



MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lt. Governor

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
(609) 292-7524/TRS 711 (609) 292-6683
www.nj.gov/treasury/pensions

Mailing Address:
P.O. Box 295
Trenton, NJ 08625-0295
Location:
50 West State Street
Trenton, New Jersey

AARON BINDER
State Treasurer

SONIA RIVERA-PEREZ
Acting Director

July 23, 2026

TO: Local Government Certifying Officers and Administrators for Locations Enrolled in the SHBP
FROM: New Jersey Division of Pensions & Benefits
SUBJECT: **Reminder: 60-Day Enrollment Window for New Hires**

Newly hired employees have a 60-day window from their date of hire to enroll in health benefits. Employees must complete their enrollment by logging in to Benefitsolver and selecting their coverage.

IMPORTANT DETAILS

- The 60-day enrollment window begins on the employee's date of hire.
- The SHBP does not recognize probationary periods. The enrollment window starts from the date of hire, regardless of any probationary status.

EMPLOYER AND HEALTH BENEFIT ADMINISTRATOR RESPONSIBILITIES

Employers and Health Benefits Administrators must enter new hires into Benefitsolver promptly upon hire. Entering employees in a timely manner ensures they receive the full 60-day enrollment window.

If a new hire is not entered into Benefitsolver on time, they may miss their enrollment window. Should this occur, the employee must wait until the next annual Open Enrollment period to enroll in health benefits.

ADDITIONAL INFORMATION

If you have questions regarding any of the information provided in this letter, please use the following email addresses for your designated group:

Monthly: HBStateColleges@treas.nj.gov
Biweekly: HBStateActive@treas.nj.gov (Centralized Payroll)
Education: SEHBP@treas.nj.gov
Local Government: HBLocalGovernment@treas.nj.gov