



## Business Process Document Benefits Administration: Termination (TER)

<b>Department</b>	Human Resources
<b>File Name</b>	Ben_Termination_PD.pdf
<b>Version</b>	1.0
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<b>Status</b>	Final

### Termination (TER)

#### Concept

Run the **Ben Admin Activity** report to identify open benefit events that need processing. This report should be run at least on a weekly basis.

Use the process to finalize termination (TER) benefit events that will terminate benefits coverage for employees who are no longer employed.

**TER** benefit events are created when a Job Data row has been entered using the following action/reason combination:

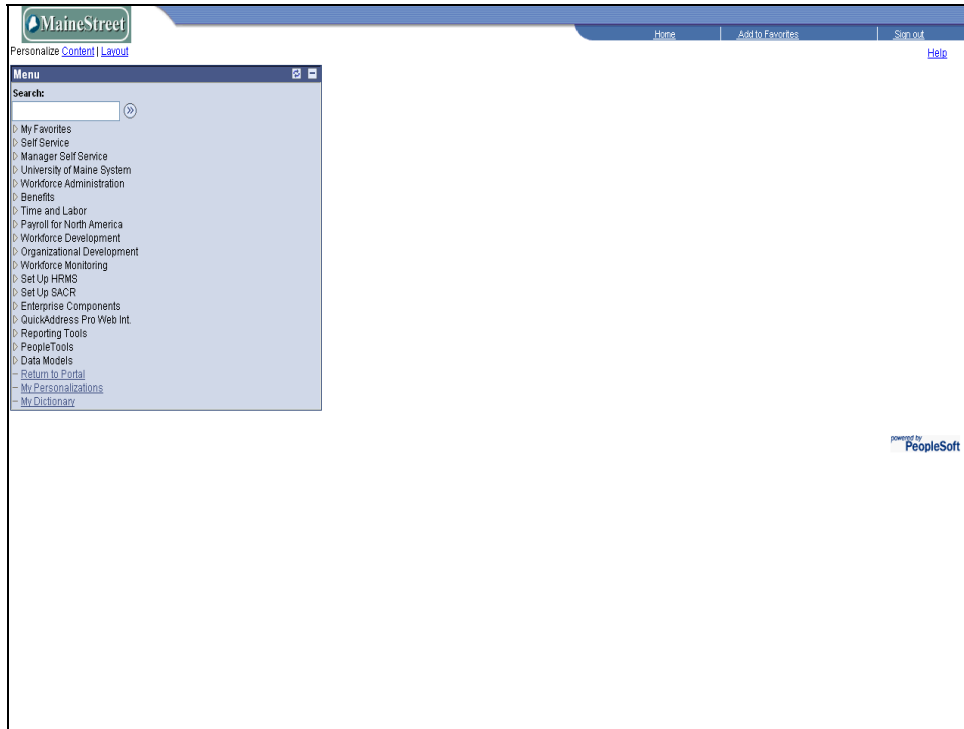
#### Action Reason


Data Change Benefits Termination  
Retirement Early Retirement  
Retirement Voluntary Retirement  
Termination Death  
Termination Discharge  
Termination End of Appointment  
Termination End of Fixed-Term Contract  
Termination End Temporary Employment  
Termination Failure to Return from Leave  
Termination Non-Reappointment  
Termination Partial/Total Disability  
Termination PATFA Termination  
Termination Probationary Period  
Termination Resignation  
Termination Soft Money Discontinuation  
Termination Staff Reduction  
Termination Student - Not Enrolled  
Termination Student Mass Termination

Please refer to: [http://www.maine.edu/pdf/Ben\\_Termination\\_QG.pdf](http://www.maine.edu/pdf/Ben_Termination_QG.pdf)

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

## Procedure

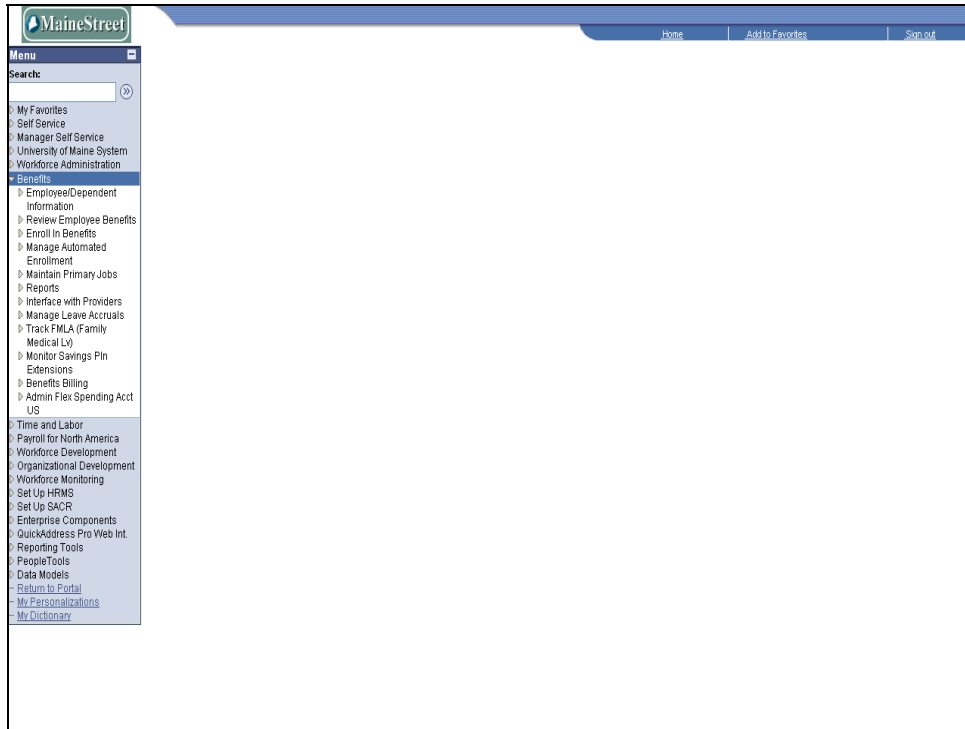


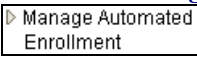


Step	Action
1.	Click the <b>Benefits</b> link. 



# Business Process Document

## Benefits Administration: Termination (TER)



Step	Action
2.	Click the <b>Manage Automated Enrollment</b> link. 
3.	Click the <b>Events</b> link. 
4.	Click the <b>On-Demand Event Maintenance</b> link. 


# Business Process Document

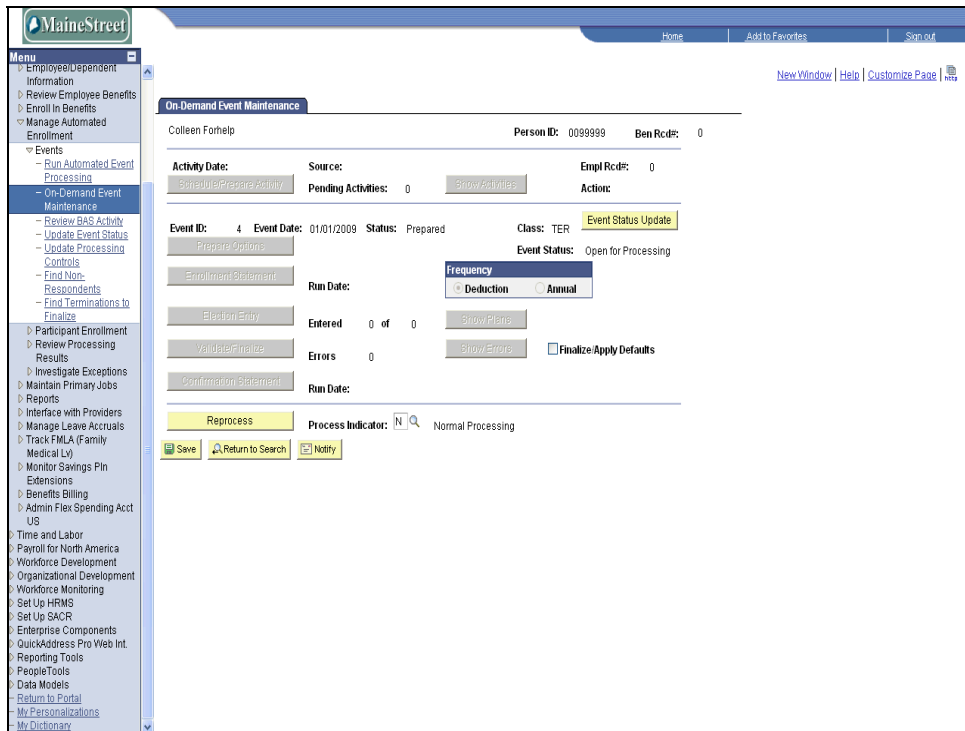
## Benefits Administration: Termination (TER)



The screenshot shows the 'On-Demand Event Maintenance' page in the MaineStreet system. The page has a blue header with 'Home', 'Add to Favorites', and 'Sign out' links. A navigation menu on the left lists various system functions. The main content area is titled 'On-Demand Event Maintenance' and includes a search section with the following fields:

- Find an Existing Value** (Section Header)
- EmpIID:** begins with [dropdown]
- Empl Rcd Nbr:** [dropdown]
- Name:** begins with [dropdown]
- Last Name:** begins with [dropdown]
- Second Name:** begins with [dropdown]
- Second Last Name:** begins with [dropdown]
- Alternate Character Name:** begins with [dropdown]
- Case Sensitive
- Search** button
- Clear** button
- [Basic Search](#) link
- [Save Search Criteria](#) link

Step	Action
5.	Enter the desired information into the <b>EmplIID</b> field.
6.	Click the <b>Search</b> button. 



The screenshot shows the 'On-Demand Event Maintenance' screen in the MaineStreet application. The user is logged in as Colleen Forthelp. The screen displays details for a termination event (TER) with the following information:

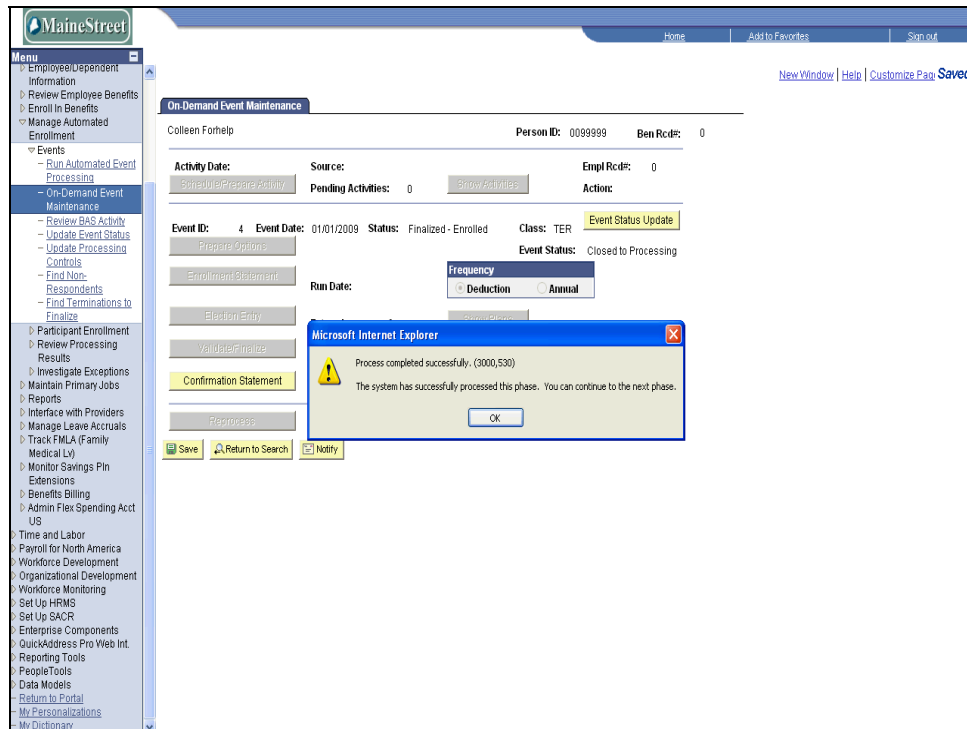
- Person ID:** 0099999, **Ben Rcd:** 0
- Activity Date:** 01/01/2009, **Source:** Pending Activities: 0, **Empl Rcd:** 0
- Event ID:** 4, **Event Date:** 01/01/2009, **Status:** Prepared, **Class:** TER, **Event Status:** Open for Processing
- Frequency:** Deduction (selected), Annual
- Entered:** 0 of 0, **Errors:** 0
- Process Indicator:** N (Normal Processing)


Buttons visible on the screen include: Prepare Options, Enrollment Statement, Election Entry, Validate/Finalize, Confirmation Statement, Reprocess, Save, Return to Search, and Notify. A 'Finalize/Apply Defaults' checkbox is also present.

Step	Action
7.	Click the <b>Finalize/Apply Defaults</b> option. <input type="checkbox"/> Finalize/Apply Defaults
8.	Click the <b>Validate/Finalize</b> button. <input type="button" value="Validate/Finalize"/>

# Business Process Document

## Benefits Administration: Termination (TER)



Step	Action
9.	Click the <b>OK</b> button. 
10.	Note the <b>Event Status</b> is now <i>Closed for Processing</i> .  <b>IMPORTANT:</b> Coverage ends effective the first of the month following termination of employment. Therefore, if the termination date is within the first pay period of a month for a biweekly-paid employee, you must enter one-time paysheet adjustments to withhold double their regular amounts to pay for coverage for the entire month. Also withhold any and all arrears balances owed to UMS. <b>End of Procedure.</b>