Department of Human Resources
Memorandum

TO: Personnel Management Liaisons (PML)

SUBJECT: Benefits Administrative Manual (BAM) Training	REFERENCE NUMBER: 2013-004
DATE ISSUED: 1/10/2013	SUPERSEDES:

This memorandum should be forwarded to:

Employee Benefits Officers
Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff
Training Officers

FROM: Department of Human Resources
Benefits Division

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This memorandum provides important information regarding Benefits Training classes and the Benefits Administrative Manual (BAM).

Benefits Training Class

The Benefits Training class is designed to assist all staff responsible for providing State employee benefits information. Class attendees are usually personnel transactions staff, attendance clerks, benefits coordinators, and other staff assisting the personnel office. We are scheduled to have five Benefits Training classes in 2013:

- March 27 – 29, 2013* at the CalEPA Building at 1001 I Street, Coastal Hearing Room, Sacramento, California. Parking is available in the garage on the corner of 10th and I Streets, at a cost of $18 per day.

- May 28 - 30, 2013
- July 23 – 25, 2013
- September 10 - 12, 2013
- November 5 – 7, 2013

All classes from May through November will be held at the Department of Human Resources (CalHR) on 1515 S Street, North Building (we will tell you the specific room when we send you your welcome letter about three weeks before class). Parking is available on 15th and R at a cost of $18 per day. The light rail stop is only about a half a block away from the building.

*This class will be webcast to any participants who have access to the internet. Webcasting provides participants who are unable to travel to Sacramento the opportunity to watch the training class via their computers. Participants can log on and watch the presentation, access the class materials, and ask questions using a specific web link.

Approximately 15 presenters will provide an overview of 21 benefit programs utilizing charts, PowerPoint, videos, forms, and sample situations. During the 3-day class, participants will receive guides/charts, website resources, Personnel Management Liaisons (PMLs) Memorandums, and the Employee Quick Reference Guide. Our objectives are:

- To provide an overview of and respond to questions regarding employee benefits (Dental, CoBen, COBRA, FlexElect, Worker's Compensation, EAP, Group Legal, Pre-Tax Parking, Merit Award, Savings Plus, etc).
- To provide up-to-date information regarding benefits eligibility, cost, benefit choices, enrollment, and appeal process.
- To provide contact information for resolving problems related to benefits.
- To discuss how to handle benefit changes due to appointment status and family status changes.
- To show how to recognize potential problem areas in benefits administration.
- To introduce new technology to help simplify departmental personnel office processes.

Registration

The Benefits Training class is offered at no cost; however, attendees should go through their normal internal departmental training request process in order to obtain the proper approvals to attend the class on state time.

Once you have obtained the proper approvals, we ask that you self-register at http://www.calhr.ca.gov/Training/Pages/benefits-administration-training.aspx. Select the class you want by checking the box next to your desired date and follow the prompts to register. If you want to participate in the webcast session, simply select the March session that lists "webcast" as the location. A confirmation will be sent via e-mail within 24 hours. You will also receive another notice three weeks before class begins. If you are unable to attend the class, or if you require accommodation, please notify Penny Jones at Penny.Jones@calhr.ca.gov at least 48 hours before the first day of the class.

Benefits Administration Manual

The Benefits Training class will use the Benefits Administration Manual (BAM) during training. It provides important information to assist staff responsible for interpreting employee benefit information and processing forms. The BAM can be viewed online at www.calhr.ca.gov, under "Publications."

For more benefits information, visit our website at www.calhr.ca.gov.

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division