📄 Ending Enrollment with Overrides

Overview

Use Terminate/Override Benefits when you need to end an employee's benefits enrollment. This method would be used for terminated employees, as well as employees who have chosen to discontinue participation in a plan.

⚠️ When you end the employee's enrollment, if there are any dependents/beneficiaries attached to the employee's plan, the dependents/beneficiaries enrollment in the same plans(s) will end with the Employee's End date.

This instruction shows how to use Terminate/Override Benefits to do the following:

To end all benefit plans assigned to a terminated employee.

To end a single benefit plan assigned to an employee.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

Navigation

Click Roles, HR_PR   .
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll - Agencies > Benefits Administration > Terminate/Override Benefits

Steps

End All Benefit Plans Assigned to a Terminated Employee.

Start this instruction from the Terminate/Override Benefits – Enrollment Overrides window.

1. Locate the employee for whom you need to enter plans by completing the following field:

    •   Employee Identification

2. Click **Find**.

3. Click **Form**, **End Enrollment**. The Terminate/Override Benefits - Stop - Override Date and Status (Form) window appears.

4. Verify the Enrollment End Date, change if necessary.

5. Complete the Enrollment End Status field with the appropriate status code.

6. Click **OK**. The Terminate/Override Benefits – Enrollments Overrides window appears.

7. Click **OK** to return to the main menu.

8. To review the changes, click on **Terminate/Override Benefits**.

9. Enter the Employee Number in the Employee Identification field in the header.

10. Click **Find.**

11. Scroll to the right to see the **end status** and **ending dates**.

12. Click **OK.**

End a Single Benefit Plan Assigned to an Employee.

Start this instruction from the Terminate/Override Benefits – Enrollment Overrides window.
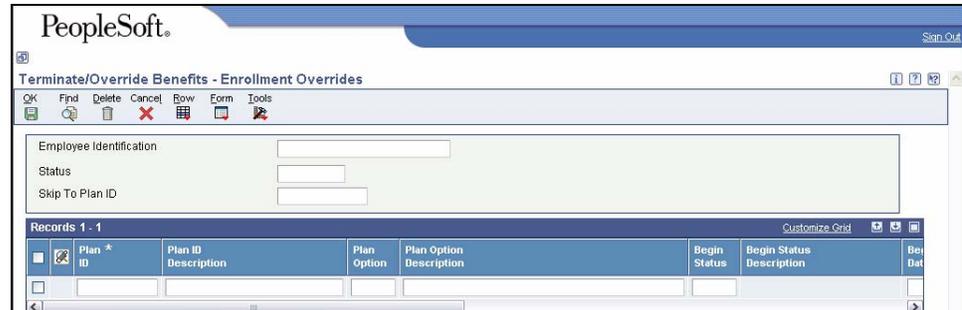
1. Locate the employee for whom you need to terminate plans by completing the following field:

    - Employee Identification

2. Click **Find**. The Terminate/Override Benefits – Enrollment Overrides window appears.
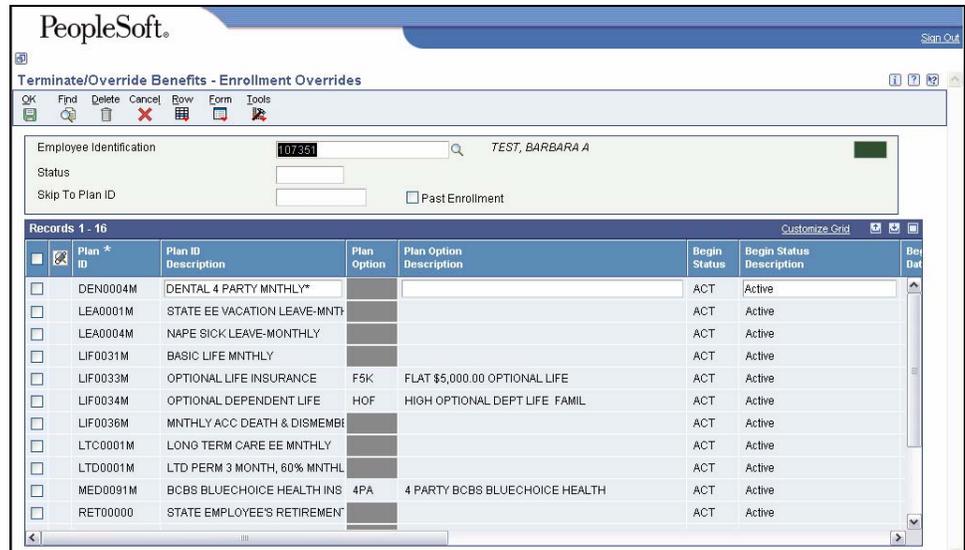
3. Complete the following fields in the grid row of the plan being terminated or ended:

    - End Status

    - Ending Date

4. Click **OK** to return to the main menu.