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July 24, 2026

TO: State Biweekly Certifying Officers and Administrators
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 PMIS 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 PMIS 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: HBSateColleges@treas.nj.gov
Biweekly: HBSateActive@treas.nj.gov (Centralized Payroll)
Education: SEHBP@treas.nj.gov
Local Government: HBLocalGovernment@treas.nj.gov