



myETF Benefits Admin

Health Insurance Termination of Coverage

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- Health**
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Note: Termination of Employment requires that the employer provide the subscriber and all eligible dependents with a *Continuation-Conversion Notice (ET-2311)* within 5 days of the qualifying event. In addition, if a subscriber is voluntarily canceling coverage and the employee share of their premium has been deducted pre tax they must have comparable coverage to be eligible to voluntarily cancel outside of the *It's Your Choice* period.

Row	Member	SSN	Member ID	Contract Status	Begin Date	Event Date	Received Date	End Date	Reason	Coverage Level	Add/Remove Row
1	.	<input type="text"/>	OR	<input type="text"/>	ACTIVE	<input type="text"/>	12/20/2011	12/20/2011	12/31/2011	Select One	

Once you have logged in to the myETF Benefits System, navigate to the Health Insurance Termination Screen by clicking on the Health tab and then selecting Termination of Coverage.



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Row	Member	SSN	Member ID	Contract Status	Begin Date	Event Date	Received Date	End Date	Reason	Coverage Level	Add/Remove Row
1	.	<input type="text"/> OR <input type="text"/>		ACTIVE	<input type="text"/>	12/20/2011	12/20/2011	12/31/2011	<div style="border: 1px solid black; padding: 2px;"><p>Select One</p><p>Select One</p><p>CANCEL COVERAGE</p><p>DEATH OF SUBSCRIBER</p><p>RETIREMENT</p><p>TERMINATION OF EMPLOYMENT</p></div>		

1. Enter the SSN or Member ID of the person that is terminating health insurance coverage because of retirement. Also enter the end date and then select "Retirement" as the reason.
2. Click on the "Submit" button

Initial edits (age, etc.) will be performed. If any of the edits fail, a message will display. If the edits are successful, a new screen will display asking for the estimated balance of sick leave credit for the person along with the estimated base pay rate. This information will be used to verify adequate sick leave credit is available to pay the health insurance premium until the Accumulated Leave Certification (ET-4306) is submitted by the employer and subsequently processed by ETF staff.



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Note: Termination of Employment requires that the employer provide the subscriber and all eligible dependents with a Continuation-Conversion Notice (ET-2311) within 5 days of the qualifying event. In addition, if a subscriber is voluntarily canceling coverage and the employee share of their premium has been deducted pre tax they must have comparable coverage to be eligible to voluntarily cancel outside of the It's Your Choice period.

Row	Member	SSN	Member ID	CONTRACT Status	DOB	Begin Date	Event Date	Received Date	End Date	Reason	Coverage Level	Add/Remove Row
1	DOE, JOHN	123456789	OR 12345678	ACTIVE	11/01/1945	12/20/2011	12/20/2011	12/31/2011		RETIREMENT	FAMILY	



Hours	Pay
<input type="text"/>	<input type="text"/>

3. Enter the estimated number of sick leave hours the person has along with the estimated base pay rate and click submit. This information will be used to verify adequate sick leave credit is available to pay the health insurance premium to continue coverage. The employer will need to complete the Accumulated Leave Certification (ET-4306) and send it to ETF for processing. The hours field is an estimate of what will appear on line A of the Accumulated Leave Certification (ET 4306). The Pay field corresponds to line D of the same form.

Note: Termination of Employment requires that the employer provide the subscriber and all eligible dependents with a Continuation-Conversion Notice (ET-2311) within 5 days of the qualifying event. In addition, if a subscriber is voluntarily canceling coverage and the employee share of their premium has been deducted pre tax they must have comparable coverage to be eligible to voluntarily cancel outside of the It's Your Choice period.

Row	Member	SSN	Member ID	Contract Status	Begin Date	Event Date	Received Date	End Date	Reason	Coverage Level	Add/Remove Row
1	DOE, JOHN	<input type="text"/> OR <input type="text"/>	12345678	ACTIVE	11/12/1987	12/20/2011	12/20/2011	12/31/2011	RETIREMENT	FAMILY	



Submit Clear

- If the calculation of the hours and base at least meet the threshold amount determined by ETF, the transaction will load, and the termination screen will display the entered transaction and the option of adding another row or removing a previously entered row.
- Click the "Submit" button.
- The confirmation screen will appear.
- Verify the information is correct, and click the "Confirm" button to finalize the changes.

The system will automatically terminate the old contract and create a new contract for everyone who passes the edits and is between the ages of 55 and 65. All others who pass the edits (younger than 55 or older than 65) will be sent to a "PENDING SICK LEAVE CONVERSION" status under your EIN. There is no further action necessary on your part. This transaction will also move to ETF's Annuitant EIN. If this transaction needs to be modified or cancelled, please contact Retiree Services at 1-877-533-5020. This will allow ETF staff to verify several scenarios which will be included in subsequent releases of this application, but are not yet available. For instance, if the person is older than 65, ETF staff will research Medicare eligibility. If a person is younger than 55, ETF staff will manually verify the person indeed has protective service and other related criteria.

Screen Messages:

- "Retirement option is not available for Graduate Assistants, select another reason to end coverage" – Change the reason to "Termination of Employment."
- "Anticipated sick leave value must be at least (threshold amt), select another reason to end coverage" – Change the reason to "Termination of employment."
- "Pending sick leave conversion" – No action needed. This transaction will be processed by ETF after further manual review.
- "Active coverage ended, annuitant coverage pending" – No action needed. This transaction will be processed overnight.