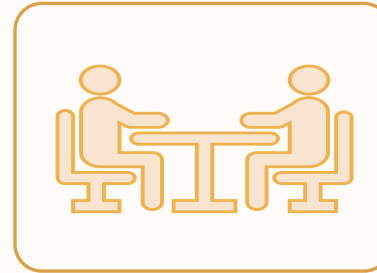
# Why are these reminders needed?

Discussion

## Three Primary Goals:



1. Increase  
benefits  
awareness



2. Reinforce  
communication  
with you – the  
employer



3. Improve the  
enrollment  
experience

# What should the packet include?

Discussion

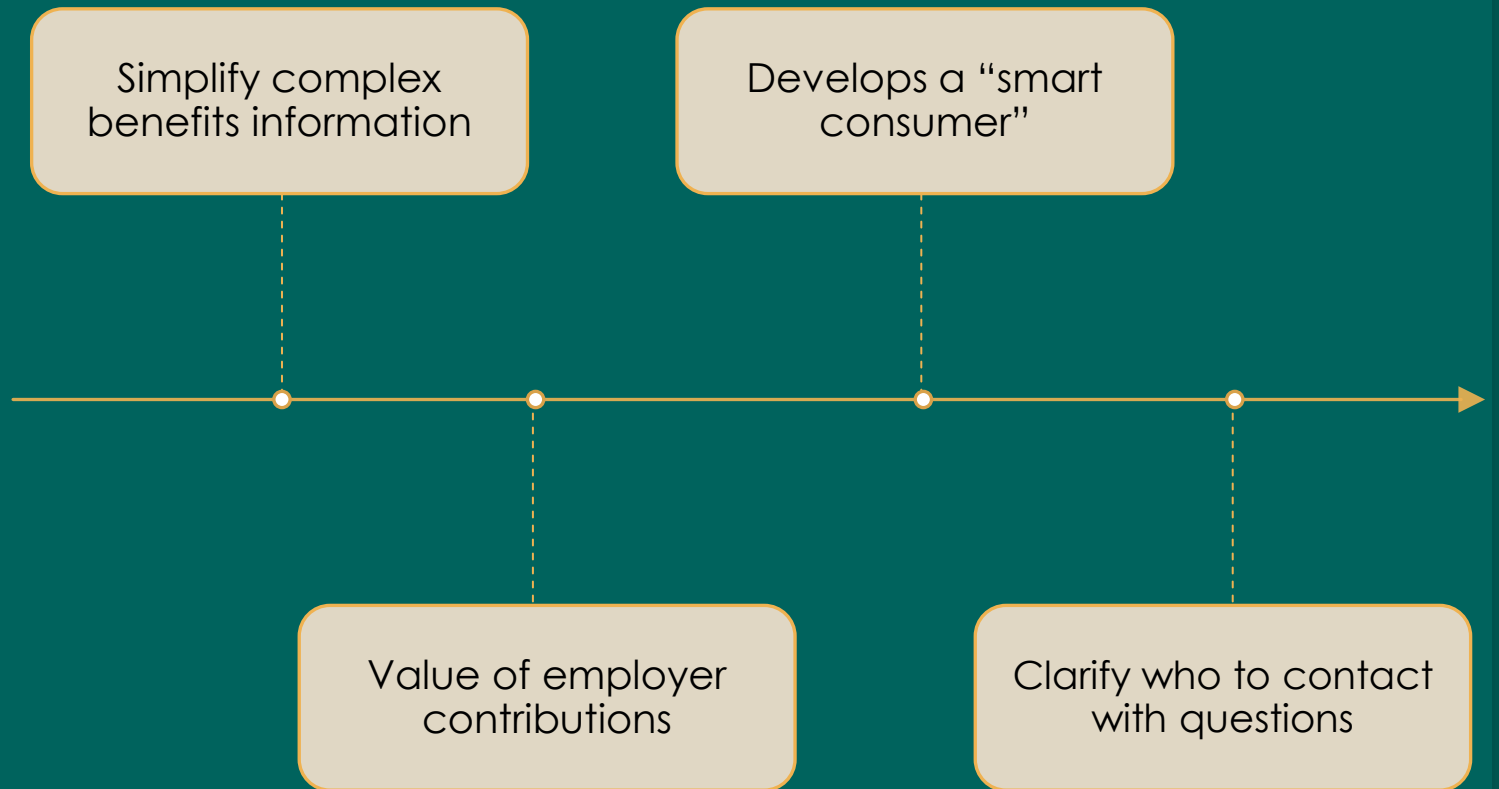


# Key Components

of the Benefits Packet

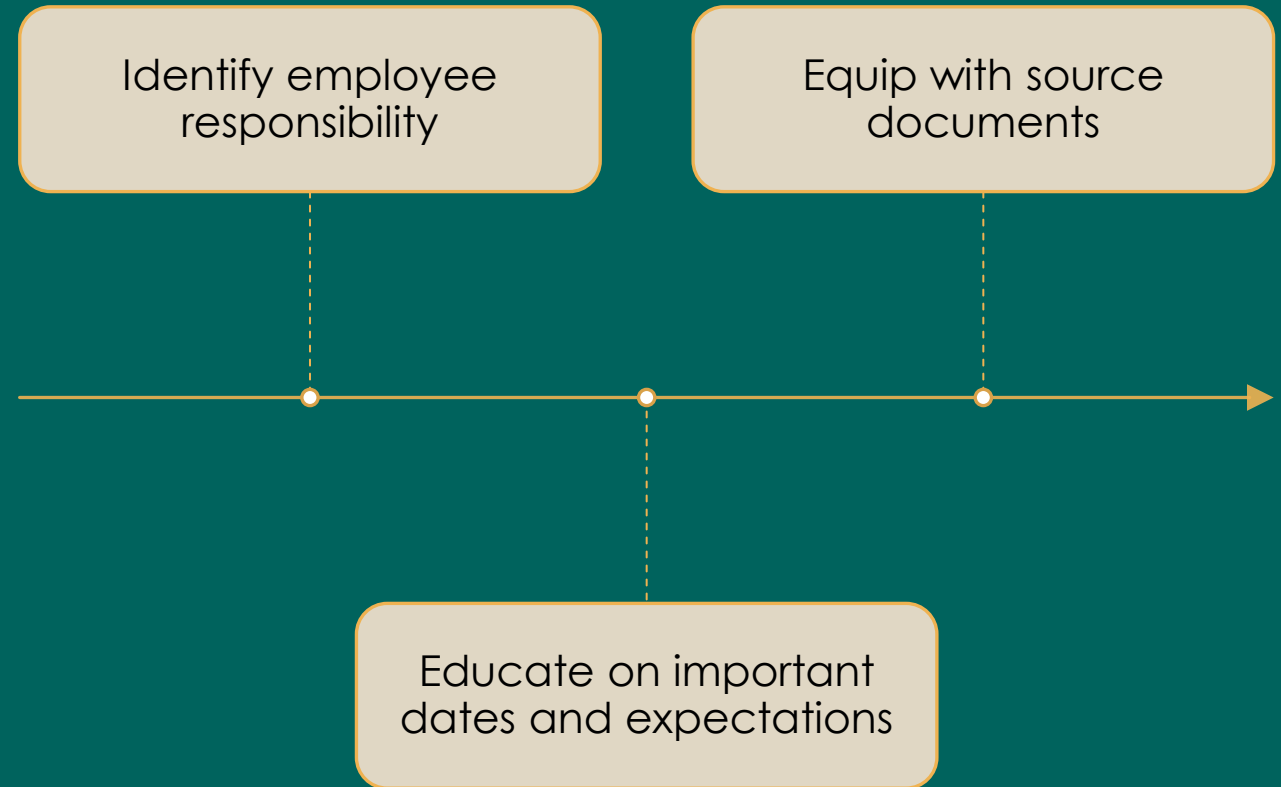
# Core Benefits Overview

- Medical, dental, and vision plans
- Retirement savings options
- Life and disability insurance
- Wellness programs
- Paid time off and LOA policies
- Flexible Spending Account (FSA) deadlines
- HR office hours



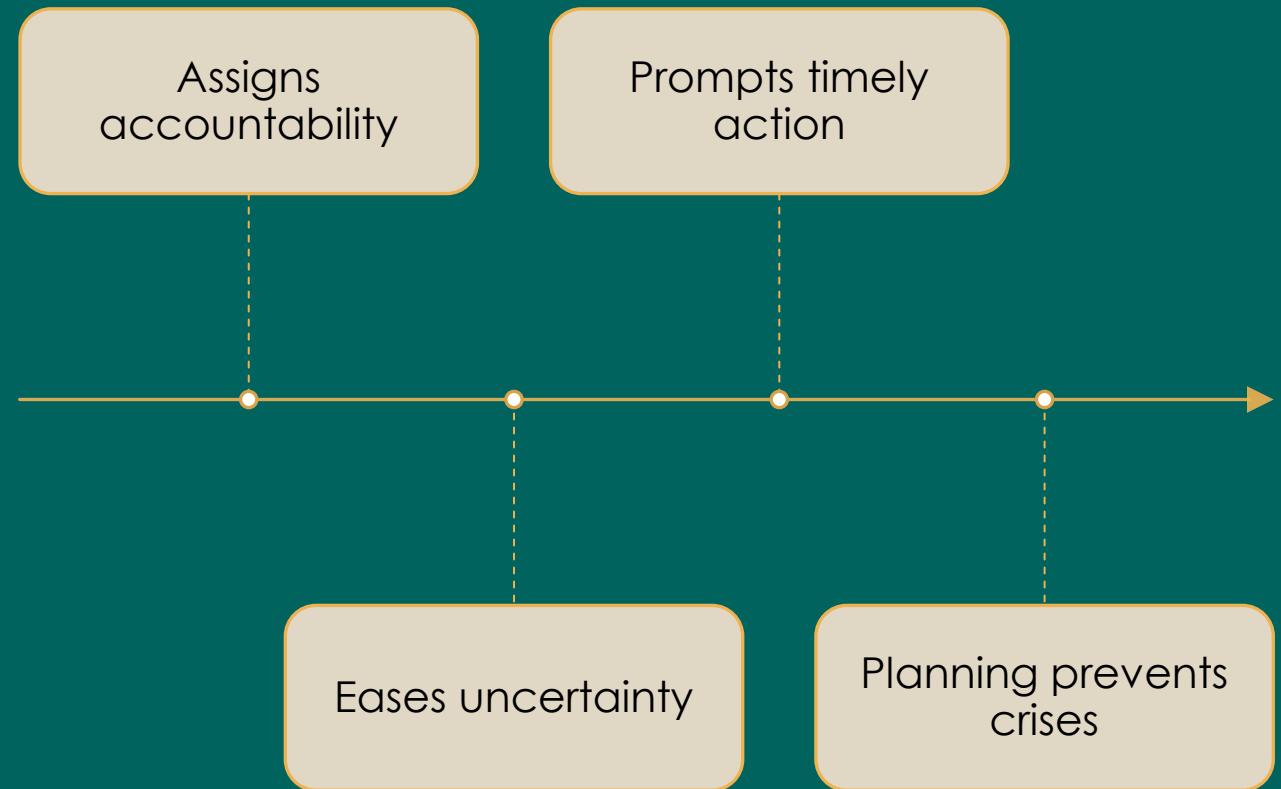
# Rules and Guidelines

- Open enrollment deadlines
- Program Guide
- Qualifying events
- Reporting requirements
- Required supportive documents
- Effective dates of changes



# Leave with Action Steps

- How to enroll or update elections
- Checklist for employees
- Attestation that they received the rules of enrollment
- Share details of “often forgotten” benefits



**What are the best ways to get the packet in  
your employee's hands?**

**Discussion**

A graphic with a dark teal background and a light teal abstract shape. The text "QR Codes and Mobile Access" is centered in white. The graphic is framed by horizontal lines on the left and right sides, and a double-line border at the bottom.

## QR Codes and Mobile Access

### Improved Access to:

- MyBenefits Portal
  - Benefit videos
  - FAQ pages
  - Provider directories
- 

### Benefits

Easy smartphone access  
Reduces paper dependency  
Encourages self-service  
Search function



# Benefits Decision- Making Tools

## Spread Awareness of:

- Cost comparison calculators
  - Medical Side-by-Side: “Which plan fits me?”
- 

## Employee Impact

Helps employees make informed choices

Increases confidence in selections

Employees better appreciate benefits value

# Final Notes

## 1. Combine print and digital methods.

“Three Touches” theory

## 2. Focus on personalization.

Employees trust their employer

## 3. Be consistent.

Maintaining consistency in reminders ensures no one falls through the cracks

## 4. Book a NMPSIA Workshop

NMPSIA training at your site or virtually

Virtual Q&A webinars

Benefits Fairs





**Download and  
get started!**

# Thank You



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