

NMERB

P.O. Box 26129, Santa Fe, NM 87502-0129

www.nmerb.org phone: 1.866.691.2345



Dear Payroll and Human Resources Staff,

These Newsletters are intended for Payroll and Human Resources Staff only. Employee Newsletters and information can be found on NMERB's website.

January Reporting due Monday, February 17th:

The next reporting deadline is Monday, February 17th. Some employers are closed for the Presidents Day, a federal holiday. State agencies are not closed on February 17th and therefore reporting is due. Early submissions are always welcome!

Contact Update and Signature Authorization forms:

In the past we have required you to send in your yearly forms with a due date in February. Starting this year, these forms will coincide with the fiscal year and will be due in August. We are revising the Signature Authorization form to be more user friendly. We will send out notification when the new form is online and ready for use. Please be aware that if you have changes to staff that are reported on these forms you must send in new forms immediately.

The Signature Authorization form must be printed on your school letterhead and then signed by the authorized signers. The original form must be mailed to NMERB as it is considered a legal document.

House Bill 46 2020 Legislative Proposal:

Information can be found on NMERB's homepage. If you scroll down you will find it below Public Updates. This proposal covers funding for FY21, FY22, FY23 and FY24 from the general fund and the gross receipts tax fund. For your budget purposes there is not a proposal to increase Employer (or Employee) Contributions for FY21.

Questions on these specific topics? nmerb.lauhelp@state.nm.us

Tips:

Sick Leave Purchase will be available July 1, 2020. To answer many of your questions on this topic:

- There is not a cost for the employer.
- This purchase will have a cost for the employee.
- There will be a cost estimator available July 1st for the employee in their online MyNMERB account.
- There will be an application process for this type of purchase.
- July 1, 2020 retirees are not eligible for this purchase. Employees must be active for any purchase.
- More information to come...

How your employees can access their MyNMERB online account:

Click the green MyNMERB Account box on the NMERB homepage. Follow the prompts to start an account. There is a MyNMERB Tutorial available, scroll down the page. You may view or print the tutorial.