















Stopping an Employee's Health Benefits

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| 1. | Click the Compensate Employees link.  |
| 2. | Click the Administer Base Benefits link.  |
| 3. | Click the Use link.  |
| 4. | Click the Health Benefits link.  |
| 5. | Click in the field in which you want to search. Click in the Last Name field.  |
| 6. | Enter the desired information into the Last Name field. Enter a valid value, e.g. "Winter" . |
| 7. | Click the Search button.  |
| 8. | Select the desired entry. |
| 9. | NOTE: The Elections page will be populated with the current coverage selected by the employee. Click the Add a new row at row 1 button.  |
| 10. | Click the Terminate option.  |
| 11. | Click the Choose a date button.  |
| 12. | Enter the termination date in the Coverage Begin Date field. Click 29 .  |
| 13. | NOTE: The Deduction Begin Date defaults to the date entered in the Coverage Begin Date field. NOTE: The Deduction Begin Date is the effective date for both the start and termination. It should match the effective date of the PAR action. IMPORTANT! Ensure that the Deduction Begin Date field is populated with the Effective date of the health benefit coverage. It must match the effective date of the PAR action! |
| 14. | Click the Choose a date button.  |
| 15. | Enter the coverage termination date in the Election Date field. Click 26 .  |

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| 16. | Click the Save button.  |
| 17. | NOTE: Upon saving, a message appears stating that the birth date should be entered. Disregard this message. Proceed without entering the dependents date of birth. Click the Ok button. |
| 18. | Click the Save button.  |
| 19. | The procedures required to stop an employee's health benefits are entered. End of Procedure. |