

HR & PAYROLL

Self-Service Tips

CMApeople.com

- Access your 401k account
- Create your HealthJoy Login
- View policies and benefits
- MLF Scholarship Applications
- ESOP Info and FAQ
- CMA History
- HR Forms Library

paylocity <https://www.paylocity.com/>

- Update direct deposit
- Reset Password (in site or app)
- PTO requests and Balance (in site or app)
- Print W-2 (website only)
- Change Tax withholding (website only)
- Access paystubs (in site or app)
- Print Paystubs (website only)
- Change of address, personal phone number, personal email address

HealthJoy <https://mygroups.healthjoy.com/auth/login>

- Access your insurance cards and policy numbers
- Contact information for all insurance providers
- 24 Hour Tele-med appointments
- Find a provider
- Rx Savings

employee NAVIGATOR <https://www.employeenavigator.com/>

- Review your benefits coverage, bi-weekly deductions, and enrollment information
- Contact information for all insurance providers and Integrum Advisors Client Advocate
- Request coverage change for Qualified Life Event
- Update dependent and personal information
- Make benefits selections at time of new hire and Open Enrollment



Client Advocate: 800-867-1129
advocate@integrumadvisors.com
Enrollment Manager, Elijah Gormus:
804-310-4478
egormus@integrumadvisors.com

MORE PAYROLL QUESTIONS

Email cmapayroll@cmacars.com

- Submit biweekly and monthly pay and commission sheets
- Questions about pay, wages, deductions and errors
- Pay Plan Creation and returns
- Support for Payroll Policy questions and concerns
- PTO Balance questions

MORE HR QUESTIONS

Email askhr@cmacars.com

- Questions about recruiting, hiring, onboarding process
- Information about Employee Assistance Program (Counseling, Grief management, Legal assistance)
- Questions about what constitutes a qualifying life event for health coverage changes
- Questions about how to handle a personnel situation- ex: harassment, bullying, disciplinary needs
- Questions about benefits eligibility dates
- Complete employer portion of Medicare Eligibility forms
- Employee Navigator password reset
- AAMS Log-in assistance
- Questions regarding starting a Short-term disability claim
- Submit name change requests- submit documents with new name
- Assistance with HealthJoy registration
- Questions about Employee Handbook and policies
- Request FMLA forms
- Submit workplace incident/ injury reports
- Request post-accident drug screening authorization