



**Kentucky Personnel Cabinet**  
501 High Street  
Frankfort, KY



**IC Memorandum 17-05**

**To:** KEHP/KGLI Insurance Coordinators and Billing Liaisons

**From:** Department of Employee Insurance –  
Kentucky Employees' Health Plan  
Kentucky Group Life Insurance

**Subject:** End of School Year Terminations, LWOP Processing, and Hiring Transfers

**Date:** May 10, 2017

In an effort to streamline the entry of multiple types of terminations used by Board of Education, the Personnel Cabinet and the Kentucky Department of Education (KDE) will continue to use the same process as last year for terminating benefits for school board employees.

The MUNIS system was enhanced to automatically flow summer or school year-end terminations to KHRIS. When the term code is entered in MUNIS, the employee's summer or year-end term will be sent to KHRIS and benefits terminated based upon the type of code input.

**MUNIS Action Codes for Terms**

There are four MUNIS action codes to use. You should continue to use the 0008 code if the employee is not considered a summer or year-end term.

<b>Code</b>	<b>Timeframe</b>	<b>Effective Date of Term</b>
50	Mid July	Health, HRA, FSA ends July 15 Life ends July 31
51	End of July	All benefits end July 31
52	Mid August	Health, HRA, FSA ends August 15 Life ends August 31
53	End of August	All benefits end August 31

Note: Full month premiums must be deducted for KGLI participants to remain eligible and allow the payment of benefactor proceeds in the event of employee death.

For MUNIS directions and information specific to these codes, please contact the KDE KHRIS support desk at [kdekhrrisupportdesk@education.ky.gov](mailto:kdekhrrisupportdesk@education.ky.gov).

## Confirm Termination

After submitting your first round of term codes on the MUNIS termination file, please verify the terms are going through correctly by using PA20 in KHRIS. If you do not see a termination, or the term has been entered but it is not what you anticipated, please let KDE, Sheila Sexton in DEI Enrollment Information Branch, and Christie Burkhead in Group Life Insurance Branch know. Please be aware that there may be delays of three to five business days based on when you submit the term file and when it is received by DEI/KGLI and can be viewed in KHRIS. KDE sends KHRIS compiled term files daily. **If the MUNIS termination is marked as “posted” (check mark in the “Term Reported” box) the data should be transmitted via the file process.** Also note that you will not receive import files in MUNIS showing termination of coverage if the termination is done through MUNIS.

## Termination Doesn't Transmit to KHRIS

If after at least five business days, the termination did not process in KHRIS, please terminate the employee using this process:

- In PA40 – enter the date after the extended health insurance should end (7/16, 7/31, 8/16 or 9/1)
  - Follow the PA40 steps outlined in the Benefits Administration User Guide, page 69 – Termination of Participation
- Then proceed to HRBEN0014, use the coverage end date of 7/15, 7/31, 8/15, or 8/31 to stop participation

	Validity period	Action	Date
<input type="checkbox"/> Medical			
CW Maximum Choice	12/01/2012 - 12/31/9999	Terminate on	08/31/2013
<input type="checkbox"/> Basic Life AD&D			
Basic Life and AD&D	12/01/2012 - 12/31/9999	Terminate on	08/31/2013

## Hiring Transferred Employees

Please refer to Chapter 6, Page 2 of the Administration Manual for specifics on how to handle a school district employee who goes to a new school district. To hire an employee who is transferring into your agency as part of the summer transfer process, please complete an update form and send to EIB – mark the update form “Summer Transfer” on the top. Please note that as of January 2017, all new hires are automatically defaulted in the Standard PPO at the single coverage level for health insurance. The new hire has 35 days to make his/her health insurance, FSA, HRA and life insurance benefit elections. If you have a transfer that should be treated as a new hire, the default plan will be in place unless the employee makes a timely election of coverage.

**Leave Without Pay (LWOP)**

Also as a reminder, the MUNIS 0008 code should NOT be used for beginning LWOP. In order to end benefits in KHRIS for LWOP (non-FMLA), please follow the instructions in the Benefits Administration User Guide, page 102. You must enter “Start LWOP” transactions in BOTH systems, MUNIS and KHRIS.

**For Questions Contact**

KDE/MUNIS: KDE KHRIS Support Desk at [kdekrissupportdesk@education.ky.gov](mailto:kdekrissupportdesk@education.ky.gov)

DEI/EIB: Sheila Sexton at [sheila.sexton@ky.gov](mailto:sheila.sexton@ky.gov)

KGLI: Christie Burkhead at [christie.burkhead@ky.gov](mailto:christie.burkhead@ky.gov)