



Termination Smart Form

This form should be used when an employee is terminating or transferring to another agency.

PURPOSE: This form should be used when an employee is terminating or transferring to another agency.

Termination Event Process

Submitting the Termination Smart Form will terminate benefits and initiate COBRA for participants. Coverage and deductions will end based on the termination date. Note: The Short and Long Term Disability options are exceptions to the termination process. In all cases, these benefits end on the date of termination.

- Termination dates prior to or on the 15th. If the termination date is prior to or on the 15th of the month, coverage will end at the end of that month.
- Termination dates after the 15th. If the termination date is after the 15th of the month, coverage will end on the last day of the month following the month of termination. When an employee does not have sufficient funds to cover all flexible benefit deductions, the following hierarchy will prevail.
 1. Dental
 2. Vision
 3. STD
 4. LTD
 5. Specified Illness
 6. Spouse Specified Illness
 7. Life
 8. Spouse Life
 9. Child Life
 10. AD&D
 11. HCSA
 12. DCSA
 13. Legal

Termination Reason Codes

There are four valid termination reason codes:

- Resignation
- Dismissal
- Death
- Reduction in Force/Layoff

Termination Date Rules

The following rules apply when setting the Termination Date:

- The date entered for Resignation, Dismissal and Reduction in Force should be the first calendar day following the last day worked.
- The date entered for Death should be the actual date of death.
- Summer pay employees (teachers) may need to have the Termination Date set to the first calendar day following the contract end/last pay period end date (e.g., August 31st).
- The date may not be in the future (wait until on or after the date to submit the smart form).
- Agencies cannot change the Termination Date once they have submitted the smart form. If the date needs to be corrected, agencies will need to contact the DOAS team.
- A Termination Date cannot be submitted prior to an existing status already on the system.

Summer Pay Rule

Important Information For Boards of Education Summer Paid Teachers:

Prior to GaBreeze, teachers who terminated in May or June would have coverage in place as long as they received a paycheck through the end of August. The business rule has changed to terminate coverage and deductions based on the termination date. For example, if a termination date of 5/31 is passed, coverage will end on 6/30 (The business rule has changed to terminate coverage and deductions based on the date the last deduction is taken from summer pay. For example, if a teacher receives summer pay through August, the employee will have coverage for the month of September.)

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is initiated when a termination event is entered for an employee. As a result, GaBreeze will send communications to the terminated employee and each dependent a Confirmation of Terminated Coverage Notice, COBRA Information and Enrollment Notice, and a Conversion/Portability Notice (if applicable).

Andre Brathwaite

Coverage Termination Event

The Coverage Termination event is used to end coverages, stop deductions and initiate the COBRA election process.

Coverage Effective Date Rules

- If the status change is prior to the 16th of the month, all active coverages (except STD and LTD) end the end of the month in which the status is effective. The direct billing process for inactive coverages start the 1st of the following month in which the status change is effective.

Example:

- o Status effective 9/14
- o Active coverage ends effective 9/30
- o COBRA Direct billing starts for October coverage

- If the status change is on or after the 16th of the month, all active coverages (except STD and LTD) end the end of the month following the month in which the status change is effective. The direct billing process for inactive coverages start the 1st of the month following the status change effective date.

Example:

- o Status effective 9/22
- o Active coverage ends effective 10/31
- o COBRA Direct billing starts for November coverage

- The STD and LTD plans will end on the status effective date regardless of the time of month.

Example:

- o Status effective 9/14
- o Active coverage ends effective 9/14

On GaBreeze Employer Web site's home page, select Employee Inquiry

The screenshot shows the GaBreeze Employer Web site's home page. At the top, there is a navigation bar with links for 'Agency Listing' and 'Log Off'. Below this is a header area with the GaBreeze logo and three diamond-shaped images. The main content area is titled 'Agency Secure Environment' and contains two steps: 'Step 1: Choose an Agency' and 'Step 2: Choose a Section/Task'. Step 1 includes a text input field for 'Select Agency/Group ID'. Step 2 lists several tasks with radio button selection: 'Employee Inquiry', 'Smart Forms', 'Your Reports', 'File Sharing', 'PSR Funding', 'Agency Profile', and 'Audit Log'. A 'Continue' button is located at the bottom left. On the right side, there is a 'Related Information' box with a 'Change Password' link. A 'Print Page' link is also visible in the top right corner.

Enter Employee's SSN

The screenshot shows the GaBreeze website interface. At the top, there is a navigation bar with links: Home, Employee Inquiry, Smart Forms, Your Reports, File Sharing, Agency Profile, and Audit Log. Below the navigation bar, the main heading is "Look Up Employee". Underneath, it says "To work with Smart Forms, enter an employee's SSN." There is a form with a label "SSN" and a text input field with a "Continue" button. At the bottom, there are links for "Copyright Information", "Legal Information", "Contact Us", and "Log Off".

Step 2: Choose Smart form – Termination Notice.

Step 3: Enter Termination Information

Deduction Effective Date Rules

- If the status change is prior to the 16th of the month, all deductions (except STD and LTD) end the 1st of the month in which the status is effective. The direct billing process for inactive coverages start the 1st of the month in which the status change is effective.

Example:

- o Status effective 9/14
- o Deductions stop effective 9/1
- o COBRA Direct billing starts for October coverage

- If the status change is on or after the 16th of the month, all deductions (except STD and LTD) end the 1st of the month following the month in which the status change is effective. The direct billing process for inactive coverages start the 1st of the month following the status change effective date.

Example:


- o Status effective 9/22
- o Deductions stop effective 10/1
- o COBRA Direct billing starts for November coverage

- The STD and LTD deductions will end the first of the month prior to the leave status effective date.

Example:

- o Status effective 9/14
- o Deductions stop effective 9/1

The screenshot shows the GaBreeze website interface for the "Termination Notice Form". On the left, there is a "Smart Forms" menu with a dropdown list containing: Termination Notice, -- Choose One --, Employee Demographic Update Form, Frozen Annual Benefit Salary Correction, Leave Commencement, Leave Completion, New Secondary Job Set Up, Retirement Notice, Secondary Job Data Update, and Termination Notice. The main content area shows the "Termination Notice" form. At the top, it says "FANNIN BOE (6551000) | Choose a different agency | Agency Listings | Log Off". Below that is the GaBreeze logo and navigation bar. The form has a heading "Termination Notice" and "Termination Information". It includes a "Reason for Termination" dropdown menu with "-- Choose One --" selected, and a "Termination of Employment Date" text input field with a date format "(mm-dd-yyyy)". There are "Submit" and "Cancel" buttons. On the right, there is a "Related Information" box with a link "How to complete the Termination Notice". At the bottom, there are links for "Copyright Information", "Legal Information", "Contact Us", and "Log Off".



Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile | Audit Log

Smart Forms

Jack Sample (xxx-xx-9999)

Employee Information		Smart Forms	
Name	Jack Sample Sr.	Termination Notice	<input type="text" value=""/>
SSN	xxx-xx-9999	Continue	<input type="button" value="Continue"/>
Employee ID	EMP000000275200	Recent Smart Form Activity	
Date of Birth	04-19-1966	<ul style="list-style-type: none"> 06-24-2004: Leave Completion 05-19-2004: Employee Change of Information 04-05-2004: Leave Commencement 03-21-2004: Enroll 	
Address	1234 Main Street Atlanta, GA 30334	Look Up Another Employee by SSN	
		<input type="text"/> - <input type="text"/> - <input type="text"/> <input type="button" value="Continue"/>	



Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile

Jack Sample

Termination Notice

Termination Information

Reason for Termination	<input type="text" value="-- Choose One --"/>
Termination of Employment Date	<input type="text" value=""/> (mm-dd-yyyy) <small>(Please provide last day worked or date of death for Death reason)</small>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

Step 4: Completed Successfully



Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile

Jack Sample

Termination Notice

Completed Successfully

Your request to submit a **Termination Notice** is complete.

Return to [Smart Forms](#).

Transaction Recap

Termination Information

Reason for Termination	RES - Resignation
Termination of Employment Date	08-27-2004

If upon review, you need to make a change to the information reported, please contact a State Personnel Administration Client Service Representative at clientservices@spa.ga.gov or 416-369-9212/toll-free 1-888-333-3659. Please do not re-submit a completed form.

Need Help?

If you need help navigating the GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the DOAS Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



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www.doas.ga.gov

200 Piedmont Avenue, West Tower
Atlanta, GA 30334-5100