Terminating an Employee with Benefit Enrollments

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

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

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

Find the appropriate Termination QSC as shown above.

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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.

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.

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

8. 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

9. 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.

Home | Contact Us | Help | Logout   User: Mordica-Admin Tami

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

Employee Termination

Message from webpage

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

[OK]

Dates
Original Hire   ■ Emp/Mem Type Change   Termination   Benefits Paid Through

11-22-2016   11-22-2016   03-22-2017

Details
Lead Agency ☑   Waived Benefits ☐

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

    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.

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

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!

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