

Employee Enrollment

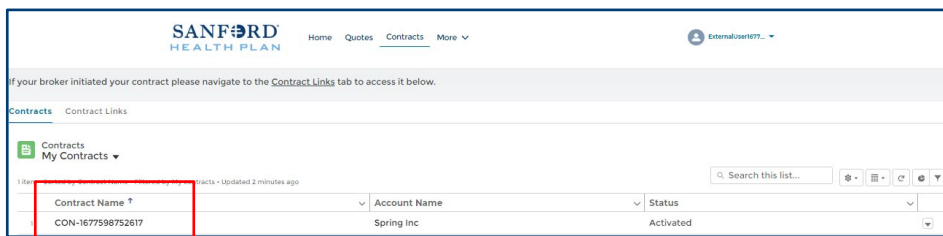
Terminate Employee

Description: This job aid provides steps to terminate an existing employee.

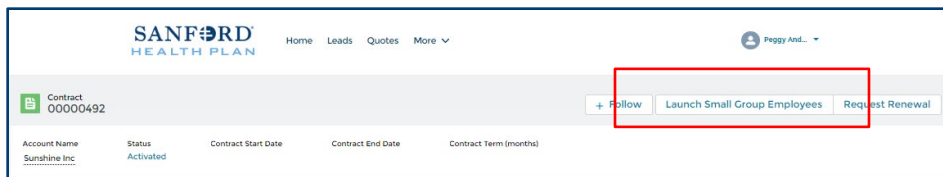
1 From the “Home” screen, click the “Contracts” button.



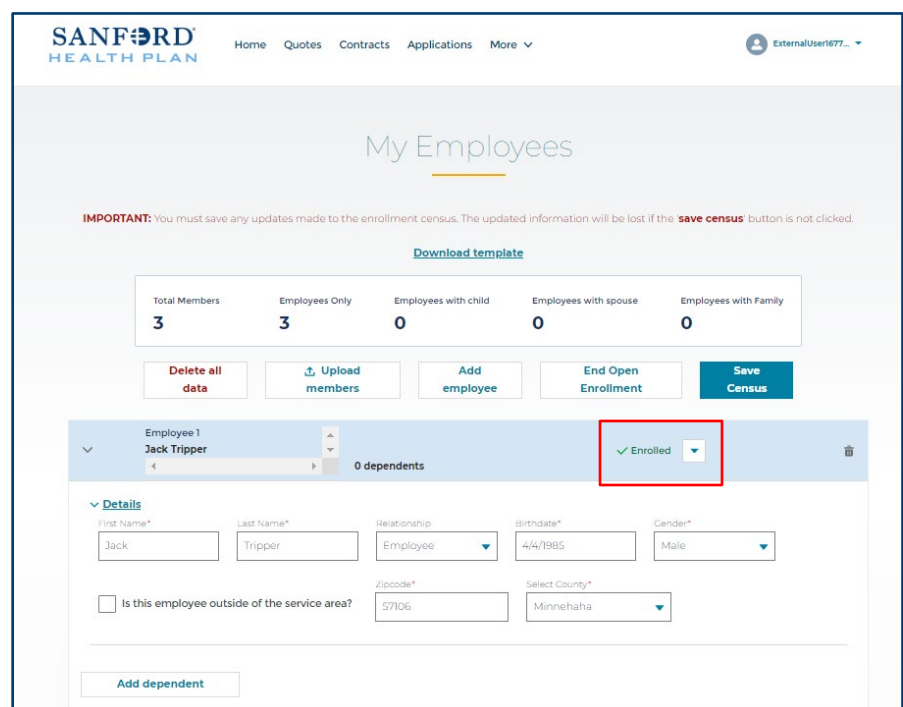
2 Locate the Employer Contract under “My Contracts” where the member is employed and click the contract name. Be sure to select the contract for the current plan year.



3 You will now see the Employer Contract. In the upper right corner, click on the “Launch Small Group Employees” button.



4 Locate the employee that needs to be terminated. From the Enrolled button drop down, select “Terminate Coverage”.



5

From the “Terminate Coverage” screen, select “Terminate coverage for employee and all dependents”. Then select the “Next” button in the lower right corner.

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Terminate Coverage

Terminate Coverage

To terminate coverage, you must have a **qualifying life event** and all changes must be requested **within 31 days** of the date of event.

Terminate coverage for employee and all dependents

This will terminate coverage for everyone on the policy.

Please select one (1) termination type to continue.

Next

6

Select the appropriate reason for terminating coverage and enter the effective date. Then select the “Next” button in the lower right corner.

Based on reason code, COBRA availability may be noted at the bottom of the screen.

Terminate Coverage for Employee and All Dependents

Terminate Coverage for Employee and All Dependents

Why are you terminating coverage? *

Employment ended

Reduction in hours causing the employee to lose health benefits

Leave of absence causing the employee to lose health benefits

Layoff causing the employee to lose health benefits

Death of covered employee

Retirement: Retiree benefits are not available or employee is not eligible

Military leave/USERRA

Reduction in hours allowing employee to voluntarily cancel benefits

Leave of absence allowing employee to voluntarily cancel benefits

Employee's entitlement to Medicare

Voluntary coverage cancellation of employee and all dependents

Eligibility for subsidy on the Marketplace

Other

Date of event*

Previous Next

7

Once completed, the employee will show Terminated with the effective date on the “My Employees” screen.

The screenshot shows a web interface for an employee profile. At the top, the employee is identified as "Employee 6" and "Larry Dallas". A red box highlights a warning message: "Terminated as of 2023-03-31". Below this, the "Details" section contains several input fields: "First Name" (Larry), "Last Name" (Dallas), "Relationship" (Employee), "Birthdate" (1/1/1984), and "Gender" (Male). There is also a checkbox for "Is this employee outside of the service area?", a "Zipcode" field (57106), and a "Select County" dropdown (Minnehaha). An "Add dependent" button is located at the bottom left of the form.

Field	Value
Employee ID	Employee 6
Employee Name	Larry Dallas
Termination Status	Terminated as of 2023-03-31
Dependents	0 dependents
First Name	Larry
Last Name	Dallas
Relationship	Employee
Birthdate	1/1/1984
Gender	Male
Is this employee outside of the service area?	<input type="checkbox"/>
Zipcode	57106
Select County	Minnehaha