Terminations – Non-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 Wizard** 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. Go to the Employees tab. Under Transactions (left navigation), click "Terminate Record."
2. Select the employee to be terminated through the Search box.
3. Enter a Termination Reason from the drop down menu
4. **Enter a Benefits Termination date. This can either be the last day worked or the last day of the month in which the employee is employed. Coverage is always effective until the last day of the month in which employment ends.**