

HR CONTACTS

LOPD-HR@lopdnm.us

Ronald Herrera

Director of Human Resources
505-469-4521

Zachary Olivas

Deputy Director of Human Resources
505-490-7070

Richard Pacheco

Safety & Loss Control Coordinator
505-525-6900

Kortney Barker

Senior HR Administrator
505-525-4213

Shawn Krause

Senior HR Administrator
505-395-2882

Justin Reilly

Senior HR Admin/Investigator
505-395-2878

Cristina Glass

Senior HR/Comp & Class Specialist
505-395-2853

Cassandra Montoya

HR Administrator
505-395-2856

Tiffani Lopez

HR Administrator
575-219-6320

Tony Horta

HR Administrator
505-395-2866

Victoria Mueller

HR Data Specialist
505-479-3126

2024 EMPLOYEE CALENDAR
COURTESY OF STATE PRINTING

JANUARY 2024							FEBRUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29		
MARCH 2024							APRIL 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													
MAY 2024							JUNE 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						
JULY 2024							AUGUST 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31
SEPTEMBER 2024							OCTOBER 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		
NOVEMBER 2024							DECEMBER 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

- Paydays
- Pay Period Ends
- Holidays



NEW MEXICO
**LAW OFFICES OF THE
PUBLIC DEFENDER**

Quick Reference Guide to:

- ❖ HR Contacts
- ❖ Benefit Contacts
- ❖ PERA Contacts
- ❖ SHARE Helpdesk
- ❖ State Holidays

Please contact HR with your requests for:

- ◆ Changes to Direct Deposit
- ◆ Changes to W-4
- ◆ Changes to Address, Telephone or Emergency Contact
- ◆ Change in Marital Status
- ◆ Employment Verifications
- ◆ Timesheet Questions
- ◆ FMLA Questions
- ◆ ADA Questions
- ◆ As well as any other inquiries you may have.

Law Offices of the Public Defender
301 N. Guadalupe St., Suite 200
Santa Fe, NM 87501

Fax: 505-204-7060

LOPD-HR@lopdnm.us

Forgot Your Password?
SHARE Helpdesk
505-827-2121

enterprisesupportdesk@doit.nm.gov

Benefits Plan & Contact Information

Carrier	Group #	Customer Service #
Presbyterian Health Plan https://www.phs.org/health-plans/employer-plans/Pages/state-of-new-mexico.aspx	A0000034	888-275-7737
Blue Cross Blue Shield NM - HMO	266002	
Blue Cross Blue Shield NM - PPO http://www.bcbsnm.com/sonm	268390	877-994-2583
Cigna Health Plan https://connections.cigna.com/newmexico/	3343553	800-244-6224
CVS Caremark http://www.caremark.com/	RX22AR	877-744-5313
Delta Dental https://www.deltadentalnm.com/	8523	877-395-9420
EyeMed Vision https://www.eyemed.com/en-us	1028738	855-219-3138
The Hartford https://gateway.on24.com/wcc/experience/eliteHartfordFireInsuranceCom/2594735/3725682/State%2520of%2520New%2520Mexico%2520Risk%2520Management%2520Division	681601	888-563-1124
Flexible Spending Account (FSA) https://www.mybenefitsnm.com/fsa.html		855-618-1800
Employee Assistance Program http://www.guidanceresources.com/	Web ID: SONMEAP	833-515-0771
Stay Well Health Center https://healthcenters.proactive-md.com/state-of-new-mexico/		505-570-4949

Open Enrollment: October 1st – 31st
Effective Date of Benefit Changes: January 1st
Qualifying Events must be submitted within 31 days of event

STATE OF NEW MEXICO GROUP BENEFITS PLAN

The State of New Mexico Group Benefits Plan is administered by:
Erisa Administrative Services

Location

Erisa Administrative Services, Inc. Office
1200 San Pedro Drive NE
Albuquerque, NM 87110

Phone

Albuquerque: (505) 244-6000
Toll Free: (855) 618-1800
Fax: (505) 244-6009

Email

SONM@easitpa.com
FSA@easitpa.com

Please contact Erisa for the following:

- ❖ Benefit Questions
- ❖ Benefit Changes
- ❖ Qualifying Events
 - ❖ FSA
 - ❖ COBRA
 - ❖ Disability

<https://www.mybenefitsnm.com/>



<https://www.nmpera.org/>
Toll-Free: 1-800-342-3422

Santa Fe Office

33 Plaza La Prensa
Santa Fe, NM 87507
Phone: (505) 476-9300
Fax: (505) 954-0370

Albuquerque Office

6300 Jefferson St. NE, STE#100
Albuquerque, NM 87109
Phone: (505) 383-6550
Fax: (505) 954-0370

Questions concerning membership & retirement:
PERA-Memberservices@state.nm.us

Questions concerning the Self Service website:
PERA-RIOhelpdesk@state.nm.us

Questions about Deaths and Disabilities:
PERA-death&disability@state.nm.us



Customer Service 1-833-424-7283

For information about the PERA Deferred Compensation Plan administered by Voya visit the Plan's official website at:
PERASmartSave.voya.com

Mobile App:
search "Voya Retire" in your app store