

Terminating Benefits

In most cases you will be terminating benefits due to termination of employment. However, for a few instances where you are terminating benefits for an active employee such as an employee who loses hours and is no longer eligible, please refer to the next section.

Terminating Benefits due to Termination of Employment

- Find the employee: Enter the last name in the Quick Search box in the upper right corner of the screen or click on List Employees under Employee Management.
- Double check that you have the right employee before you proceed.
- Click **Terminate Employment** in the navigation column on the left side of the screen. This will bring up the first **Terminate Employment** screen.

Step 1 Termination date: The last day of the month of paid employment or the last day of an employee's contract unless the Board has a written policy indicating a later date.

Step 2 Termination Reason: Select a termination reason from the drop-down list. Click **Next**.

Step 3 Review & Finalize: Review the information you entered. To make change, click **Back**. To terminate the employee, click **Finish**.

COBRA Notification: The system will send notice of the termination to the COBRA Administrator to start the COBRA process.

Terminating an Active Employee's Benefits

This series of steps will terminate **ALL** benefits for an active employee. If an employee simply wants to terminate one coverage they can do that themselves during open enrollment.

- Find the employee: Enter the last name in the Quick Search box in the upper right corner of the screen or click on List Employees under Employee Management.
- Double check that you have the right employee before you proceed.
- Click **Terminate Benefits** in the navigation column on the left side of the screen. This will bring up the first **Terminate Benefits** screen.

Step 1 When: Enter the last day the employee will have benefits. In most instances this will be the last day of the month. Click Next

Step 2 New Benefit Class Code: Select a new benefit class from the drop-down list. Click Next

Step 3 Changes to Employee Info: Make any necessary changes the following information:

Salary: The employee's salary.

Alternate Salary: An alternate salary used for calculations involving the employee's salary. For example, a life insurance policy might be 4 x (employee salary).

Job Title: The employee's job title.

Last Step: Review & Finalize: Review the information you entered in the previous steps. If it is correct, click **Finish**. If not, click **Back** and correct the information.

COBRA Notification: **COBRA will not be notified** since terminating a coverage by itself is not a COBRA qualifying event.