

**Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Benefits Administration Training	REFERENCE NUMBER: PML 2014-044
DATE ISSUED: 11/7/2014	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 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 2015 as follows:

Date	Location
February 9 – 11, 2015*	CalEPA Building, Sierra Hearing Room 1001 I Street Sacramento, CA
April 1 - 3, 2015 June 2 - 4, 2015 August 11 - 13, 2015 October 6 - 8, 2015	California Department of Human Resources (CalHR) 1810 16 th Street Sacramento, CA

*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 as follows:

- Provide an overview of and respond to questions regarding employee benefits (Dental, Vision, 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 by checking the box next to the desired date and follow the prompts to register. Please complete each step of the process, which includes accounts payable information. To participate in the webcast session, simply select the February session that lists "webcast" as the location. An e-mail confirmation will be sent to registrants and approvers within 24 hours.

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 to an "in-person" class. Webcast participants do not have a "no show" charge. Every participant should read the State Training Center Guidelines at 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.

/s/Darlene Schell

Darlene Schell, Chief
Benefits Division