

HUMAN RESOURCES MEMORANDUM 13-028		DATE ISSUED: December 2, 2013
SUBJECT: Benefits Administration Training		REFERENCE: PML 2013-038
TO: Personnel Liaisons and Attendance Clerks		SUPERSEDES:

Purpose This memorandum provides important information regarding Benefits Administration Training (BAM) classes.

BAM Training Class and Dates 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:

Date		Location
March	25 – 27, 2014*	CalEPA Building, Coastal Hearing Room 1001 I Street, Sacramento
June	10 – 12, 2014	California Dept of Human Resources (CalHR) 1810 16 th Street, Sacramento
August	05 – 07, 2014	
October	07 – 09, 2014	
December	02 – 04, 2014	

*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.

BAM Training Class and Dates (Continued)

- Show how to recognize potential problem areas in benefits administration.
 - Introduce new technology to help simplify departmental personnel office processes.
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Registration

The Benefits Administration Training class is offered at no cost; however, attendees should first get their supervisor's approval before self-enrollment.

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 their desired date and follow the prompts to register. 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, and 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 coordinator.
 4. Once this form has been completed, it should be emailed to training@calhr.ca.gov or fax it to (916) 327-7107.
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No Show Fee

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, then click on "Training", then select the STC Guidelines link. Please follow the STC Guidelines when cancelling or sending a substitute to class.

Information

For more benefits information, visit CalHR's website at www.calhr.ca.gov. For registration assistance, please contact your Training Coordinator.

ANGIE BOLDRINI, Personnel Officer

Office of Human Resources

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