

Terminations – IOI Locations

For terminations of employee coverage **due to life events** (ex: employee drops Medical or Dental coverage due to spouse getting a new job offering coverage), please refer to the **Life Event** instructions.

For terminations due to **termination of employment or reduction in hours** below benefit eligible (<1,000 hours per year) please follow these steps:

1. Log in to IOIPay. Select the appropriate employee record in IOI, then go to Employee Maintenance.
2. Enter the Benefit Term Date and select a Benefit Term Reason. This is the only way to terminate benefits for an employee. Completion of the Location Term Date and Termination Reason will not terminate benefits for employees paid through IOI. Click "Save" at the bottom of the page.
3. For employees going to Not Benefits Eligible Status, the business day after entering the Benefits Term Date and Reason, you should change the employee's status to Not Benefits Eligible. This allows the Benefit Term information to flow to BAS.
4. **IMPORTANT: Do not enter a Location Term Date and Termination Reason unless you have finished paying this employee. Completion of the Location Term Date field in IOI will stop all future paychecks for this employee but will not end benefit coverage in BAS.**

The screenshot shows the 'Premium Employee Demographics' web form. The form is divided into several sections: 'Employee Demographics', 'Employee Status Information', and 'Benefit Termination Information'. The 'Employee Demographics' section includes fields for File Number, Employee Number, Dept*, SSN*, Prefix, First Name*, Middle Name, Last Name*, Suffix, Address 1*, Address 2, City*, State*, and Zip Code*. The 'Employee Status Information' section includes fields for Location Hire Date*, Archdiocese Hire Date, Birth Date*, Phone Number**, Cell Number**, Email, and Marital Status. The 'Benefit Termination Information' section includes fields for Payroll Status*, Rehire Date, Location Term Date**, Termination Reason**, and Benefit Term Date**. The 'Benefit Term Date**' field is circled in red and has a 'Yes!' callout box next to it. The 'Benefit Term Reason **' field is also circled in red. There are two red 'X' marks over the 'Location Term Date**' and 'Termination Reason**' fields, with a callout box stating 'No! Only use when all paychecks have already been issued to this employee.' The 'Benefit Term Date**' field is annotated with 'Enter the day last day of the month in which employment ends/benefit eligibility ends.'

Employee Demographics

File Number: 8010304 Employee Number: 8010304 Dept*: 10006 - Benefits Dept SSN*: 111-22-3333 * - Mandatory Field
Prefix: First Name*: John Middle Name: B Last Name*: Goode ** - Required if applicable
Address 1*: 66 Brooks Drive Address 2:
City*: Braintree State*: MA Zip Code*: 02184
Location Hire Date*: 08/12/2013 Archdiocese Hire Date: Birth Date*: 01/01/1970
Phone Number**: (617)-254-0100 Cell Number**: Email: jgoode@rcab.org
Marital Status: Married

Employee Status Information

Payroll Status*: Active
Rehire Date: Location Term Date**: Termination Reason**

Benefit Termination Information

BENEFIT TERM DATE** Yes!
BENEFIT TERM REASON **

No! Only use when all paychecks have already been issued to this employee.

Enter the day last day of the month in which employment ends/benefit eligibility ends.