

How to Terminate a Member

Member terminations can be completed through the reporting file or manually, with the ability to indicate a “final pay” for the terminated member in the last pay period the member is reported in. Employers may add a future termination date if it is known, but must continue to report the same termination date for all pay periods up to and including the member’s the final pay.

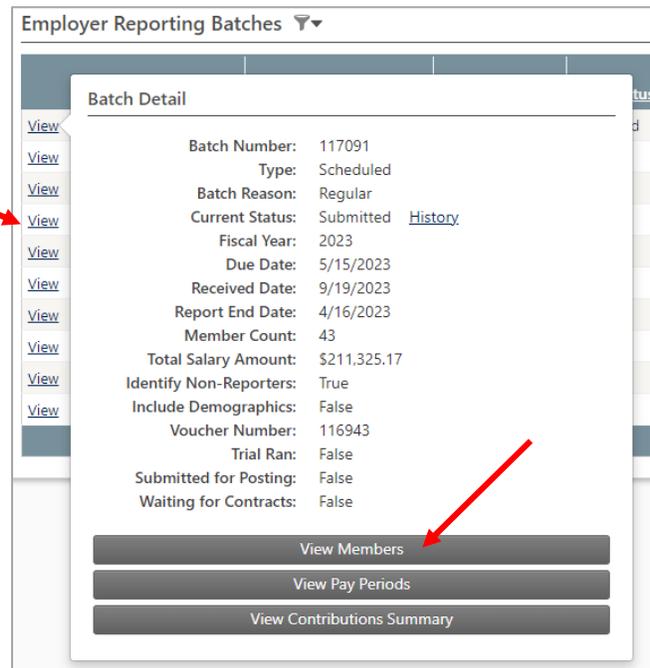
The XML file schema contains fields to report a termination date and indicate the final pay.

| | | | | |
|----------------------------------|---|--|--|------------|
| EmploymentTerminationDate | The date of employment termination, if applicable. Not applicable if a DeathDate is reported. | Date, format: YYYY-MM-DD | Optional | Optional |
| TerminationReason | The termination reason if a member is terminating | 30000312 = Terminated Employment 30000311 = Settlement 4 = Death | Required if Employment Termination Date reported | Optional |
| DeathDate | The date of death of the member, if applicable | Date, format: YYYY-MM-DD | Required if Death Type reported | Optional |
| DeathType | The death type code, if applicable | 2419 = Duty 2422 = Non-Duty | Required if Death Date | Optional |
| FinalReportingPayPeriod | Indicator to denote the member’s final pay period with the associated employer. | 1 = True 0 = False | Optional | 0 Optional |

If your payroll software vendor was unable to program this feature in your software, or if you report via web entry, terminations can be done manually by following the steps below. **Note:** You cannot mark the member as terminated without first having all the member data in the batch.

Note: Employers should continue to provide paper **Notification of Termination** forms until further notice.

1. To indicate that a member should be terminated, click **Batch Maintenance** in the menu, then click **View** on the appropriate batch, and then click **View Members**.



- Click **Detail** beside the name of the member being terminated.

| | Name |
|---|------------|
| Detail Delete | [Redacted] |

- In the member details screen, enter the **Termination Date** and **Termination Reason**.

The termination reasons are “Terminated Employment” and “Death.”

Note: If the reason is “Death” – you would also add the Death Date and Death Type fields.

Member Details

First Name: [Redacted]

Middle Name: [Redacted]

Last Name: [Redacted]

Name Prefix:

Name Suffix:

Employee ID:

SSN: [Redacted]

Gender: [Redacted]

Birth Date: [Redacted]

Marital Status: [Redacted]

Hire Date: [Redacted]

Participation Begin Date: [Redacted]

Termination Date: 

Termination Reason:

New Hire:

Re-Hire:

Death Date: 

Death Type:

- Continue to report the same termination date for all trailing pay periods following the termination date. Activate the final reporting pay period flag in the last pay period in which the member is reported. Click on the **Pay Period** to open it.

Pay Periods

| Pay Period | Record Type | Begin Date | End Date | Pay Date |
|---------------|-------------|------------|-----------|-----------|
| Pay Period 22 | Normal | 4/3/2023 | 4/16/2023 | 4/21/2023 |
| Pay Period 21 | Normal | 3/20/2023 | 4/2/2023 | 4/7/2023 |

Check the **Final Reporting Pay Period** box, then click **Update**.

Pay Period Details

Pay Period Number: 22

Pay Period Begin Date: 4/3/2023

Pay Period End Date: 4/16/2023

Plan Sub Group: Teacher

Plan: Tier C - Group I - Teacher

Pay Date: 4/21/2023

Record Type: Normal

Final Reporting Pay Period:

Annual Base Salary: 49824.00

Salary Variance Reason:

Employment Information

Employment Type: Full Time 10

Update **Delete** **Cancel**