

Terminating Insurance for a person

1. From the left side menu bar, choose "Insurance"

The screenshot shows the ERIC (Employer Reporting and Information Center) home page. The left sidebar menu is visible, with 'Insurance' highlighted in yellow. The main content area shows a 'Home' page with several cards: 'Alerts and Messages (0) unread', 'Upload File', 'Enroll New Employee', 'Employee Data', and 'Payments'. Each card has a 'view more' button.

2. On the Insurance Maintenance screen search for the person that insurance needs to be terminated for. Once, you have found them, click on their Retiree Insurance ID.

The screenshot shows the Insurance Maintenance screen. The page shows a search form for Retiree Insurance Criteria and a table of Retiree Insurance Results. The table has columns for Retiree Insurance ID, Person ID, Person Name, Insurance Organization ID, Insurance Organization Name, Plan ID, Effective Date, End Date, Current Rate, Future Rate, and Status. A single row is visible with Retiree Insurance ID 23709 and Insurance Organization ID 8306.

<input type="checkbox"/>	Retiree Insurance ID	Person ID	Person Name	Insurance Organization ID	Insurance Organization Name	Plan ID	Effective Date	End Date	Current Rate	Future Rate	Status
<input type="checkbox"/>	23709			8306		005130	08/19/2020		\$828.00	\$0.00	Active

3. On the Retiree Insurance Maintenance screen, in the End Date box, enter the date you would like to have the insurance terminated and click save. (Note: If the date is entered as a date after the 16th of the month in which you are making the change, the termination will not be effective until the following month). The status will not change to Inactive until the batch runs.

Retiree Insurance Maintenance

Organization Information

Organization ID : Organization Name :

Insurance Details

* Person ID : Person Name :

* Insurance Organization : Insurance Organization ID :

* Plan ID : 5130/828.00 Plan Description :

* Current Rate : \$828.00

* Effective Date : 08/19/2020 End Date : 

Status : Active Retiree Insurance ID : 23709