



## **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 8. Spouse Life
2. Vision 9. Child Life
3. STD 10. AD&D
4. LTD 11. HCSA
5. Specified Illness 12. DCSA
6. Spouse Specified Illness 13. Legal

7. Life

#### **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

GaBrege Direct, Easy Access of Your Henefits	Agency Listing   Log Of
	Print Page
Agency Secure Environment	
	Related Information
Step 1: Choose an Agency	Change Password
Select Agency/Group ID	
Step 2: Choose a Section/Task	
C Employee InquiryView employee HR indicative data.	
C Smart FormsProcess employee HR indicative data updates.	
C Your ReportsDownload or upload reports.	
C File SharingShare files with SPA, ERS or other agencies.	
C PSR FundingView and/or Confirm Payroll Control Totals.	
C Agency ProfileView and update agency information, contacts and security.	
C Audit LogView and track actions take on the site by agency users.	
Continue	

#### **Enter Employee's SSN**



rmination Notice Choose One	•		
pologe One or polographic Update Fo ozen Annual Benefit Salary Corre ave Commencement ave Completion	rm ection		
Secondary Job Set Up rement Notice ondary Job Data Update		FANNIN BOE (6331000)   Choose	a different agency   Agency Listing   Log C
nination Notice	Ga Breeze		
	Home Employee Inquiry Simant	Orms Your Reports File Sharing Agency Pr	rofile Audit Log
	Home Employee Inquiry Smart	orms Your Reports   File Sharing   Agency Pr	
	Home Employee Inquiry Smart	orms Your Reports File Sharing Agency Pr	Prot.Pa
	Home Employee Inquiry Simulation Termination Notice Termination Information		Print Pa
	Termination Notice	OnChoose One	Related Information
	Termination Notice Termination Informati	on	Related Information

## **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.

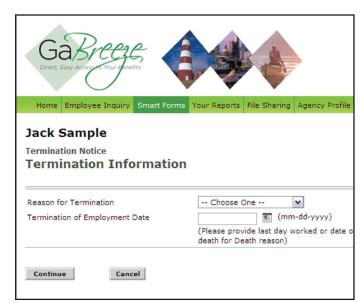
#### Example:

- 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.

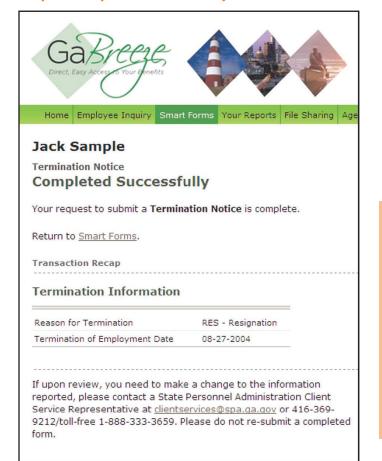
### Example:

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





#### **Step 4: Completed Successfully**



## **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.



www.doas.ga.gov

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