
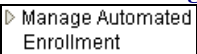

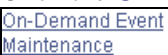
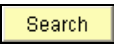


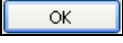


Termination (TER)

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 <i>Closed for Processing</i> . 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.