

DEI Memo 26-03

TO: Boards of Education’s Insurance Coordinators and Billing Liaisons

From: Department of Employee Insurance

Subject: End of School Year Terminations and Hiring Transfers

Date: May 13, 2026

PLEASE READ CAREFULLY AND THE ENTIRE MEMO

To streamline the entry of multiple types of terminations used by Boards of Education, the Department of Employee Insurance (DEI) and the Kentucky Department of Education (KDE) will continue using the same process as previous years for terminating benefits for school board employees.

The MUNIS system sends summer or school year-end terminations to KHRIS. When the appropriate term code is entered in MUNIS, the employee’s summer or year-end termination will be transmitted to KHRIS and benefits will terminate based upon the code used. To process the Term File, a termination date must be entered on the Employee Master in MUNIS. You must enter the Health Insurance Term Date on the Kentucky Employee Benefits Benefit Record for each employee being termed, along with the appropriate action code.

All terminations, including employees enrolled in waiver plans, must be reported through MUNIS.

MUNIS Action Codes for Summer or School Year-End Terms

All benefits will terminate at the end of the month. Mid-month terminations should not be entered.

While MUNIS still lists four summer or school year-end term codes, only codes 51 and 53 should be used. If an incorrect code is used and a mid-month termination is submitted, DEI will automatically correct the termination to reflect the end of the applicable month (7/31 or 8/31). Continue using code 0008 if the employee is not considered a summer or school year-end termination.

Code	Timeframe	Effective Date of Term
51	End of July	All benefits end July 31
53	End of August	All benefits end August 31

Important Note

If an employee wishes to continue health benefits through the summer, the employee must continue ALL currently enrolled benefits through the summer. For example, if an employee is enrolled in both health and dental coverage, the premiums for both must be paid. The employee cannot choose to continue dental coverage without continuing health coverage.

Full premiums must be paid through the end of the month in which benefits terminate. If premiums are not paid, the member may be termed for non-payment of premiums.

For MUNIS directions and information specific to these codes, please contact KDE at eerp@education.ky.gov.

Confirming Terminations

After submitting your initial round of term codes on the MUNIS termination file, please verify that the terminations processed correctly by reviewing PA20 in KHRIS.

If you do not see a termination, or if the termination appears differently than expected, please notify KDE and Sheila Sexton in the DEI Enrollment Information Branch.

Please allow three to five business days for processing, depending on when the term file is submitted, received by DEI, and updated in KHRIS. KDE sends compiled KHRIS term files daily.

If the MUNIS termination is marked as “posted” (check mark in the “Term Reported” box), the data should transmit through the file process.

Please note: You will not receive import files in MUNIS showing termination of coverage if the termination was completed through MUNIS.

If the Termination Does Not Transmit to KHRIS

If the termination has not processed in KHRIS after at least five business days, please terminate the employee manually using the process below:

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

Correcting a Termination Date

If a termination date needs to be corrected after it has been submitted through MUNIS, the correction cannot be processed through MUNIS. The agency must upload an application reflecting the corrected termination date for DEI review and processing.

Hiring Transferred Employees

Please refer to Chapter 6, Page 2 of the Administration Manual for guidance on handling school district employees transferring to a new district.

To hire an employee transferring into your agency as part of the summer transfer process, upload the Summer Transfer Application using the DEI Form Upload process. Select:

- Active Agency .PDF Upload
- Change in Employee Status
- Summer Transfer

The effective date should be either 8/1 or 9/1. Do not enter mid-month effective dates.

Additional reminders:

- The new agency should communicate with the prior agency to ensure the end date and start date entered in KHRIS match.
- If the employee is a contracted employee, the agency should list the last day worked as 6/30.
- Do not select “Transfer” unless it is a true Transfer and NOT a Summer Transfer.
- The effective date should correspond with the prior agency’s coverage end date.
 - If the prior agency terminated coverage effective 7/31, the new agency must submit 8/1 as the effective date.
 - Do not submit 9/1 unless the prior agency corrects the end date and verifies premiums have been received.
- If an employee is terminated in KHRIS on 6/30, normal transfer rules apply. In that scenario, select “Transfer” as the reason for application.
- It is extremely important that ICs communicate the correct end date to the new agency. The prior agency should verify the correct end date in KHRIS before providing it to the new agency.

Example:

BOE A terminated an employee effective 6/30 in KHRIS. The employee transferred to BOE B effective 8/2, but BOE B submitted an 8/1 effective date. EIB cannot process the application because the prior agency still reflects a 6/30 termination date. Either BOE A must correct the termination date or BOE B must correct the start date. EIB will reject the application if the dates do not match.

For Questions Contact

KDE/MUNIS: ecrp@education.ky.gov

DEI/EIB: EIB@ky.gov