Layoff Event (LOF)

1. Click the **Benefits** link.

2. Click the **Manage Automated Enrollment** link.

3. Click the **Events** link.

4. Click the **On-Demand Event Maintenance** link.

5. Enter the desired information into the **EmpID** field.

6. Click the **Search** button.

7. Click the **Election Entry** button.

8. **Flexible Spending Accounts** (plan types 60 & 61), **Dental** (plan types 11 & 16), **Vision** (plan types 14 & 17) and **Leave Plans** (plan types 50 & 51) will automatically be terminated, therefore, no data entry is necessary (leave blank).

9. For **Medical** (plan types 10 & 15), enter **W** if employee wishes to take advantage of the COBRA subsidy. Otherwise, leave as is to continue enrollment for additional 12 months. Employee will be responsible for full premiums if coverage is left as is. Click the **Look up Option Code (Alt+5)** button.

10. Click an entry that corresponds with the employee's selection.

11. If **Medical** coverage is waived, remove any data entry in the **Health Provider ID** and **Previously Seen** fields. Also, delete any enrolled dependents.

12. Click the **Delete row 1 (Alt+8)** button.

13. Click the **OK** button.

14. For **Basic Life**, **Supplemental Life**, **Spouse/Domestic Partner Life**, **Child Life**, **Basic Accidental Death & Dismemberment**, **Supplemental AD&D**, **Short-term Disability** and **Long-term Disability**, leave as is to remain enrolled or enter **W** for **Option Code** depending on employee choices on the Layoff Form.
15. **403b** enrollment should remain as is especially if severance will be paid.

   For **Sick** (plan type 50) and **Vacation** (plan type 51), leave **Option Code** blank so coverage will automatically terminate.

   Once data entry is completed, click the **OK** button.

16. Click the **Validate/Finalize** button.

17. Click the **OK** button.

18. Click the **Confirmation Statement** button.

19. Click the **OK** button.

20. Click the **PeopleTools** link.

21. Click the **Process Scheduler** link.

22. Click the **Process Monitor** link.

23. Click the applicable entry in the **Details** column.

24. Click the **View Log/Trace** link.

25. Click the PDF entry in the **Name** column.

26. Review Confirmation Statement for accuracy and print a copy for our records. Layoff Confirmation Statements should not be distributed to employee since it does not contain the correct rates. Click the **Close** button when finished.

27. For Layoffs, there should also be a Termination (**TER**) event to be processed. This event should be effective 12 months from date of layoff since benefits should terminate at that time.

   **Important Note:** Wait at least 30 days from the time you finalize the **LOF** event before you finalize the **TER** event. This will ensure the proper COBRA notifications are sent.

28. Click the **Validate/Finalize** button.
29. Click the **OK** button.

30. **End of Procedure.**