

**Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Benefits Administration Training	<b>REFERENCE NUMBER:</b> PML 2013-038
<b>DATE ISSUED:</b> 11/26/2013	<b>SUPERSEDES:</b>

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 and Training Division

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This memorandum provides important information regarding Benefits Administration Training classes.

**Benefits Administration Training Class**

The Benefits Administration Training class is designed to assist all staff responsible for providing State employee benefits information. Attendees include personnel transactions staff, attendance clerks, benefits coordinators, and other staff assisting the personnel office. Five Benefits Administration Training classes are scheduled in 2014 as follows:

<b>Date</b>	<b>Location</b>
March 25 - 27, 2014*	CalEPA Building, Coastal Hearing Room 1001 I Street. Sacramento
June 10 - 12, 2014 August 5 - 7, 2014 October 7 - 9, 2014 December 2 - 4, 2014	California Department of Human Resources (CalHR) 1810 16 <sup>th</sup> Street Sacramento

\*This class will be webcast to participants with internet access. 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.

Presenters will provide an overview of 21 benefit programs utilizing charts, PowerPoint, forms, and sample situations. During the 3-day class, participants will receive guides/charts, website resources, and Personnel Management Liaisons (PMLs) Memorandums. Class 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.).
- Provide up-to-date information to departmental employees regarding benefit eligibility, cost, benefit choices, enrollment, and appeal processes.
- Provide contact information for resolving problems related to benefits.
- Discuss how to handle benefit changes due to appointment status and family status changes.
- Show how to recognize potential problem areas in benefits administration.
- Introduce new technology to help simplify departmental personnel office processes.

## Registration

*The Benefits Administration Training class is offered at no cost; however, attendees should go through the normal registration process outlined by the State Training Center online registration tutorial.* To register online, click on: <http://www.calhr.ca.gov/Training/Pages/benefits-administration-training.aspx>. Select the class they want to attend by checking the box next to their desired date and follow the prompts to register. If they want to participate in the webcast session, simply select the March session that lists "webcast" as the location. An e-mail confirmation will be sent to registrants within 24 hours. They will also receive another notice three weeks before class with additional details on classroom locations, parking and/or light rail stops near the training facility.

After completing the online registration, follow the steps below to complete the registration process:

1. Download the Training Registration Form for online registration (CalHR-46 (revised 9/6/2013)).
2. Complete the form, including the EReg confirmation number.
3. Registrants should have the form signed by their training officer or training coordinator.
4. Once this form has been completed, it should be emailed to [training@calhr.ca.gov](mailto:training@calhr.ca.gov) or fax it to (916) 327-7107.

**Note: There will be a "no-show" charge of \$420 (the regular cost of a three-day class) assessed if participants do not attend class or fail to send a substitute. Every participant should read the State Training Center Guidelines at [www.calhr.ca.gov](http://www.calhr.ca.gov), then click on "Training", then select the STC Guidelines link. Please follow the STC Guidelines when cancelling or sending a substitute to class.**

For more benefits information, visit our website at [www.calhr.ca.gov](http://www.calhr.ca.gov).

/s/Greg Beatty  
Greg Beatty, Chief  
Benefits and Training Division