

Terminating an Employee by QSC with Benefit Enrollments

Remember to only have one active QSC at a time!

1. Bring up the employee record in Enrollment Management.

The screenshot shows the OEBB Enrollment Management interface. On the left is a navigation menu with options like System Codes, Security Setup, Plan Management, Enrollment Management, Member Management, Document Management, Home Page Alerts, and Reports. The main area is titled 'Enrollments' and contains a 'Quick Search' section with fields for ID (E00011786), Last Name (Doe), and First Name (Bob). Below the search fields are buttons for Save, Reset, Active, History, and OE History, along with a 'Benefit Summary' button. A horizontal menu below the search section includes buttons for Member IDs, Member Info, Dependents, Case Notes, Other Group Cov, Employment, QSC Events, Reinstatement, and Term All. The 'Term All' button is circled in red. Below this menu is a table titled 'Summary as member of Pilot School District (Current)'. The table has columns for Plan Type/Plan Name, Plan Tier, Enr Type, Cov. Eff. Date, and End Date. The rows list Medical, Pharmacy, Vision, and Dental plans, all with 'Employee Only' tiers and 'New Hire' enrollment types, with a coverage effective date of 07-01-2008. At the bottom of the table are buttons for Save, Reset, Active, and History.

2. Click on the Term All button as shown above.

The screenshot shows a window titled 'Termination Of All Benefits' for member Bob Doe. Below the title bar, it says 'Member : Bob Doe'. A red message reads: 'Query returned zero records. Please change your search criteria and try again.' At the bottom of the window are two buttons: 'Add' and 'Close'. The 'Add' button is circled in red.

3. The Termination Of All Benefits window opens. Click on the Add button.

The screenshot shows a dialog box titled 'QSC Events Type - List of Values'. It has a 'Type' search field which is currently empty. Below the search field are two buttons: 'Find' and 'Close'. The 'Find' button is circled in red. To the right of the 'Find' button is a link that says 'Reset Field(s)'. Below the dialog box, there is a list of QSC event types: 'Change in Domestic Partnerships', 'Loss of Partner and Partners Children due to Termination of Partnership', and 'Resignation/Termination'.

Find the appropriate Termination QSC as shown above.

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Termination Of All Benefits

Record Saved Successfully!
Member : Bob Doe

QSC Events: Resignation/Termination
Actual Event Date: 06-30-2008 Transaction Date: 08-15-2008
Coverage End Date: 09-30-2008 QSC Used by: PilotAdmin

Save Search Reset Close

Process Steps:

- QSC Event-select the QSC Event from the List of Values field.
- Actual Event Date-enter the date the event actually occurred such as resignation date.
- Coverage End Date-enter the date the enrollments must end.
- Save the record-This action will terminate all enrollments on the date you entered in the Coverage End Date field.
- Close the Coverage Term page. The record will be updated. If the coverage end date is in the prior month, you will not see the terminated coverage in the Active page. You will find the terminated coverage in the History page.

4. Enter the appropriate Actual Event Date (this is usually the Termination Date) and Coverage End Date (this is the last day they are covered with benefits) as shown above.
5. Click Save then Close after you verify the record is saved successfully.

OEBB
BENEFIT BOARD

System Codes
Security Setup
Plan Management
Enrollment Management
Enrollments
Login Attempts
Unsaved Enrollments
Termination Approval
Affidavit Fulfillment
Member Management
Document Management
Home Page Alerts
Reports

Enrollments

Quick Search
ID: E00011786 Last Name: Doe First Name: Bob

Save Reset Active History OE History Benefit Summary

Member IDs Member Info Dependents Case Notes Other Group Employment QSC Events Reinstate All Term All

Summary as member of Pilot School District (Current)

Plan Type/Plan Name	Plan Tier	Enr Type	Coverage Date	End Date
Medical ODS Medical Plan 3/RX A - Tiered	Employee Only	New Hire	07-01-2008	09-30-2008
Pharmacy ODS Pharmacy Plan A - Tiered	Employee Only	New Hire	07-01-2008	09-30-2008
Vision ODS Vision Plan 1 - Tiered	Employee Only	New Hire	07-01-2008	09-30-2008
Dental ODS Dental Plan 1 - Tiered	Employee Only	New Hire	07-01-2008	09-30-2008

Save Reset Active History

6. You will now see that the benefits have an End Date as shown above.
7. Click Save then Close after you verify the record is saved successfully.
8. Click on the Employment button to terminate their employment as shown above.

Employments

Member : Bob Doe

Institution Number	Employment Type	Member Type	Transaction	Emp Type/Mem Type Termination Reason Type	Termination
00011	Licensed-Full Time	OEA - Pilot Training	02-07-2007		

Add Close

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- Open up the current Employment as shown above. Do this by clicking on the Institution Number which is circled above.

Employment

Member : Bob Doe

Educational Entity

Name Institution Number
Pilot School District 00011

Types

Member
OEA - Pilot Training

Employment
Licensed-Full Time

Emp Type/Mem Type Termination Reason Payment Type
ACH Credit

Dates

Original Hire Emp/Mem Type Change Termination Benefits Paid Through
02-07-2007 02-07-2007

Details

Waived Benefits

Save Search Reset Back Change Employment

- Use the Lov Icon to open up the Termination Reasons as shown above.

PLEASE NOTE: The Termination Date should be the last day the person physically worked for your entity.

Termination Reason Types - List of Values

Reason [Reset Field\(s\)](#)

Find Close

Reason
[2008 Initial Seeding Termination](#)
[Change in Employment](#)
[Employee Death](#)
[Employee Leave Without Pay](#)
[Employee Reduction in Hours](#)
[Employee Retirement](#)
[Employee Termination](#)

- Pick the appropriate Termination Reason as shown above.

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Employment

Member : Bob Doe

Educational Entity

Name
Pilot School District

Types

Member
OEA - Pilot Training

Employment
Licensed-Full Time

Emp Type/Mem Type Termination Reason
Employee Termination

Payment Type
ACH Credit

Dates

Original Hire
02-07-2007

Emp/Mem Type Change
02-07-2007

Termination
06-30-2008

Benefits Paid Through

Details

Waived Benefits

Save Search Reset Close Change Employment

12. Enter the appropriate Termination Reason and Termination Date as shown above. You will get the message above. Click OK.

PLEASE NOTE: The Termination Date should be the last day the person physically worked for your entity.

Employment

Member : Bob Doe

Educational Entity

Name
Pilot School District

Institution Number
00011

Types

Member
OEA - Pilot Training

Employment
Licensed-Full Time

Emp Type/Mem Type Termination Reason
Employee Termination

Payment Type
ACH Credit

Dates

Original Hire
02-07-2007

Emp/Mem Type Change
02-07-2007

Termination
06-30-2008

Benefits Paid Through
09-30-2008

Details

Waived Benefits

Save Search Reset Close

13. Enter the appropriate Benefits Paid Through Date as shown above. This should be the day their benefits end with your entity.

14. Click Save.

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- ▶ System Codes
- ▶ Security Setup
- ▶ Plan Management
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 - Enrollments
 - Login Attempts
 - Unsaved Enrollments
 - Termination Approval
 - Affidavit Fulfillment
- ▶ Member Management
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- ▶ Reports

Termination Approval

Subscriber ID	Last Name	First Name	Institution Number	Status	COBRA Sent Date
<input type="text"/>	<input type="text" value="doe"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pending"/>	<input type="text"/>

Note: Please verify the current address. If necessary, you may update the address by accessing the Member Module through the member name link.

Sub. ID	Subs. Name	Address	Institution Number	Source/ Date	Status	COBRA/ Date Sent to OEBB	Username/ Trans Date
E00011786	Doe, Bob	123 Test Lane Salem, OR 97306	00011	QSC 08/15/2008	<input type="text" value="Pending"/>	<input type="text" value="Yes"/>	PilotAdmin 08/15/2008

Description: Resignation/Termination

14. Now go to the Termination Approval page. Search for your person. Select Approved to fully terminate them and Yes to send them to COBRA.

Congratulations, you are complete!