Employee Enrollment Terminate Employee



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

From the "Home" screen, click the "Contracts" button.

SANF SRD	Home	Quotes	Contracts	More 🗸	ExternalUser1677
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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.

	SANF SRD Home Quote	es <u>Contracts</u> More V		ExternalUser1677	
If your broker initiated your contra	act please navigate to the <u>Contract Links</u> tab to	access it below.			
Contracts Contract Links					
Contracts My Contracts V	y contracts - Updated 2 minutes ago			Q. Search this list	\$ •
Contract Name †	~	Account Name	~	Status	~
CON-1677598752617		Spring Inc		Activated	

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You will now see the Employer Contract. In the upper right corner, click on the "Launch Census" button.

		SANF BRD	Home Quotes	Contracts Applications	More 🗸	esternällusris? *
Contract 00000499						+ Fo ow Launch Census
Account Name Spring Inc	Status Activated	Contract Start Date	Contract End Date	Contract Term (months)		

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

			My Emplo	yees		
	TANT: You must save any u	ipdates made to the er	mollment census. The upda	ated information will be lo	st if the ' save census ' button	is not clicked
			Download templ	ate		
	Total Members	Employees Only	Employees with child	Employees with spouse	Employees with Family	
	3	3	0	0	0	
	Delete all data	▲ Upload members	Add employee	End Open Enrollmen	at Save	
	Employee 1					-
~	Jack Tripper	- -	anandants	~ E	nrolled 💌	ť
		, 00	ependents			
V De First	t <mark>ails</mark> Name* Last	Name*	Relationship	Birthdate*	Cender*	
Jac	:k Tri	pper	Employee 👻	4/4/1985	Male 👻	
			Zipcode*	Select County*		
	Is this employee outside o	f the service area?	57106	Minnehaha	•	

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

SANF BRD	Home Quotes Contracts	Applications	More V	ExternalUser1677. ▼
	O Terminate Coverage			
	Term	ninate	Covera	age
To terminate coveraç	ge, you must have a qualifying life	event and all cha	inges must be rec	quested within 31 days of the date of event.
depender This will to the policy	erminate coverage for everyone or			
	t one (1) termination type to contri			
Predse serec	ct one (i) termination type to conc	nue.		Next

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Select the appropriate reason for terminating coverage and enter the date of event. Then select the "Next" button in the lower right corner.

The reason will determine the effective date of the termination, to either be the end of the month or the date of event according to business rules.

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

0	O Terminate Coverage for Employee and All Dependents
Terminate Coverage Depe	e for Employee and All ndents
/hy are you terminating coverage? *	
O Employment ended	
O Reduction in hours causing the employee to lose health benef	līts
O Leave of absence causing the employee to lose health benefits	5
O Layoff causing the employee to lose health benefits	
O Death of covered employee	
O Retirement: Retiree benefits are not available or employee is n	ot eligible
O Military leave/USSERA	
O Reduction in hours allowing employee to voluntarily cancel be	mefits
O Leave of absence allowing employee to voluntarily cancel ben	ofits
O Employee's entitlement to Medicare	
O Voluntary coverage cancellation of employee and all dependent	nts
O Eligibility for subsidy on the Marketplace	
Other	
Date of event*	
	_
evious	Nex

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

Employee 6 Larry Dalla 4	s ↓	0 dependents		A Terminated as of 202	23-03-31 💌 💼
✓ <mark>Details</mark> First Name* Larry	Last Name*	Relationship Employee	Birthdate*	Gender* Male	•
Is this employ	ee outside of the service	Zipcode*	Select	County* nehaha 🗸	
Add depende	nt				

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