Chapter 4

Termination, Reinstatement, and Transfers

State Agencies and Employer Groups
Table of Contents

Termination ..................................................................................................................................... 3
  Termination of an Employee ....................................................................................................... 3
  Additional Information ............................................................................................................ 4
  General Information ............................................................................................................. 4
    Approved LWOP (Leave without Pay), Layoff, Faculty/seasonal between periods of
    eligibility .................................................................................................................................. 4
    Family Medical Leave (FMLA) ............................................................................................... 5
  Termination of a Spouse/Partner ............................................................................................ 5
    Divorce, Dissolution of Partnership, or Death ........................................................................ 5
    Date of Divorce, Dissolution or Death is within Lower Limit Date ..................................... 5
    Date of Divorce, Dissolution or Death is outside the Lower Limit Date ............................. 6
  Termination of an Ineligible Dependent ................................................................................. 7
    Loss of Eligibility .................................................................................................................... 7
  Termination in Error ................................................................................................................... 8
  Employee Regains Eligibility ................................................................................................. 9
  Reinstatement ........................................................................................................................... 13
  Transfers .................................................................................................................................... 14
    Losing Agency ....................................................................................................................... 14
    Gaining Agency ....................................................................................................................... 15
**Termination**

Including: Termination of employment, death of the employee, authorized paid pay (LWOP), layoff due to a lack of funds or an organizational change, retirement, loss of eligibility, and employer group leaving PEBB

**Termination of an Employee**

1. Log into the Pay1 insurance system.
2. Access the employee’s record.
3. On the command line, key A.41 in the Next Function screen. Key “U” in the Type field. Enter. The A.41 screen displays in update mode.

```
***** A.41 - SUBSCRIBER DATA *****

SDG SEQ NR: 999 99 0024    NAME: SAMUELS, SAN OASCO
HOME AGENCY : 095    HOME SUB AGENCY :
TRANSFER REASON: TRANSFER EFF DT:
HOME PHONE : 360 321 6458    BUSINESS/MSG PH : 360 123 4569
MAIL STOP: 45235    COUNTY : 34 THURSTON
ELIGIBILITY CODE : Y ACTIVE    ELIG EFF DATE:
ELIGIBILITY REASON: 01 NEWLY ELIGIBLE MEMBER LIFE INS: Y
DI REGAIN ELIG: D1 ELIG TO APPLY: 12 16 2018
QUALIFY REASON: DDBA/SELF END DT:
PENDING ELIG CODE: PENDING EFF DATE:
ORIG SOC SEC NUM: ORIG AGENCY :
APPT STATUS: 2 PROBATIONARY    AGY EFF/END DATE: 01 01 2019
PAY METHOD: 0 PAYROLL DEDUCT MONTHLY SALARY: 4040.00
MARRITAL STATUS: S (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE: DECEASED DATE:
RETIRED DATE:
SPOUSE/PARTNER DIV/DIS/DEC DATE: 12 24 2019 TERM REASON:
BASIC LIFE/LTD DATE: SUPP LIFE: OPT LTD:
NEXT FUNCTION: A 43 TYPE: 1 SSA: 999 99 0024 AGV: 095 SUB:
PAY ACTION: INQUIRY ONLY ENTER-MXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

4. Tab to the ELIGIBILITY CODE field. Key “N.”
5. Key the effective date of termination in the ELIG EFF DATE field. *(Refer to Policy 19-1, Addendum 19-1A for termination dates due to loss of eligibility.)*
6. Enter the termination code in the ELIGIBILITY REASON field. Valid codes include:

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Employment Ending/Ineligible Position</td>
</tr>
<tr>
<td>32</td>
<td>Termination – Gross Misconduct</td>
</tr>
<tr>
<td>33</td>
<td>Approved LWOP</td>
</tr>
<tr>
<td>34</td>
<td>Layoff</td>
</tr>
<tr>
<td>35</td>
<td>Death</td>
</tr>
<tr>
<td>36</td>
<td>Retirement</td>
</tr>
<tr>
<td>38</td>
<td>Applying for Disability Retirement</td>
</tr>
<tr>
<td>50</td>
<td>Faculty/Seasonal between eligibility</td>
</tr>
<tr>
<td>51</td>
<td>USERRA or Educational Leave</td>
</tr>
<tr>
<td>53</td>
<td>Reversion not due to layoff</td>
</tr>
</tbody>
</table>

7. Tab through the LIFE INS field. *(The Life Insurance field automatically updates to an “N”.)*

8. If termination is due to death (reason code 35), key the date of death in the DECEASED DATE field. **Note: This date is required when reason code 35 is entered.**
9. On the command line, key A.41 in the Next Function Field. Key “I” in the Type field. Select F10 to update. Verify the changes are accepted. Note: Employees who terminate, are deceased, or retire owe a full month’s premium for their medical, dental, life, and LTD. Remember to deduct the full premium from their last paycheck.

Current changes and changes retroactive to the lower limit date will be updated immediately. Future date changes will move to the Pending fields until the future effective date equals the current process period.

Additional Information

General Information

- Benefits end the last day of the month in which the employee has at least 8 hours of pay status.
- PEBB will send the employee and dependents a PEBB Continuation Coverage Election Notice.
- MetLife will send a notification of Portability and Conversion for Life insurance.
- If the spouse or state-registered domestic partner is enrolled in PEBB benefits on their own PEBB account, any in-force optional life insurance may be transferred to the spouse/state-registered domestic partner’s account no later than 31 days after the termination date.
- If the employee or a covered dependent dies within 31 days of the termination date, life insurance benefits will be paid.
- Employees who terminate owe a full month’s premium for their benefits. Deduct the correct amount from the employee’s last paycheck.
- Untimely entry of terminations in the Pay1 insurance system can affect the employee’s options and the employer’s financial responsibility. Refer to Policy 19-1, Addendum 19-1A for guidance on termination dates.

Approved paid leave (LWOP), Layoff, Faculty/seasonal between periods of eligibility

Includes: Approved paid leave (not FMLA), Educational leave, USERRA leave, Faculty and Seasonal between periods of eligibility

- If the employee will maintain eligibility for the employer contribution while on approved paid leave, leave the employee enrolled in the Pay1 insurance system for each month in which the employee is in pay status 8 or more hours.
- Advise employee if optional life insurance premiums are not paid while on leave or layoff, carrier approval will be required to reinstate optional life insurance.
- Employees on educational or USERRA leave have the option to continue optional LTD insurance. If the employee does not continue optional LTD while on leave, carrier approval will be required to reinstate coverage.
Family Medical Leave (FMLA)

- Employee maintains eligibility for the employer contribution while on approved FMLA, even if the employee is not using at least 8 hours of pay status each month.
- Make arrangements with the employee to collect premiums if not using at least 8 hours of pay status.
- The LTD premium is based on the last month in which the employee was in full pay status prior to going on FMLA.

Termination of a Spouse/Partner

Note: Stepchildren enrolled on the account will be automatically terminated when the spouse/partner is terminated due to a divorce, dissolution, or death of the spouse/partner.

Divorce, Dissolution of Partnership, or Death

Date of Divorce, Dissolution or Death is within 60 days

1. Log into the Pay1 insurance system.
2. Access the employee’s record.
3. On the command line, key A.41 in the Next Function field. Key “U” in the Type field. Enter. The A.41 screen displays in Update mode.

```
***** A.41 - SUBSCRIBER DATA *****
SOC SEC NBR: 999 99 00244  HOME : SAMUELS, SAN OSCAR
HOME AGENCY : 095  HOME SUB AGENCY : 
TRANSFER REASON :  TRANSFER EFF DT : 
HOME PHONE : 360 921 6458 BUSINESS/MSA PH : 360 129 4569
MAIL STOP : A5285 COUNTY : 34 THURSTON
ELIGIBILITY CODE : Y ACTIVE ELIG EFF DATE: 
ELIGIBILITY REASON : 01 NEWLY ELIGIBLE MEMBER LIFE INS: Y
QUALITY REASON :  CORR/SELF END DT: 
PENDING ELIG CODE : PENDING EFF DATE: 
ORIG SOC SEC NUM : ORIG AGENCY : 
APPT STATUS : 2 PROBATIONARY AGY EFF/END DATE: 01 01 2019
PAY METHOD : D PAYROLL DEDUCT MONTHLY SALARY : 4040.00
MARITAL STATUS : S (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE:  
SPouse/PARTner DIV/DIS/DEC DATE: 12 24 2018 TERM REASON:
BASIC LIFE/LTD DATE:  
SUPPORT LIFE: OPT LTD:  
NEXT FUNCTION: A NUM TYPE: I SSA: 999 99 0024 AGY: 095 SUB:  
PAY ACTION: 
INQURY ONLY: ENTER-WRT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

4. Tab to the MARITAL STATUS field. Change the status to “S” (single) and remove the marital status date.
5. Tab to the SPOUSE/PARTNER DIV/DIS/DEC DATE field. Key the divorce/dissolution date or date of death.
6. Tab to the TERM REASON field. Key a reason code. Valid codes are:

- 35 Spouse/Partner Death
- 42 Spouse/Partner Divorced/Dissolution
7. On the command line, key A.41 in the Next Function field. Key “I” in the Type field. Select F10 to update.

If you keyed Reason code 42, the following prompt will display: “Employee notified you no later than 60 days from the end of the month in which the event occurred? (Y/N).” Key a “Y” or “N.” The Reason code 42 Divorce or Dissolution will disappear from the A.41 screen and display on the A.43 screen in the Reason field.

Verify the changes are accepted.

The spouse record will automatically reflect a change in the relationship code from “S” spouse to ex-spouse and terminate coverage the end of the month in which the death or divorce occurred. In the event of a divorce or dissolution, the employee must notify MetLife to cancel spouse life insurance. In the event of death, the employee contacts MetLife to file the claim.

**Date of Divorce, Dissolution or Death is outside 60 days**

1. Log into the Pay1 insurance system.

2. Access the employee’s record.

3. On the command line, key A.43 in the Next Function field. Key “U” in the Type field. Enter. If there is more than one dependent the A.42 screen will display, if there is only one dependent, the A.43 screen will display.

4. If the A.42 screen displays, key a “U” next to the dependent to be removed from coverage. Enter. The A.43 screen will display for that dependent.

5. Tab to the HEALTH ENR field and enter an “N” if enrolled.

6. Tab to the EFF DATE field, enter the termination date.

   - If the termination is due to divorce or dissolution, refer to the Lower Limit and Current Process Month Calendar for the termination date.
• If the termination is due to death, refer to Policy 19-1, Addendum 19-1A for the termination date.

7. Tab to the REASON field. Key a reason code. Valid codes are:
   35 Spouse/Partner Death   42 Spouse/Partner Divorced/Dissolution

7. Repeat steps for Dental coverage, if enrolled.

8. If the employee included the different address for the spouse/partner, tab to the ADDR Line 1, enter the street address. Enter the City, State and Zip in the appropriate fields.


   If you entered Reason code 42, the following prompt will display: “Employee notified you no later than 60 days from the end of the month in which the event occurred? (Y/N).” Enter a “Y” or “N.”

   Verify the changes are accepted.

   Contact Outreach and Training through FUZE or call 1-800-700-1555 to request the correct divorce, dissolution or death date be entered on the A.41 screen. PEBB will update the A.41 screen. Any optional spouse life insurance will automatically terminate the end of the month in which the death or divorce occurred. HCA will allow up to three months of accounting adjustments. Refer to WAC 182-08-180 for refund information.

## Termination of an Ineligible Dependent

### Loss of Eligibility

The Scheduled Automatic Terminations (HRISDB5020-R01) report lists dependent children who have lost eligibility for PEBB coverage. Dependent children who have reached the age of 26, extended dependents, and dependents with disabilities whose certification has expired will automatically terminate in the Pay1 insurance system.

**Note:** Terminations of dependents with disabilities and extended dependents that are not automatic terminations, as described above, must be submitted to PEBB for processing.

1. Log into the PAY1 system.

2. Access the employee’s record.

3. On the command line, key A.43 in the Next Function field. Key “I” in the Type field. Enter. If there is more than one dependent, the A.42 screen will display. If there is only one dependent, the A.43 screen will display.

4. If the A.42 screen displays, key a “U” next to the dependent to be removed from coverage. Enter. The A.43 screen will display for that dependent.

5. Tab to the HEALTH ENR field. Enter an “N.”
6. Key the date the coverage is to be terminated in the EFF DATE field. *(Refer to Policy 19-1, Addendum 19-1A for termination dates due to loss of eligibility.)*

7. Key code 41 – Dependent Loses Eligibility in the REASON field.

8. If the dependent is enrolled in dental, tab to the DENTAL ENR field. Key an “N”.

9. Key the date the coverage is to be terminated in the EFF DATE field. *(Refer to Policy 19-1, Addendum 19-1A for termination dates due to loss of eligibility.)*

10. Enter code 41 – Dependent Loses Eligibility in the REASON field.

11. On the command line, key A.43 in the Next Function field. Key “I” in the Type field. Select F10 to update.

   If you keyed Reason code 41, the following prompt will display: “Employee notified you no later than 60 days from the end of the month in which the event occurred (Y/N).” Key “Y” or “N.”

12. Verify the changes are accepted.

   Current changes and changes retroactive to the lower limit date will be updated immediately. Future date changes will move to the Pending fields until the future effective date equals the current process period.

**Termination in Error**

If you terminate an account in error, you must wait one-day to correct the termination error.

To correct the error and ensure the life insurance is also reinstated:

1. Reinstate the coverage on the A.41 using Reason Code 01 – Newly Eligible Employee and an effective date of the first of the month following the end date. *(e.g., if the account was termed with an 1/31/2019 date, reinstate with a 2/1/2019 effective date)*

2. Tab through the life insurance and the DT ELIG TO APPLY fields.

3. On the command line, key A.41 in the Next Function field. Key “I” in the Type field. Select F10 to update. Verify the changes are accepted.

   The Life Insurance field updates to a “Y” and the DT ELIG TO APPLY will default to the effective date.
Employee Regains Eligibility

Includes: Employees returning from Layoff within 24 months, returning from approved LWOP, and faculty/seasonal returning to work within 12 months.

1. Log into the Pay1 system.
2. Access the employee’s record.
3. On the command line, key A.41 in the Next Function field. Key “U” in the Type field. Enter. The A.41 screen displays in Update mode.
4. Tab to the ELIGIBILITY CODE field and change the “N” to “Y” or “X”.
5. Key the effective date in the ELIG EFF DATE field. The effective date is the first of the month in which the employee has eight or more hours of pay status.
6. Key the appropriate reason code in the ELIGIBILITY REASON field.
   04 – Return from Layoff
   05 – Return from LWOP
   12 – Return to work faculty/seasonal
7. Tab through the LIFE INS field. The field will default to a “Y” once you update the record.
8. Tab to the DT REGAIN ELIG field. Key the date the employee returned to work with at least 8 hours of pay status.
9. On the command line, key A.41 in the Next Function field. Key “I” in the Type field. Select F10 to update. Verify changes are accepted.
10. On the command line, key A.44 in the Next Function field. Key “U” in the Type field. Enter.
Screen A.44 displays in Update mode.

11. If the employee is enrolling in medical, key “Y” in the HEALTH ENR field. If the employee is waiving medical, key a “D” in the HEALTH ENR field.

12. Key the effective date in the CHG DATE field. The effective date is the first of the month in which the employee has at least eight hours of pay status.

13. If the employee is enrolling in medical, leave the REASON field blank. If the employee is waiving medical, key reason code 40 – Employee waives.

14. If the employee is enrolling in medical, key the carrier code in the CARRIER field. Refer to Medical and dental plan codes guidance on the Perspay website. If the employee did not submit forms within 31 days, default the employee to U – Uniform Medical Plan.

Note: Pay1 will automatically assign a “W” (e.g., UW) after a subscriber’s medical plan code (UW), which indicates the subscriber earned the wellness incentive. You do not need to key the wellness code, even if an employee changes plans mid-year.

Note: If the subscriber’s home address is not within the service area for the carrier code entered, you will receive an error message. Select F4 to cancel the transaction and verify the carrier’s service area. If the message was received in error, contact HCA through FUZE.

If the health plan carrier code remains a “Z” for more than 90 days from the effective date, the system will automatically enroll the employee only (i.e. no dependents) in the Uniform Medical Plan Classic.

15. Tab to the TOBACCO field. If the employee attested to using tobacco, key a “Y.”

If the employee attested to not using tobacco, key “N.”

If the employee did not attest or did not submit a complete attestation, key “D.” (Employee will incur the premium surcharge)

Note: The tobacco use premium surcharge only applies to subscribers enrolled in medical
16. Key the effective date of the attestation in the EFF DT field. The effective date is the same as the medical effective date, if the employee attested within 31-days of regaining eligibility.

17. To enroll the employee in dental coverage, tab to the DENTAL ENR field. Key “Y”.

18. Key the effective date in the EFF DT field. The effective date is the first of the month in which the employee has at least eight hours of pay status.

19. Key the Carrier code. Refer to Medical and dental plan codes guidance on the Perspay website. If the employee did not submit forms within 31 days, default the employee to 1 – Uniform Dental Plan.

   If the dental carrier code remains at “9” for more than 90 days from the effective date, the system will automatically enroll the employee only (i.e. no dependents) in the Uniform Dental Plan.

20. On the command line, key A.44 on the Next Function field. Key “I” in the Type field. Select F10 and update. Verify the changes are accepted.


22. If the employee was previously enrolled in optional LTD and was not eligible to continue optional LTD (educational leave and USERRA) reinstate the coverage with the same waiting period the employee had prior. The effective date is the first of the month following the month in which the employee is in pay status for eight hours or more.

   If the employee was eligible to continue optional LTD while on educational leave or USERRA and the employee self-paid their coverage, enroll the employee in the same waiting period they had prior.
If the employee was eligible to continue optional LTD and did not self-pay their optional LTD, the employee must submit evidence of insurability for carrier approval to reinstate the coverage. Contact HCA to verify optional LTD was self-paid.

23. On the command line, key A.46 in the Next Function field. Key “I” in the Type field. Select F10 to update. Verify the changes are accepted.

Current changes and changes retroactive to the lower limit date will be updated immediately. The new carrier codes will show in the current carrier fields. Future date changes will move to the New Health Carrier and New Dental Carrier fields with the effective date in the New Effective Date field when the future effective date equals the current process period.

Changes made with an effective date prior to the lower limit date require HCA approval. Submit the request to HCA, in writing, for review. Do not proceed with changes using an incorrect effective date. On the command line, key A.44 in the Next Function field. Key “I” in the Type field. Select F4 to cancel.
Reinstatement

Employee returns from waive status due to loss of other coverage or during annual open enrollment.

- Proof of loss of other coverage is required when an employee returns from waive outside of annual open enrollment. Refer to the Proof of Loss guidance to ensure the proof includes all required information.
- The enrollment form and proof of loss must be received no later than 60 days after the employee’s coverage ended.

1. Log into the Pay1 system.
2. Access the employee’s record.
3. On the command line, key A.44 in the Next Function field. Key “U” in the Type field. Enter. Screen A.44 displays in Update mode.

   ***** A.44 – HEALTH AND DENTAL COVERAGE *****
   SOC SECURITY NUMBER: 999 99 0024  NAME: SAMUEL, SAM OSCAR
   ELIGIBILITY TYPE: Y  EMPLOYER CONTRIBUTION: 916.00
   ==================================================================================
   HEALTH ENR: Y  CHG DT:  REASON:
   EFF DT: 01 01 2019  END DT: PENDING:   EFF DT:
   CARRIER: U  UNIFORM MEDICAL  NEW CARRIER: EFF DT:
   MEDICARE A: N  MEDICARE B: N  CLINIC ID:
   TOBACCO: H  EFF DT: 01 01 2019  PENDING: EFF DT:
   WELLNESS: ATTESTATION DT: HIG:
   SURCHARGE – TOBACCO: 0.00  SPOUSAL: 0.00
   PREM EFF DT: 12 31 2018  PREMIUM – EMPLOYEE: 107.00  TOTAL: 107.00
   ==================================================================================
   DENTAL ENR: Y  CHG DT: REASON:
   EFF DT: 01 01 2019  END DT: PENDING: EFF DT:
   CARRIER: 1  UNIFORM DENTAL P  NEW CARRIER: EFF DT:
   CLINIC ID:
   PREM EFF DT: 12 31 2018  PREMIUM – EMPLOYEE: 0.00

   ENTER A.44, P.44 HELP, P.45 RETURN, PF9 SYSTEM, PF9 HISTORY

4. Tab to the HEALTH ENR field. Key a “Y”.
5. Tab to the CHG DT field, key the effective date. The effective date is the first of the month following the later of the date the form was received or the date the employee’s coverage was ended.
6. Tab to the REASON field. Key reason code 10 – Return from waive.
7. Tab to the TOBACCO field. Key the employee’s attestation, “Y” or “N”. If the employee did not attest, key a “D”.
8. Tab to the EFF DT field. Key the same effective date as for medical.
9. On the command line, enter A.44 on the Next Function field. Key “I” in the Type field. Select F10 and update. Verify the changes are accepted.
Transfers

If an employee transfers to, or from, a PEBB-participating employer group to a state agency or higher education institution, do not use the Pay1 transfer fields to transfer the employee. The employee must be terminated on the A.41 screen because the rate structure is different than state agencies and higher education institutions.

State Agencies – Employee transferring between a State Agency and a Higher Education Institution (with the exception of an employee transferring in or out of University of Washington (Agency 360)*

- When transferring employees, the transfer should be completed in Pay1 first so the new information coming from HRMS (GAP9) will update any new information for the employee, such as salary or address change.

- If the transfer is not completed in Pay1 first, any changes to fields, such as salary, will not upload from the GAP9 correctly in Pay1 due to gaining agency not having the agency lock in Pay1.

- The losing agency should notify the gaining agency when the transfer is complete in Pay1. If you are the gaining agency and the transfer has not been completed, contact the losing agency. Agency contact information (state and higher education) can be found on the Agency Contact List.

- A manual adjustment in HRMS will be required when transferring an employee to an agency not utilizing HRMS (some state agencies and higher education institutions).

Losing Agency

1. Log into the Pay1 system.
2. Access the employee’s record.
3. On the command line, key A.41 in the Next Function field. Key “U” in the Type field. Enter. The A.41 screen displays in Update mode.
4. Tab to the TRANSFER REASON field and key code 401.
5. Key the effective date in the TRANSFER EFF DT field. The effective date is the last day of the month in which the employee is transferring. Note: When a transfer occurs at any time prior to the end of the month, the losing agency is responsible for paying the premium for the entire month.
6. On the command line, key A.41 in the Next Function field. Key “I” in the Type field. Select F10 to update. Verify changes are accepted.
7. Notify the gaining agency the transfer has been completed in Pay1. The Agency Contact List will help you determine who to send the employee file to.

*For University of Washington employees, terminate the employee in the Pay1 system effective the last day of the month in which the employee has at least 8 hours of pay status.
All other employers, if the employee is transferring to University of Washington, terminate the employee in Pay1. Do not use the transfer code.

**Gaining Agency**

1. Log into the Pay1 system.

2. Access the employee’s record.

3. On the command line, key A.41 in the Next Function field. Key “U” in the Type field. Select Enter. The A.41 screen displays in Update mode.

4. If the employee has not been transferred out of the losing agency or terminated, notify the agency of the transfer. View the Agency Contact List to determine who to contact at the employee’s state agency or higher education institution, or contact PEBB Outreach and Training through FUZE.

5. Key your agency code in the HOME AGENCY field. If applicable, key the new HOME SUB AGENCY code.

6. In the TRANSFER REASON field, key code 201.

7. Key the effective date in the TRANSFER EFF DT field. The transfer date should be the first day of the month following the date the employee transferred.

   *Note: Do not update any other fields at this time. Additional changes require a separate transaction.*

8. On the command line, key A.41 in the Next Function field. Key “I” in the Type field. Select F10 to update. Verify changes are accepted.

   *HRMS offers a Movement and Turnover Report (ZHR_RPTPYU26) that may help state agencies track staff transfers.*