

July 21, 2021

### Critical Updates

#### Quarterly Workers Compensation Fees Assessed on 7/14 payroll

Every employer in New Mexico who elects or is required to be covered by the Workers' Compensation Act and every employee covered by the Act, must pay a quarterly fee called the workers' compensation assessment fee. This fee has always been assessed on a quarterly basis and was previously handled by TNT. The fee is similar to a tax and is \$4.30 per employee per calendar quarter. The fee is split, with Employers contributing \$2.30, for each of their covered employees and the employee paying the other \$2. The employee portion is taken as a payroll deduction. Thirty cents of the fee per employee goes to the [Uninsured Employers' Fund](#). This quarterly fee is not the same as a workers' compensation insurance premium and does not provide insurance coverage.

Palco deducted the employer and employee portions of the Workers Compensation Fee in the 7/14/21 payroll cycle. The employer's portion is deducted from the employer's budget while the employee portion is deducted from the employee's check or direct deposit. This covers the second quarter of 2021 (April-June).

### Major Issues and Resolutions

#### Reminder: Email Campaign

Palco and Conduent are working together to ensure all current employees, participants and employers of record (EOR) have accurate information on file.

One critical piece of information is your e-mail address. Your e-mail address will be the primary method of communication used by Palco, as well as your personal login ID to Palco's online system.

Later this year we will transition from FOCOnline to Palco CONNECT for submitting and approving timesheets. You will need to be able to log into the Palco CONNECT system. Your login ID will be your e-mail address. Each person (user) is required to have their own unique login ID for the Palco CONNECT system. This means you need to have your own e-mail address. In other words, an employee and an employer cannot have the same e-mail address.

Your e-mail address will also be used for any notifications that are sent regarding timesheets or general program communications. These e-mail notifications will help you ensure timesheets are correct and payments will be on time.

If you are an employee or an employer (EOR) and you are not sure if your correct e-mail address is in the FOCoS system, please contact the Consolidated Customer Service Center (CCSC) at 800-283-4465 to update your e-mail address by phone. You may also update your email address by emailing a Change of Information form to Conduent at [docprocessing@conduent.com](mailto:docprocessing@conduent.com). Please keep in mind that if you have more than one e-mail address listed in FOCoS, you must choose one (you can call CCSC or e-mail Conduent to update the information).