

Complete, Terminate, and Rehire Employee Record

1. **Complete:**

When a new employee is entered in payroll, their information will sync over to the Benefits platform (either automatically at midnight PST or manually when the **Sync from payroll** button is clicked). From the Benefits Admin platform, compensation info will need to be entered before the employee record is considered **Complete** and available to be unlocked for enrollments.

The screenshot displays the 'Test Employee Jr.' profile in the Benefits Admin platform. A red box highlights the 'Compensation Information' form, which includes the following fields:

Field	Value
Pay Group*	Eastern Biweekly
Pay Type*	Hourly Non-Exempt
Pay Rate*	15
Estimated Hours Worked Per Week*	40
Annual Benefit Salary*	31200

The form is part of a larger profile page with tabs for 'Profile' and 'Benefits'. A sidebar on the left shows a list of sections: Personal Info, Contact Info, Employment Info, and Compensation Info. A red banner at the top of the main content area states 'Employee record is incomplete'.

2. **Terminate:**

Employees must be terminated from both Payroll AND the Benefits Admin platform. To terminate in the Benefits platform, go to the Employee profile, click **Actions** from the far right of your screen, and select **Terminate**. You will then be presented with a window to enter the date of termination, and reason. Please enter the last day worked as the system will automatically determine benefits end date based on Termination rules configured during plan set up.

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Terminate Employee

Input the employee's termination date and reason. If this employee is currently enrolled in benefits, coverage will end for all enrolled members based on plan termination rules.

Termination Date*

05/20/2019

Termination Reason*

▼

Non-work Email

Optional

Additional Notes

Description

Cancel

Terminate

3. Rehire:

An employee rehired in Payroll will sync over to the Benefits Admin portal. Similarly to completing a new hire employee record, you will need to confirm/update the compensation info before the employee record is considered **Complete** and available to be unlocked for enrollments.

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View as Employee >

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Test Employee Jr.

/ Full Time

Start Date: 03/17/2018

Profile

Benefits

Actions ▼

Delete Employee

Rehire

Employee was terminated on 05/20/2019.

Employee hasn't registered yet!

Send Registration Email

Personal Info

Contact Info

Employment Info

Compensation Info

Account Information

Dependents

Personal Information

Last Update on 05/20/2019

Legal Name*	Test Employee Jr.	✓
Legal Gender	Male	✓
Date of Birth*	06/07/1982	✓
Social Security Number*	753-75-3753	✓
Language	English	✓