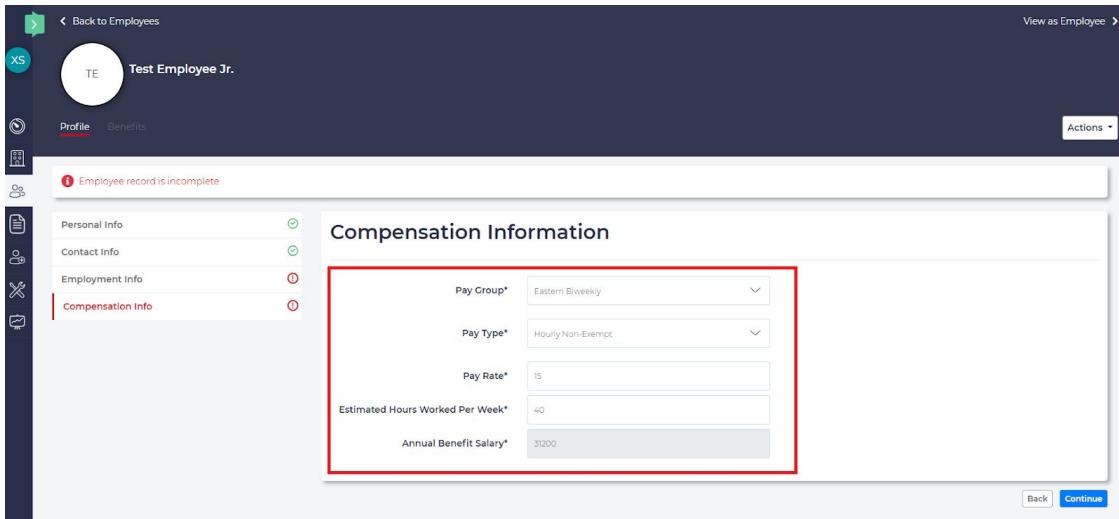


## **Complete, Terminate, and Rehire Employee Record**

### **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 shows the 'Compensation Information' section of the Benefits Admin platform. The employee is 'Test Employee Jr.' and the status is 'Employee record is incomplete'. The compensation information is as follows:

Pay Group*	Eastern Biweekly
Pay Type*	Hourly Non-Exempt
Pay Rate*	15
Estimated Hours Worked Per Week*	40
Annual Benefit Salary*	\$1200

### **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.

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.

Back to Employees

View as Employee >

Actions

Employee was terminated on 05/20/2019.

Actions

Delete Employee

Rehire

Send Registration Email

Last Update on 05/20/2019

Personal Information

Legal Name\* Test Employee Jr.

Legal Gender Male

Date of Birth\* 06/07/1982

Social Security Number\* 753-75-3753

Language English