## Termination (TER)

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 **Finalize/Apply Defaults** option.
8. Click the **Validate/Finalize** button.
9. Click the **OK** button.
10. Note the **Event Status** is now *Closed for Processing*.

**IMPORTANT**: 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.

**End of Procedure.**