



# NMERB

P.O. Box 26129, Santa Fe, NM 87502-0129  
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Dear Payroll and Human Resources Staff,

This edition covers the School Reporting Group, the role they play, and how to reach them.

**NMERB's School Reporting Group:** The group is part of the Finance Division and consists of five people: Megan Mannila, Manager; three School Reporting Analysts listed below; and Laura Crawforth, LAU Auditor.

**School Reporting Analysts:** Each analyst has approximately 70 Employers (LAUs) assigned to them.

**Rosalie Garcia**      **RG**      [Rosalie.Garcia1@state.nm.us](mailto:Rosalie.Garcia1@state.nm.us)  
Rosalie is the Lead Analyst and has been with NMERB for 8 years.

**Jessica Tapia**      **JT**      [Jessica.Tapia2@state.nm.us](mailto:Jessica.Tapia2@state.nm.us)  
Jessica has been with NMERB for 4 years.

**Joan Duran-Kuck**      **JD**      [Joan.Duran@state.nm.us](mailto:Joan.Duran@state.nm.us)  
Joan has been with NMERB for 7 years.

Upon receipt of your monthly submissions, the analysts audit and process your W-1s and M-1s, ensure they reconcile and create statements if required. They verify and process the Employee Data Forms to be scanned into each employee's personal accounts. We have reorganized the assignments of employers to analysts as of 7/1/2020. Click <https://www.nmerb.org/employers/general-information/> to view the list of NMERB employers, your analyst's initials are to the right of your school.

**Help:** Do you have questions or need assistance with school reporting? Please contact your assigned School Reporting Analyst directly.

Do your employees have questions for NMERB or do you have questions about your personal NMERB account? Member Services assists members with personal accounts [member.help@state.nm.us](mailto:member.help@state.nm.us) or call 1.866.691.2345.

**Newsletters:** <https://www.nmerb.org/employers/employer-library/>

**Questions or comments on this topic?** [nmerb.lauhhelp@state.nm.us](mailto:nmerb.lauhhelp@state.nm.us)

## Upcoming Newsletters

Frequently Asked Questions

### Tips:

#### Mailchimp

NMERB is using Mailchimp in addition to Constant Contact for official communication. Over the next six months we will phase out Constant Contact. The NMERB Employer Reporting Group will continue to send out the NMERB Employer Newsletter through the email address at the bottom of the page.

#### The revised Contact Update and Signature Authorization

forms are available on our website on the Employers tab. If you have not sent in your FY21 forms yet, please send them in **ASAP**. These forms are due by fiscal year at the end of July.

#### Work Report submission

Reminder – The Employer tab is located in the middle of the grey ribbon near the top of the page of our website. Click ESS Login/E-Bill Express. You will then see the PAY NOW and UPLOAD FILES buttons.

#### NMERB Employer Newsletters

Past editions are available on our website > Employer's tab > Employer Library