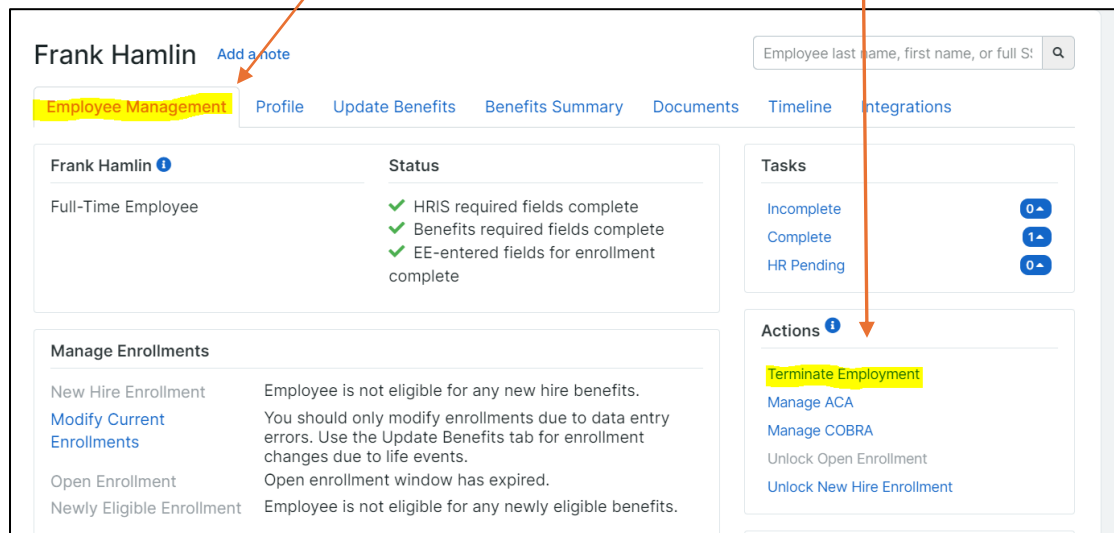


Terminating an Employee

If an employee is no longer employed with your organization, it is important to notify us. This can be done by entering the date of their termination in Employee Navigator.

To Terminate Follow these Steps:

1. Search for the employee
2. Click on the **EMPLOYEE MANAGEMENT** tab, then click **TERMINATE EMPLOYMENT** from the right-hand actions box.



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Employee last name, first name, or full S:

Employee Management Profile Update Benefits Benefits Summary Documents Timeline Integrations

Frank Hamlin Full-Time Employee

Status

- ✓ HRIS required fields complete
- ✓ Benefits required fields complete
- ✓ EE-entered fields for enrollment complete

Tasks

- Incomplete 0
- Complete 1
- HR Pending 0

Manage Enrollments

- New Hire Enrollment Employee is not eligible for any new hire benefits.
- [Modify Current Enrollments](#) You should only modify enrollments due to data entry errors. Use the Update Benefits tab for enrollment changes due to life events.
- Open Enrollment Open enrollment window has expired.
- Newly Eligible Enrollment Employee is not eligible for any newly eligible benefits.

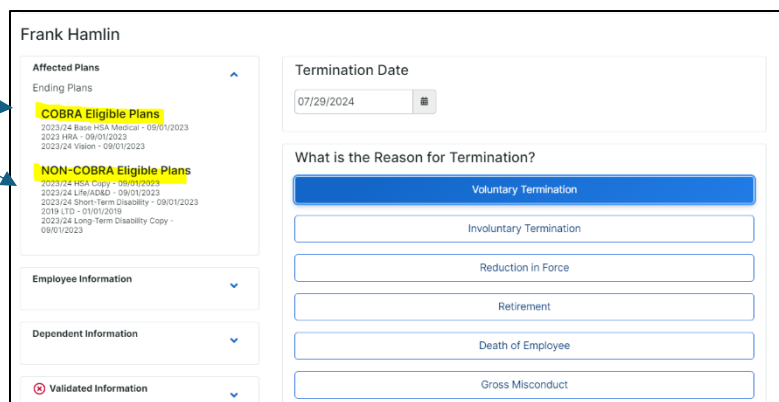
Actions

- Terminate Employment**
- [Manage ACA](#)
- [Manage COBRA](#)
- [Unlock Open Enrollment](#)
- [Unlock New Hire Enrollment](#)

3. You will then be directed through a series of screens where you will do the following:
 - a. **Verify Address Information** – this is important so that if an employee is eligible for COBRA that the notice is sent to the correct address.
 - b. Enter a **Termination Date** – this is typically the last working day for the employee. Whatever date is entered in this box, will be what determines when benefits end. Plans either end on the date of termination or the end of the month of the termination date. This is specific to the plan.
 - c. Select a **Termination Reason**.

You will be notified of any Ending plans and their COBRA eligibility status.

Groups with a COBRA administrator have no further action to take, but those self-administering need to send appropriate paperwork.



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Affected Plans

Ending Plans

- COBRA Eligible Plans**
 - 2023/24 Base HSA Medical - 09/01/2023
 - 2023 HRA - 09/01/2023
 - 2023/24 Vision - 09/01/2023
- NON-COBRA Eligible Plans**
 - 2023/24 HSA Copy - 09/01/2023
 - 2023/24 Life/AD&D - 09/01/2023
 - 2023/24 Short-Term Disability - 09/01/2023
 - 2019 LTD - 01/01/2019
 - 2023/24 Long-Term Disability Copy - 09/01/2023

Employee Information

Dependent Information

Validated Information

Termination Date

07/29/2024

What is the Reason for Termination?

- Voluntary Termination**
- Involuntary Termination
- Reduction in Force
- Retirement
- Death of Employee
- Gross Misconduct