Terminate Employee (Employer)

Best Practices & Notes

Best Practices

- To ensure retention of employment history, do not delete employees; change Employment > **Status** from **Active** to **Terminated**.
    - Any employee with enrollment history cannot be deleted.
- Timely submission of termination is key to terminating benefits as expected, proper claims processing, and correct billing.
    - If a late entry appears on a billing statement; generally, adjustments appear on the next invoice.

Notes

- Employee benefits are terminated in Ease when an employee's employment is terminated.
- Employee is no longer able to access Ease upon status change to Terminated.
- Status of COBRA does not open Ease access for the employee. COBRA management is genrally handled by a third-party administrator (TPA).

Instructions

From Employee > Employment > Details

1. Click **Terminate Employee**.
2. Choose **Termination Type** from drop menu.
3. Click **Next**.
4. Enter **Date of Change**.

5. Enter **Reason**.
6. Click **Next**.
    - Benefits will be terminated.
7. Click **Save**.

If employee would like to immediately enroll in COBRA at time of termination:

1. Generally, COBRA is administered by a third party; however, to retain status for your records, change **Status** from Terminated to **COBRA.**
2. Optionally, if you are managing COBRA, have employee access their dashboard and re-enroll in COBRA-eligible benefits and sign forms for submission to carriers.
    - Plans available via COBRA must be configured appropriately by the broker.
3. If carrier does not require a signed form and you wish to enter the enrollment on behalf of the employee, make changes to employee benefit elections as needed.
4. Click **Save**.

If terminated employee elects to wait and later wishes to enroll in COBRA:

1. Change **Status** from Terminated to **COBRA.**
2. Reinstate Employee Benefits eligibility.
3. Have employee complete Employee Enrollment Experience.

Watch: https://www.youtube.com/watch?v=m1unX-CVrQ8&feature=emb_imp_woyt