

Terminating an Employee with Benefit Enrollments

1. Bring up the employee record up in Enrollment Management.

Enrollments

Quick Search

ID: E00310046 Last Name: Doe First Name: John

Reset Active History History Detail OE History

Benefit Summary Member IDs Member Info Dependents Case Notes Other Group Cov. Employment

QSC Events Reinststate All **Term All** Beneficiaries Healthy Futures Basic Flag - Dental Basic Flag - Vision

Summary for employee of Salem-Keizer SD 24J (Current)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date
Medical Kaiser Medical Plan 1 - Composite	Employee Only	N	12/01/2016	
Vision Moda Vision Opal Plan - Composite	Employee Only	N	12/01/2016	
Dental ODS Dental Plan 1/Ortho - Composite	Employee Only	N	12/01/2016	
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	12/01/2016	
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	12/01/2016	
Optional Employee Life Declined			12/01/2016	

2. Click on the Term All button as shown above.

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Termination Of All Benefits

Member : John Doe

Query returned zero records. Please change your search criteria and try again.

Add Back to Enrollments

3. The Termination of All Benefits window opens. Click on the Add button.

QSC Events Type - List of Values

Type

Find **Close** [Reset Field\(s\)](#)

Type

- Change in Domestic Partnerships
- [Loss of Partner and Partners Children due to Termination of Partnership](#)
- [Resignation/Termination](#)

Find the appropriate Termination QSC as shown above.

MyOEBS - Terminating an Employee with Benefit Enrollments

Termination Of All Benefits

Member : John Doe

QSC Events: Resignation/Termination

Actual Event Date: 03-08-2017

Coverage End Date: 03-31-2017

Transaction Date: []

QSC Used by: []

Save Search Reset Back to Enrollments

4. Enter the appropriate Actual Event Date (this is usually the Termination Date) and Coverage End Date (this is the last day they are covered with benefits) as shown above.
5. Click Save then Click Back to Enrollments once you verify the record is saved successfully.

Enrollments

Quick Search

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Reset Active History History Detail OE History

Benefit Summary Member IDs Member Info Dependents Case Notes Other Group Cov. **Employment**

QSC Events Reinstate All Term All Beneficiaries Healthy Futures Basic Flag - Dental Basic Flag - Vision

Summary for employee of Salem-Keizer SD 24J (Current)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date
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Vision Moda Vision Opal Plan - Composite	Employee Only	N	12/01/2016	03/31/2017
Dental ODS Dental Plan 1/Ortho - Composite	Employee Only	N	12/01/2016	03/31/2017
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	12/01/2016	03/31/2017
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	12/01/2016	03/31/2017

6. You will now see that the benefits have an End Date as shown above.
7. Click on the Employment button to terminate their employment as shown above.

MyOEBS - Terminating an Employee with Benefit Enrollments

Employments

Member : John Doe

Institution Number	Employment Type	Member Type	Transaction
2142	Administrator Licensed-Full Time	Non Represented - Salem-Keizer	11-22-2016

[Add](#) [Back to Enrollments](#)

- Open up the current Employment as shown above. Do this by clicking on the Institution Number which is circled above. If there is more than one Employment segment click on the bottom employment with no termination date.

Employment

Member : John Doe


Educational Entity

Name	Institution Number
Salem-Keizer SD 24J	2142

Types

Member: Non Represented - Salem-Keizer

Employment: Administrator Licensed-Full Time

Emp Type/Mem Type Termination Reason  Payment Type

Dates

Original Hire	Emp/Mem Type Change	Termination	Benefits Paid Through
11-22-2016	11-22-2016		

Details

Lead Agency Waived Benefits

[Save](#) [Delete](#) [Search](#) [Reset](#) [Back to Enrollments](#) [Change Employment](#) [Salary](#)

- Go to "Emp Type/Mem Type Termination Reason" Use the yellow icon to open up the Termination Reasons as shown below.

Termination Reason Type - List of Values

Reason

[Reset Reason](#)

Find

Close

[Employee Death](#)
[Employee Termination](#)
[Gains Medicare](#)

10. Pick the appropriate Termination Reason as shown above.

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Employment

Member : John Doe

Educational Entity

Name: Salem-Keizer SD 243 Institution Number: 2142

Types

Member: Non Represented - Salem-Keizer

Employment: Administrator, Licensed-Full Time

Emp Type/Mem Type Termination Reason: **Employee Termination**

Dates

Original Hire: 11-22-2016 Emp/Mem Type Change: 11-22-2016 Termination Date: **03-22-2017** Benefits Paid Through: []

Details

Lead Agency: Waived Benefits:

Save Delete Search Reset Back to Enrollments Change Employment Salary

Message from webpage

System needs to verify enrollments before expiring this record. Please Save the record after the screen refreshes.

OK

11. Enter the appropriate Termination Reason and Termination Date. You will get the message above. Click OK.

PLEASE NOTE: The Termination Date should be the last day the person physically worked for you.

MyOEBB - Terminating an Employee with Benefit Enrollments

Employment

Member : John Doe

Educational Entity

Name: Salem-Keizer SD 24J Institution Number: 2142

Types

Member: Non Represented - Salem-Keizer

Employment: Administrator Licensed-Full Time

Emp Type/Mem Type Termination Reason: Employee Termination Payment Type:

Dates

Original Hire: 11-22-2016 Emp/Mem Type Change: 11-22-2016 Termination: 03-22-2017 Benefits Paid Through: 03-31-2017

Details

Lead Agency: Waived Benefits:

Save Delete Search Reset Back to Enrollments Salary

12. Enter the appropriate Benefits Paid Through Date as shown above. This should be the day their benefits end with your entity. Click Save. "Record Saved Successfully" will show at the top of the page

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Termination Approval

Subscriber ID: E00310046 Last Name: First Name: Institution Number: Status: COBRA Sent Date: Self Pay/Retiree Sent Date:

Note: Please verify the current address. To update the address of a dependent you must access the subscriber record thru Member Management or Enrollment Management and click on the dependent tab. (Subscriber rows are highlighted - Dependents are light gray).

Sub. ID	Subs. Name	Address	Institution Number	Source/ Date	Status	COBRA/ Date Sent to OEBB	Self Pay/Retiree/ Date Sent to OEBB	Username/ Trans Date
E00310046	DOE, JOHN	Po Box 1 Salem, OR 97301	2142	OSC 01/12/2017	Pending	Yes		mordicat 01/12/2017

Description: Resignation/Termination

Save Search Reset

14. Now go to the Termination Approval page under Enrollment Management. Search for the person you just termed. Under Status in the drop down menu select "Approved" to fully terminate them and "Yes" to send them to COBRA.

Note: If the employee does not show on the Termination Approval page go back to verify that you terminated the employment.

Congratulations, you are complete!