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July 23, 2026

TO: State Monthly and Education Certifying Officers and Administrators for Locations Enrolled in the SHBP/SEHBP

FROM: New Jersey Division of Pensions & Benefits

SUBJECT: Reminder: 60-Day Enrollment Window for New Hires

Newly hired 12-month employees will have a 60-day enrollment window starting from their date of hire to log in to Benefitsolver and select their health benefits. Newly hired 10-month employees hired on September 1st will have a 60-day enrollment window prior to their date of hire to log in to Benefitsolver and select their health benefits.

IMPORTANT DETAILS

- The 60-day enrollment window begins on the employee's date of hire.
- The 60-day enrollment window begins on July 1st for 10-month employees with a September 1st 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