

PERA – Beneficiary/Personal Information Changes

Step	Action
1	An employee has either been newly hired into state government or has a change in beneficiary/personal information)
2	Employee will access the proper form to be filled out. Application for Membership Beneficiary Designation Change in PERA Records Spousal Consent Form
3	Submit form via HR.Operations@state.nm.us
4	HR Operations team will process the PERA change, to include sending it to appropriate PERA personnel.
5	E-mail confirming the change will be sent to requesting employee.