



## Canceling Benefits due to Reduction in Force

June 9<sup>th</sup>, 2020

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Steps for Reduction in Force.....	<b>Error! Bookmark not defined.</b>
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# Reduction in Force

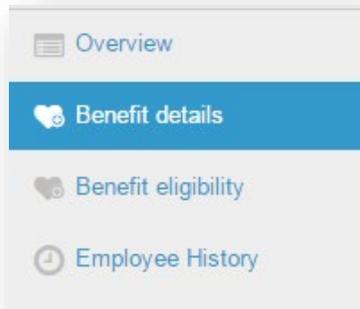
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This is a 4 step process that will be outlined below:

- Cancel benefits due to Reduction in Force
- Change the category on the work tab to 12 Month RIF enrollee = YES
- Open a case via OnePlace 365 to have Benefitfocus complete the process
- HBR will need to terminate the employee's shell at the end of the 12 month RIF, or before, when appropriate.

----- Step 1: Cancel benefits due to Reduction in Force -----

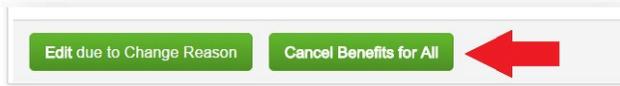
1. Select 'Benefit Details'



2. Select Edit next to Medical benefit



3. Cancel benefits due to Reduction in Force:



4. Use the appropriate Life Event: Reduction in Force

Current Benefits  
2020 SHP Medical

Reason for Medical Change

You have selected to cancel the entire benefit and t

--Select a new change reason--  
 --Select a new change reason--  
Death of employee  
Now eligible for other coverage  
FMLA Subscriber Nonpay (Employee)  
Former Legislator  
Leave of Absence  
Loss of coverage due to non-payment  
Did not meet Medical eligibility requirements  
Military Leave  
Newly Eligible for Medicare  
**Reduction in Force**  
Reduction of hours  
Retirement

Click Next

5. Enter yes, the date of event (The actual RIF Date) and when you were notified about the event.

**\*Notified about this life event = typically this is the date you were notified to key this in eEnroll\***

Current Benefits  
2020 SHP Medical

\*Reason for Change

You have selected a a Reduction in Force change reason.

You are permitted to perform the following adjustments to your insurance coverage as a result of this life event:

- You can cancel your coverage.
- You are NOT permitted to change your plan.
- You are NOT permitted to change your coverage level.
- You CANNOT add any family members to your existing coverage.
- You can cancel coverage for any dependent.

Do you wish to continue with this change?

Yes  
 No

If yes, please enter the following:

Enter employment termination date\*

When were you notified about this life event?\*

Click Next

6. The benefit end date should populate correctly (end of the month)

Reason for Change	Reduction in Force on 06/04/2020
Medical	Cancelled
End Date	
Enter an end date.*	<input type="text" value="06/30/2020"/>

Click Save

7. Approve any pending tasks that may populate from this enrollment change.

Sections Require Approval

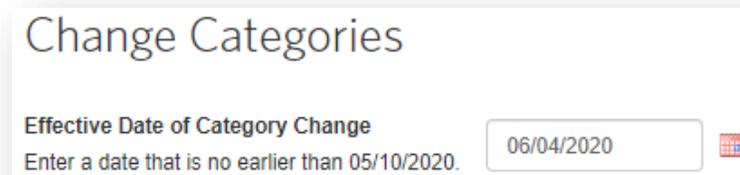
2020 SHP Medical

-----Step 2: Change the Category to RIF 'Yes'-----  
Changing the Category

1. On the member's overview page, scroll down to the bottom until you see Categories and click the Edit button



2. Enter that category change date, the date the member went into RIF



3. Change the Employment Status Category from 'Payroll Deduct: Full Time' to 'Direct Bill: Reduction in Force (RIF)'

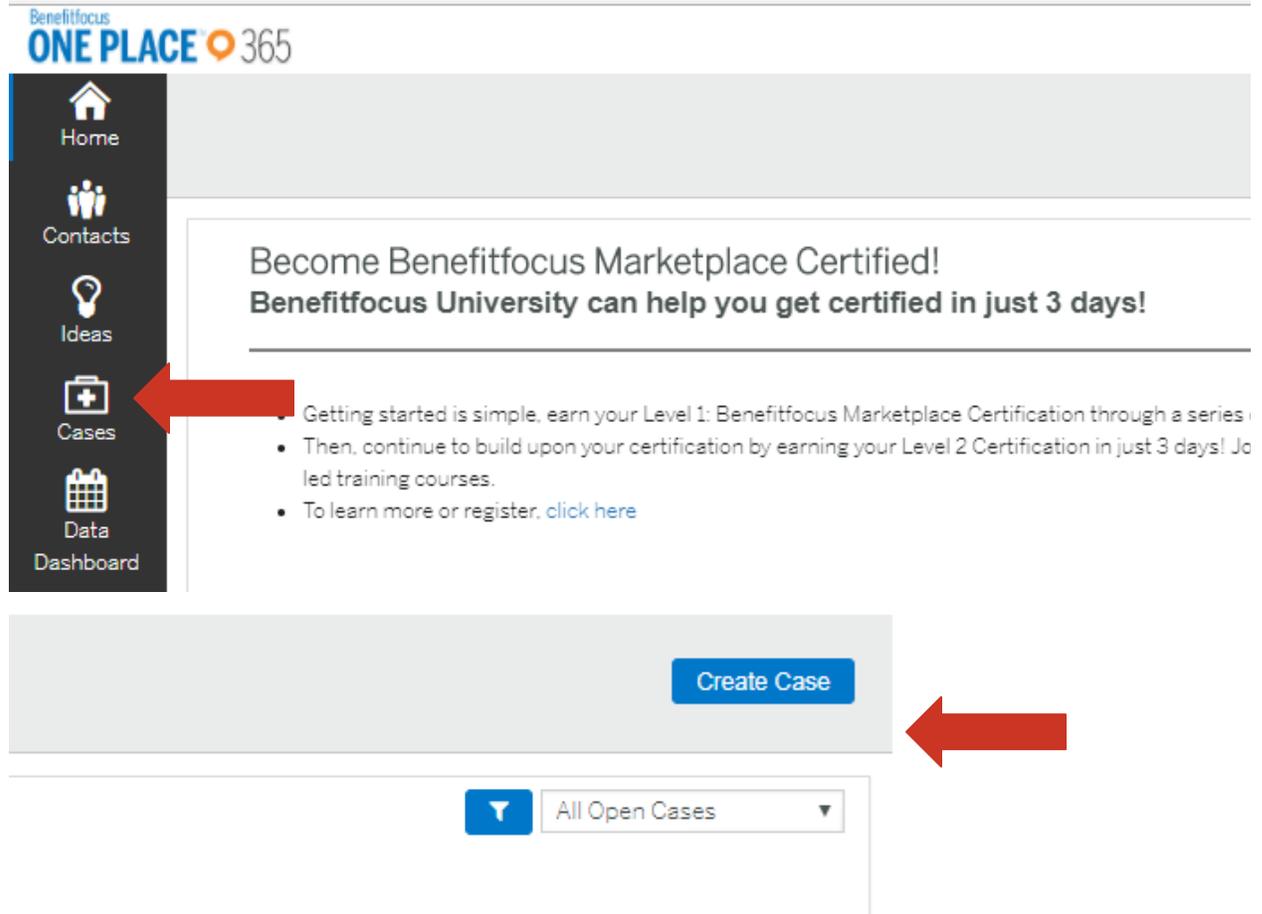
Current Category Change		
Category	Current Selection	New Selection
Employee Classification	20	--No Change--
Employment Status Category	Payroll Deduct: Full Time	Direct Bill: Reduction in Force (RIF)

4. Click 'Next' and 'Save'

**\*Once a member is placed in 'Direct Bill: Reduction in Force (RIF)', if the member is enrolled in any NCFlex benefits at the time, the member becomes ineligible and all NCFlex benefits will cancel the month of the event (i.e. member is RIF effective 11/09, NCFlex benefits will cancel 11/30)\***

-----Step 3: Open a case via OnePlace 365-----

1. Open a case with the members information requesting the account management team to enroll the member in 12 month RIF



-----Step 4: Terminate the employee's shell-----

1. Terminate the employee's shell at the end of the 12 month RIF period, or before when appropriate. These terms should be sent on the payroll file or entered manually the same as all other terminations.