



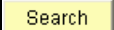




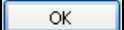
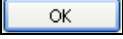
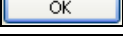



Layoff Event (LOF)

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 EmplID 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.	<p>403b enrollment should remain as is especially if severance will be paid.</p> <p>For Sick (plan type 50) and Vacation (plan type 51), leave Option Code blank so coverage will automatically terminate.</p> <p>Once data entry is completed, click the OK button.</p> 
16.	<p>Click the Validate/Finalize button.</p> 
17.	<p>Click the OK button.</p> 
18.	<p>Click the Confirmation Statement button.</p> 
19.	<p>Click the OK button.</p> 
20.	<p>Click the PeopleTools link.</p> 
21.	<p>Click the Process Scheduler link.</p> 
22.	<p>Click the Process Monitor link.</p> 
23.	<p>Click the applicable entry in the Details column.</p> 
24.	<p>Click the View Log/Trace link.</p> 
25.	<p>Click the PDF entry in the Name column.</p> 
26.	<p>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.</p> 
27.	<p>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.</p> <p>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.</p> <p>Click the Finalize/Apply Defaults option.</p> 
28.	<p>Click the Validate/Finalize button.</p> 

29.	Click the OK button. 
30.	End of Procedure.