BENEFITFOCUS®

All Your Benefits. One Place.®

Canceling Benefits due to Reduction in Force

June 9th, 2020

©2020 Benefitfocus.com, Inc. All Rights Reserved. Words and logos identified by "®" or "™" and listed at https://www.benefitfocus.com/legal/trademarks are trademarks of Benefitfocus.com, Inc.

Table of Contents

Steps for Reduction in Force..... **Error! Bookmark not defined.**

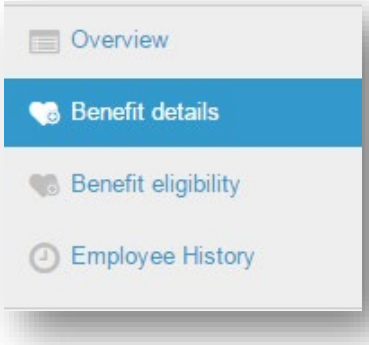
Reduction in Force

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

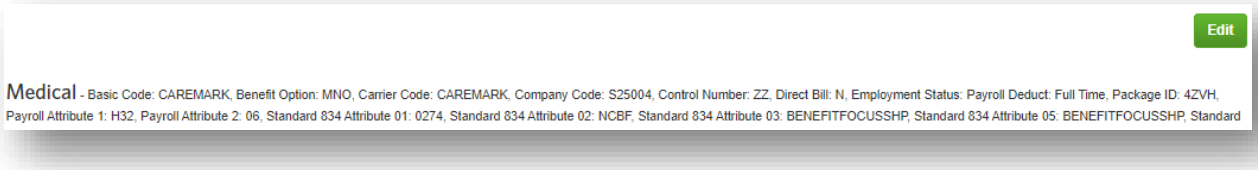
- Cancel benefits due to Reduction in Force
- Change the category on the work tab to 12 Month RIF enrollee = YES
- Open a case via OnePlace 365 to have Benefitfocus complete the process
- HBR will need to terminate the employee's shell at the end of the 12 month RIF, or before, when appropriate.

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

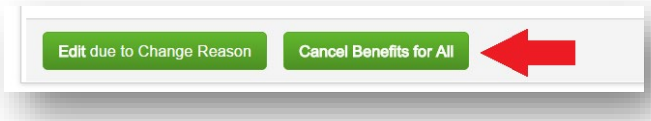
1. Select 'Benefit Details'



2. Select Edit next to Medical benefit

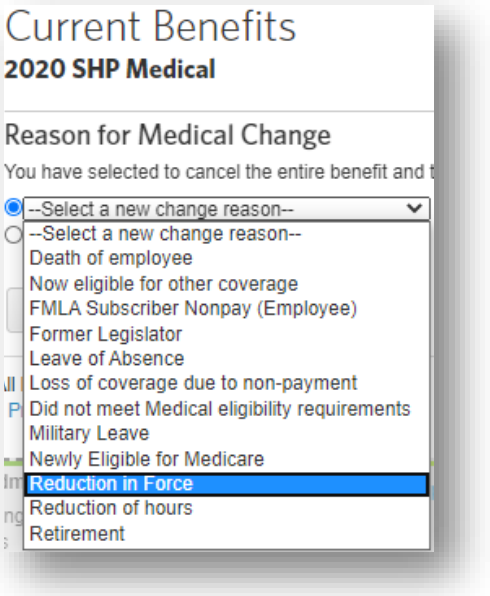


3. Cancel benefits due to Reduction in Force:



Copyright 2020 Benefitfocus.com, Inc. | Confidential and Proprietary

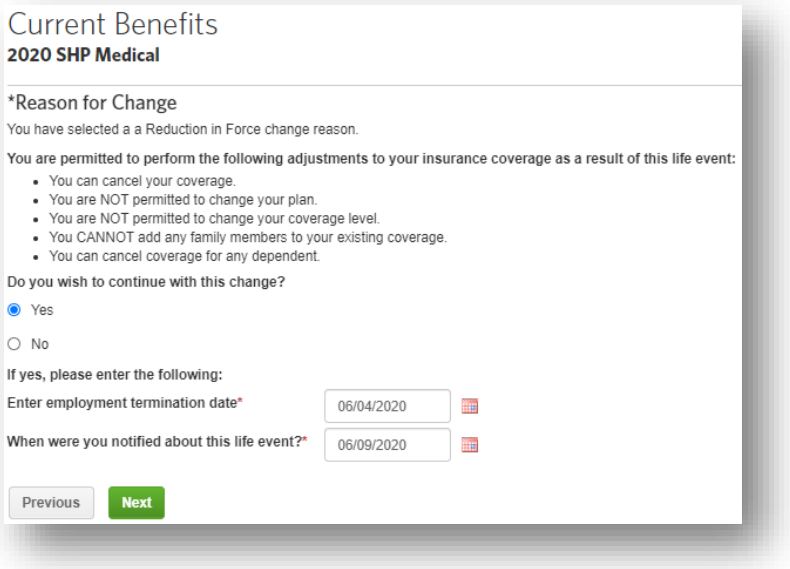
4. Use the appropriate Life Event: Reduction in Force



Click Next

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

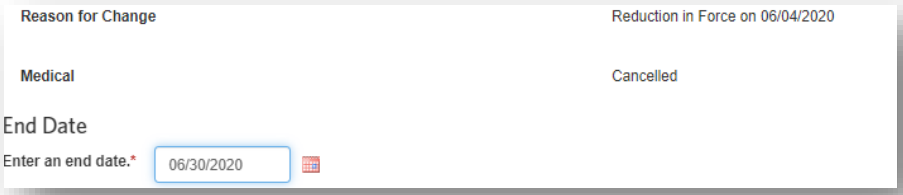
Notified about this life event = typically this is the date you were notified to key this in eEnroll



Copyright 2020 Benefitfocus.com, Inc. | Confidential and Proprietary

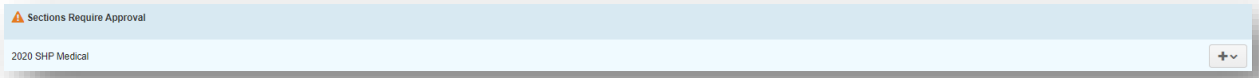
Click Next

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



Click Save

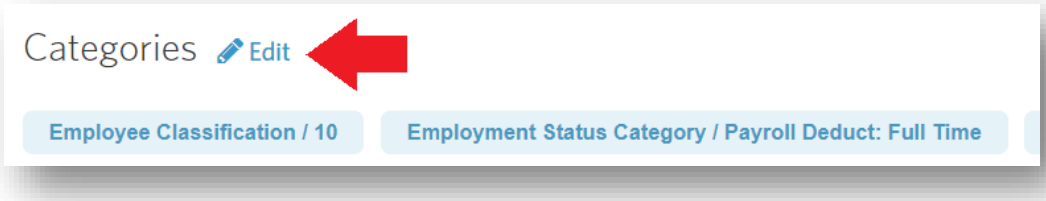
7. Approve any pending tasks that may populate from this enrollment change.



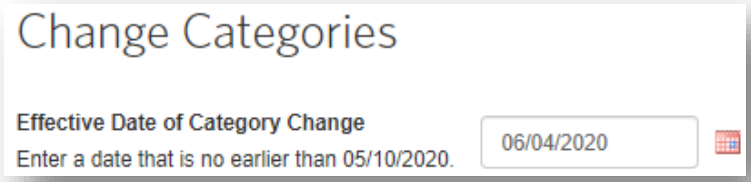
Copyright 2020 Benefitfocus.com, Inc. | Confidential and Proprietary

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

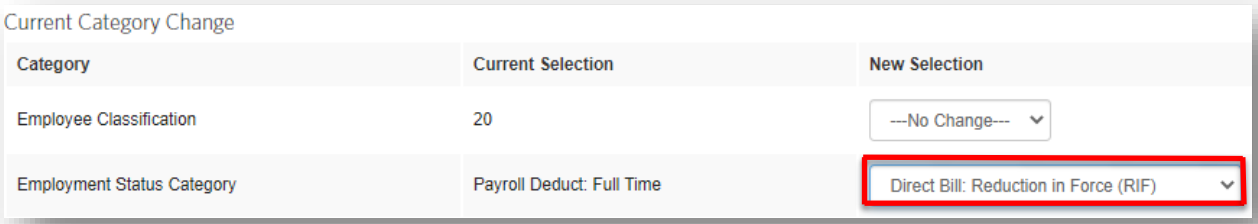
1. On the member's overview page, scroll down to the bottom until you see Categories and click the Edit button



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)'



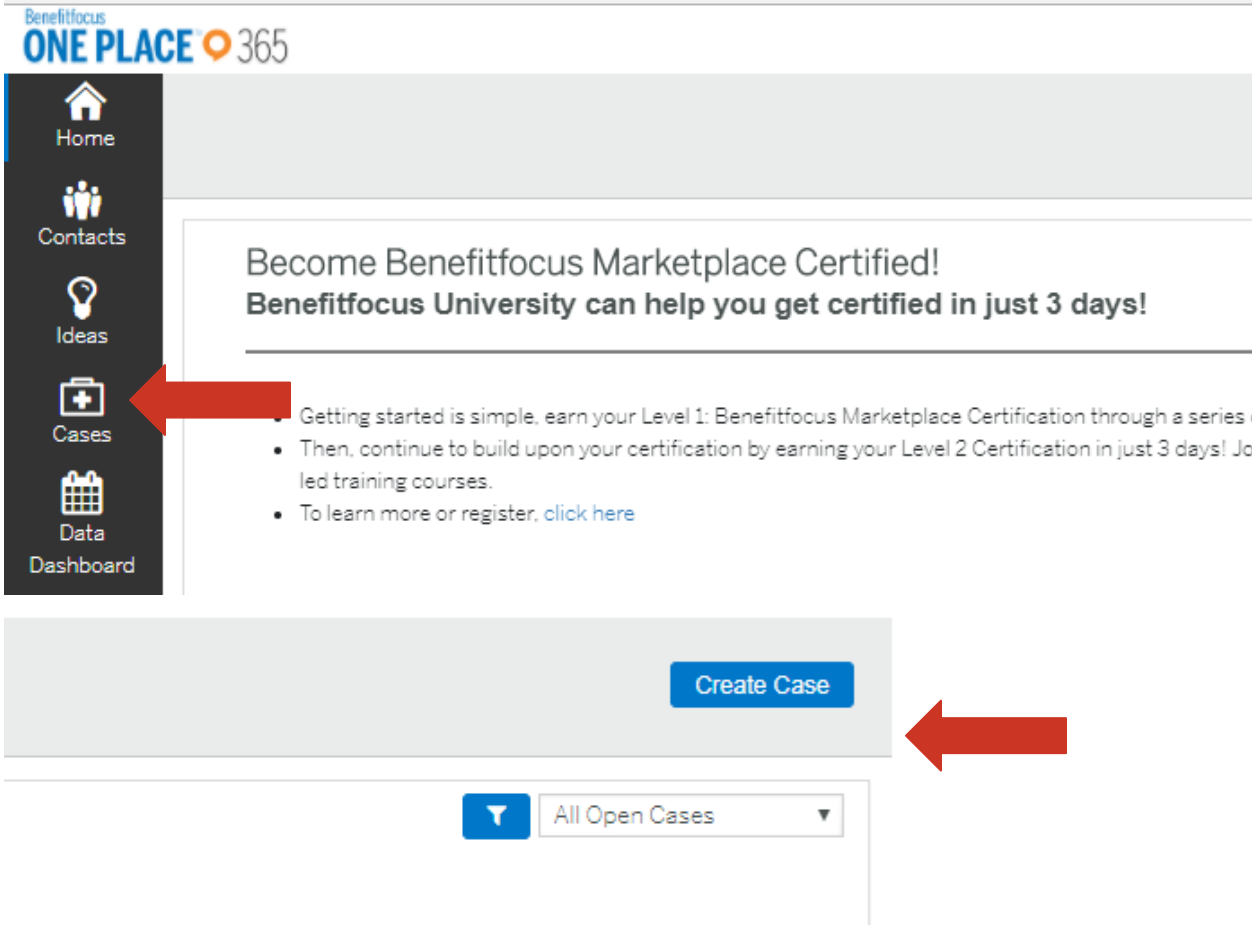
4. Click 'Next' and 'Save'

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)

Copyright 2020 Benefitfocus.com, Inc. | Confidential and Proprietary

----------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



Copyright 2020 Benefitfocus.com, Inc. | Confidential and Proprietary

----------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.

Copyright 2020 Benefitfocus.com, Inc. | Confidential and Proprietary