

HUMAN RESOURCES MEMORANDUM 15-032		DATE ISSUED: 12/30/2015
SUBJECT: Benefits Administration Training		REFERENCE: 2015-040
TO: DGS Managers and Supervisors, Personnel Liaisons, and Attendance Clerks		SUPERCEDES: HR Memo 14-33

PLEASE ENSURE THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose The purpose of this memo is to provide important information regarding Benefits Administration Training classes.

Training and Class 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 Office of Human Resources. Four Benefits Administration Training classes are scheduled in 2016 as follows:

Date	Location
April 26 - 28, 2016*	CalEPA Building, Coastal Hearing Room 1001 I Street Sacramento, CA
May 31 – June 2, 2016 September 6 – 8, 2016 October 4 – 6, 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 on communicating benefit information to new hires as part of employee onboarding.
- Provide an overview of and respond to questions regarding employee benefits (Dental, Vision, Retiree 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. To register online, click <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 April session that lists “webcast” as the location. An email confirmation will be sent to registrants and approvers within 24 hours.

No Show Fee 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 Statewide Training Center Guidelines at <http://www.calhr.ca.gov/Training>. Please follow the guidelines when cancelling or sending a substitute to class.

Questions For questions related to this HR Memo, please contact your assigned Training Coordinator.

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Office of Human Resources

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