



Termination Smart Form

This form should be used when an employee is terminating or transferring to another agency.

PURPOSE: This form should be used when an employee is terminating or transferring to another agency.

Termination Event Process

Submitting the Termination Smart Form will terminate benefits and initiate COBRA for participants. Coverage and deductions will end based on the termination date. Note: The Short and Long Term Disability options are exceptions to the termination process. In all cases, these benefits end on the date of termination.

- Termination dates prior to or on the 15th. If the termination date is prior to or on the 15th of the month, coverage will end at the end of that month.
- Termination dates after the 15th. If the termination date is after the 15th of the month, coverage will end on the last day of the month following the month of termination. When an employee does not have sufficient funds to cover all flexible benefit deductions, the following hierarchy will prevail.
 1. Dental
 2. Vision
 3. STD
 4. LTD
 5. Specified Illness
 6. Spouse Specified Illness
 7. Life
 8. Spouse Life
 9. Child Life
 10. AD&D
 11. HCSA
 12. DCSA
 13. Legal

Termination Reason Codes

There are four valid termination reason codes:

- Resignation
- Dismissal
- Death
- Reduction in Force/Layoff

Termination Date Rules

The following rules apply when setting the Termination Date:

- The date entered for Resignation, Dismissal and Reduction in Force should be the first calendar day following the last day worked.
- The date entered for Death should be the actual date of death.
- Summer pay employees (teachers) may need to have the Termination Date set to the first calendar day following the contract end/last pay period end date (e.g., August 31st).
- The date may not be in the future (wait until on or after the date to submit the smart form).
- Agencies cannot change the Termination Date once they have submitted the smart form. If the date needs to be corrected, agencies will need to contact the SPA team.
- A Termination Date cannot be submitted prior to an existing status already on the system.

Summer Pay Rule

Important Information For Boards of Education Summer Paid Teachers:

Prior to GaBreeze, teachers who terminated in May or June would have coverage in place as long as they received a paycheck through the end of August. The business rule has changed to terminate coverage and deductions based on the termination date. For example, if a termination date of 5/31 is passed, coverage will end on 6/30 (The business rule has changed to terminate coverage and deductions based on the date the last deduction is taken from summer pay. For example, if a teacher receives summer pay through August, the employee will have coverage for the month of September.)

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is initiated when a termination event is entered for an employee. As a result, GaBreeze will send communications to the terminated employee and each dependent a Confirmation of Terminated Coverage Notice, COBRA Information and Enrollment Notice, and a Conversion/Portability Notice (if applicable).

Andre Brathwaite

Coverage Termination Event

The Coverage Termination event is used to end coverages, stop deductions and initiate the COBRA election process.

Coverage Effective Date Rules

- If the status change is prior to the 16th of the month, all active coverages (except STD and LTD) end the end of the month in which the status is effective. The direct billing process for inactive coverages start the 1st of the following month in which the status change is effective.

Example:

- o Status effective 9/14
- o Active coverage ends effective 9/30
- o COBRA Direct billing starts for October coverage

- If the status change is on or after the 16th of the month, all active coverages (except STD and LTD) end the end of the month following the month in which the status change is effective. The direct billing process for inactive coverages start the 1st of the month following the status change effective date.

Example:

- o Status effective 9/22
- o Active coverage ends effective 10/31
- o COBRA Direct billing starts for November coverage

- The STD and LTD plans will end on the status effective date regardless of the time of month.

Example:

- o Status effective 9/14
- o Active coverage ends effective 9/14

On GaBreeze Employer Web site's home page, select Employee Inquiry

The screenshot shows the GaBreeze Employer Web site's home page. At the top, there is a navigation bar with links for 'Agency Listing' and 'Log Off'. The main content area is titled 'Agency Secure Environment' and contains two steps for user selection. Step 1, 'Choose an Agency', includes a text input field for 'Select Agency/Group ID'. Step 2, 'Choose a Section/Task', lists several options with radio buttons: 'Employee Inquiry--View employee HR indicative data.', 'Smart Forms--Process employee HR indicative data updates.', 'Your Reports--Download or upload reports.', 'File Sharing--Share files with SPA, ERS or other agencies.', 'PSR Funding--View and/or Confirm Payroll Control Totals.', 'Agency Profile--View and update agency information, contacts and security.', and 'Audit Log--View and track actions take on the site by agency users.'. A 'Continue' button is located at the bottom left. A 'Print Page' link is visible in the top right corner. A 'Related Information' box with a 'Change Password' link is also present on the right side.

Enter Employee's SSN

Choose a different agency | Agency

Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile | Audit Log

Look Up Employee

To work with Smart Forms, enter an employee's SSN.

SSN - -

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Step 2: Choose Smart form – Termination Notice.

Step 3: Enter Termination Information

Deduction Effective Date Rules

- If the status change is prior to the 16th of the month, all deductions (except STD and LTD) end the 1st of the month in which the status is effective. The direct billing process for inactive coverages start the 1st of the month in which the status change is effective.

Example:

- o Status effective 9/14
- o Deductions stop effective 9/1
- o COBRA Direct billing starts for October coverage

- If the status change is on or after the 16th of the month, all deductions (except STD and LTD) end the 1st of the month following the month in which the status change is effective. The direct billing process for inactive coverages start the 1st of the month following the status change effective date.

Example:

- o Status effective 9/22
- o Deductions stop effective 10/1
- o COBRA Direct billing starts for November coverage

- The STD and LTD deductions will end the first of the month prior to the leave status effective date.

Example:

- o Status effective 9/14
- o Deductions stop effective 9/1

Termination Notice Form

Smart Forms

Termination Notice

-- Choose One --

Employee Demographic Update Form

Frozen Annual Benefit Salary Correction

Leave Commencement

Leave Completion

New Secondary Job Set Up

Retirement Notice

Secondary Job Data Update

Termination Notice

FANNIN BOE (6551000) | Choose a different agency | Agency Listings | Log Off

Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile | Audit Log

Print Page

Termination Notice

Termination Information


Reason for Termination

Termination of Employment Date

(mm-dd-yyyy)

[How to complete the Termination Notice](#)

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Smart Forms

Jack Sample (xxx-xx-9999)

Employee Information		Smart Forms
Name	Jack Sample Sr.	Termination Notice <input type="text"/>
SSN	xxx-xx-9999	<input type="button" value="Continue"/>
Employee ID	EMP000000275200	
Date of Birth	04-19-1966	
Address	1234 Main Street Atlanta, GA 30334	

Recent Smart Form Activity

- 06-24-2004: Leave Completion
- 05-19-2004: Employee Change of Information
- 04-05-2004: Leave Commencement
- 03-21-2004: Enroll

Look Up Another Employee by SSN

- -



Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile

Jack Sample

Termination Notice

Termination Information

Reason for Termination

Termination of Employment Date (mm-dd-yyyy)
(Please provide last day worked or date of death for Death reason)

Step 4: Completed Successfully



Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile

Jack Sample

Termination Notice

Completed Successfully

Your request to submit a **Termination Notice** is complete.

Return to [Smart Forms](#).

Transaction Recap

Termination Information

Reason for Termination	RES - Resignation
Termination of Employment Date	08-27-2004

If upon review, you need to make a change to the information reported, please contact a State Personnel Administration Client Service Representative at clientservices@spa.ga.gov or 416-369-9212/toll-free 1-888-333-3659. Please do not re-submit a completed form.

Need Help?

If you need help navigating the GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the SPA Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



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www.spa.ga.gov

2 Martin Luther King, Jr. Drive, SE
Atlanta, GA 30334-5100