

## 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.

The screenshot displays the MyEnroll.com interface. At the top right, the user is logged in as Kerri Bessette. The main navigation bar includes 'Employees', 'Administrators', and 'Billing'. Below this, there are buttons for 'Select Employee', 'Notes', and 'Notes History', along with a 'Processing Year' dropdown set to 2012. The main content area is titled 'Welcome Kerri Bessette' and shows 'Selected Employer' as 'Archdiocese of Boston (Acct# 0009769-0000-000)' and 'Selected Employee' as 'None Selected'. A left-hand navigation menu is visible, with 'Transactions' expanded to show 'Add New Employee Record', 'Change Employee Location', and 'Terminate Record'. The 'Terminate Employee' form is active, featuring a search box, a dropdown for 'Termination Reason' (set to 'Termination of Employment'), a date picker for 'Terminate Date' (set to 08/31/2013), and a 'Benefits Terminate' date (set to 08/31/2013). A note explains that the benefits termination date is calculated based on the organization's termination rule. A 'Submit' button is located at the bottom of the form. The footer contains copyright information for Benefit Allocation Systems Inc. and a session timeout warning of 60 minutes.